



# Climate Action Plan Committee Charter

*Review Draft: February 7, 2018*

This document has been prepared to articulate and guide the role and operation of the Milwaukie Climate Action Plan Committee (CAPC).

## PURPOSE

The purpose of the CAPC is to advise City staff and City Council in creating a community-driven Climate Action Plan, help shape community and stakeholder engagement for the process, review project materials and recommend a final plan to City Council. Committee members will help represent community interests in planning discussions, help share information with the Milwaukie community, and encourage community participation.

## TERM

The CAPC is expected to meet three times between February 2018 and July 2018. This draft charter will be discussed and approved at the inaugural committee meeting on February 8, 2018.

## OUTCOMES

The CAPC will seek to achieve the following outcomes:

- The delivery of a dynamic, realistic, iterative, and human-centered Climate Action Plan co-created with City staff and the community that respects Milwaukie's identity and focuses on preserving and improving long-term livability;
- The implementation of a stakeholder and community engagement process that reaches a broad cross-section of people who live and work in Milwaukie;
- The development of recommendations around climate priorities, actions, goals and objectives based on review of technical and scientific information.

The Climate Action Plan will be developed through an iterative process based on feedback and recommendations provided by committee members, potential implementation partners, and the Milwaukie community. The Climate Action Plan Committee will review and comment on technical papers as well as the draft plan. The committee serves an advisory role. Final adoption of the Climate Action Plan will require City Council approval.

## MEMBERSHIP

The CAPC is comprised of 17 members, including two City Council liaisons, six appointed representatives of regional agencies and employers, and nine community members.

Should a member need to resign their membership from the group, they should do so by informing City staff in writing. At that time, staff may decide to fill the vacancy by offering the place to a different applicant or continue with current membership.



## OPERATIONS

### Agenda:

The meeting agenda will be provided to CAPC members approximately one week prior to the meeting. Background materials will be shared for pre-reading and meeting preparation.

### Meeting summary:

Consulting staff will prepare a meeting summary for each meeting. We will ask for corrections at the next meeting after which time they will be considered final. Draft and final summaries and other meeting materials will be posted on the City's website.

### Media:

The media spokesperson for this process is Peter Passarelli, Public Works Director. While members are free to speak to the media, they should do so as an individual, not representing the view of the committee as a whole.

### Meeting frequency and location:

The CAPC will meet three times between February 2018 and July 2018. Meeting times, dates, and locations will be determined with as much advanced notice as possible. Committee members will be notified via email by City staff as soon as dates are solidified.

### Governance structure:

The Climate Action Plan Committee has no formal delegated powers of authority to represent the City of Milwaukie or commit to the expenditure of any funds. The committee may identify members to present recommendations to City Council on behalf of the entire committee, as needed. City Council is expected to consider and adopt a final Climate Action Plan.

### Photography, recording and social media:

Photographs help provide a visual record of public processes. Members may choose to abstain from any photographs. If that is your desire, please let staff know.

## ROLES AND RESPONSIBILITIES

### Role of the facilitator:

Climate Action Plan Committee meetings will be guided by an independent facilitator. The facilitator will:

- Encourage open, candid, and robust dialogue
- Ensure meetings start and end on time, and the agenda is followed
- Help keep the discussion on track and within the scope of the meeting
- Help capture ideas and ensure accuracy in understanding
- Foster discussion and encourage active listening to all ideas



## Agreements:

Member of the Climate Action Plan Committee agree to:

- Listen for a diversity of views and opinions
- Actively participate in discussions
- Focus on the purpose of the work
- Attend all meetings
- Review materials in advance
- Demonstrate respect for each other
- Respect the role of the facilitator to guide the process

## Decision making and quorum:

The committee will operate by consensus, taking votes only where needed. Minority opinions will be included in the meeting summary.

A quorum must be present to vote on recommendations. A quorum is a simple majority of the total committee. As this is a very short process, members will not have formal alternates.

The CAPC will not revisit previous decisions unless agreed to by a majority of members present.

## Conflict of interest:

CAPC members should work to represent the interest of the community at large. Where they may personally or professionally benefit from a discussion or decision, they should disclose that for the committee. If they believe they can participate from a perspective of community benefit, they may participate in discussion. Otherwise, they may participate in discussion but should abstain from a vote.