



CITY OF BEND

TO: CLIMATE ACTION STEERING COMMITTEE

FROM: CASSIE LUBENOW

DATE: JUNE 7, 2018

**RE: CLIMATE ACTION STEERING COMMITTEE CHARGE
LETTER**

Charge

The Bend City Council has directed the Climate Action Steering Committee (CASC) to make recommendations to the Council and City Manager on action planning and associated budget requirements related to reduction of fossil fuel use and GHG emissions in accordance with the fossil fuel use reduction goals established in Resolution 3044. The goals are to reduce:

- Carbon dioxide emissions from City facilities and operations to achieve carbon neutrality by the year 2030
- Fossil fuel use for City facilities and operations by 40% by 2030 and 70% by 2050
- Community wide fossil fuel use by 40% by 2030 and 70% by 2050

Objective

City Council has directed that the CASC:

1. Create a Community Climate Action Plan (C-CAP) that recommends specific actions and associated budget requirements to reduce fossil fuel use and GHG emissions community-wide. Recommendations are to be based on the most effective available strategies and Bend-specific information.
2. Help the city establish a process for adoption of a C-CAP, develop the plan and adhere to the timetables for creating the Plan.



City Council has directed that the Climate Action Plans will include:

1. Five year benchmarks, targets, policies, and measureable actions consistent with the best available science and designed to set the community of Bend on the path to achieving the reduction goals set forth in Resolution 3044.
2. Sustainability cost-benefit analyses of short and long term objectives, projects, and adaptations for achieving the reduction goals in order to evaluate potential social, environmental and financial impacts.
3. Implementation plans with monitoring, reporting and verification frameworks that identify accountability and schedule for actions, plan updates, as well as the funding strategy to support implementation.

CASC Guidelines

The CASC:

1. Will help the City verify that the goals of Resolution 3044 continue to be supported by the community and City and are based on the best available current science and local data. The metrics used to measure progress towards reaching the goals should show the highest return on investment in GHG emissions reductions and fossil fuel reductions; and consider environmental, social, and financial impacts. The CASC will recommend modification to the climate action goals of Resolution 3044, if necessary.
2. Will identify projects with low initial costs that are possible to implement in the near term as well as projects requiring more significant investment and diversified funding over the longer term.
3. Will identify opportunities for the City to encourage and incentivize businesses and residents, through voluntary efforts, to reduce GHG emissions and fossil fuel use.
4. Will advise on the development of potential ordinances to implement the C-CAP, if necessary, for adoption by the City Council.
5. May recommend that the City Council form Technical Advisory Committees (TACs) to address specific areas of action or study.
6. Will provide review and input on a City Operations Climate Action Plan, also known as the Strategic Energy Management Plan.
7. May adopt procedures for its meetings and reporting to the City Council.
8. Will hold open public meetings.

Project Decision Making

In all collaborative processes, it is important to be clear on who is making decisions for the project and how public comments will be used. The development of the C-CAP is a unique process because while the Council has decision making authority on accepting the plan, the implementation of the plan will be the shared responsibility of the city and



community partners. The decision making structure is summarized below and in Figure 1:

Decide: City Council

The Climate Action Steering Committee is one element of public involvement and a way for the Council to hear from an important group on technical and policy matters. The Council retains its decision making authority over City policy.

Recommend and Advise: Climate Action Steering Committee

The Climate Action Steering Committee serves an advisory role and will make recommendations to the City Council. The CASC will consider advice from city staff, local technical experts, and input from the public.

Advise: City staff and technical experts

City staff and technical experts, through a variety of means (committee meeting presentations, written memos, special advisory or working group meetings, etc.) will provide information and input to the CASC when needed on specific topics.

Engage: Community at large

The CASC will engage the community at large throughout the process through a variety of media, from formal public events to reaching out to community groups at their own meetings during the development of the C-CAP. The greater community provides key input and review of strategy identification and selection, as well as information to ensure the plan reflects community desires and values.

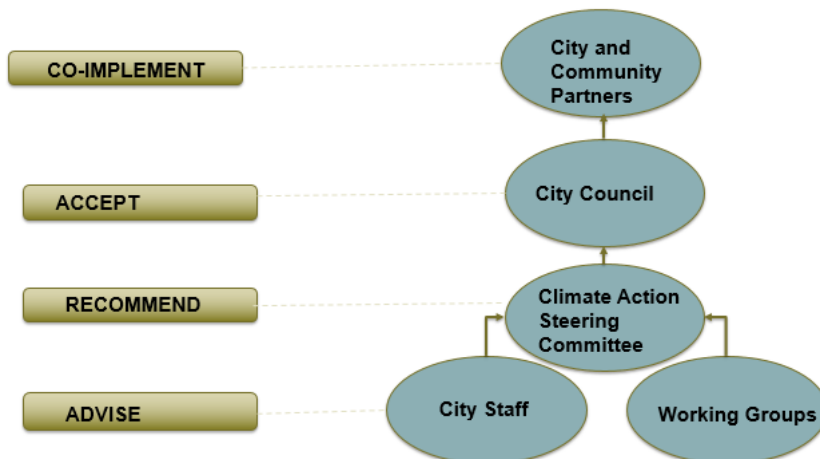


FIGURE 1. DECISION MAKING STRUCTURE FOR CLIMATE ACTION PLANNING



C-CAP Development Decision Making

The C-CAP recommendations are to be created and confirmed by the Climate Action Steering Committee, who will be informed by the greater community, city staff, and external experts. The CASC is responsible for identifying stakeholder communities, soliciting their input, and incorporating their feedback into the C-CAP recommendations. The CASC has decision-making authority over what to recommend to City Council.



FIGURE 2. DECISION MAKING ROLES FOR C-CAP DEVELOPMENT

C-CAP Development Roles

Climate Action Steering Committee

- Advises planning and public engagement process
- Implements public engagement process
- Brainstorms actions and strategies
- Evaluates, determines, and prioritizes final strategies

Community Stakeholders

- Brainstorms priority strategies with CASC
- Provides feedback on proposed strategies
- Advises on community needs, values and priorities

External Experts

- Brainstorms priority strategies
- Analyzes issues and strategies
- Provides supporting research and data
- Advises on implementation ideas

City Staff Technical Advisors

- Analyzes issues and strategies
- Provides supporting research and data
- Advises on implementation ideas

Staff Liaison

- Coordinates planning process
- Manages writing of the plan

Committee Structure

- CASC is composed of thirteen members to reflect diverse views of the community:
 - Two business at large representatives
 - One Bend Economic Development Advisory Board (BEDAB) member
 - Two environmental community representatives
 - Two local government or institutional representatives (such as parks, schools, library, county, COIC, OSU, COCC)
 - Two at-large individuals
 - Two subject matter experts (science community, green building, energy utilities, etc.)
 - Two youth member representatives who will be 18 years old or younger at the time of initial appointment.
- Members have been appointed by City Council.
- The Committee will have two council liaisons as non-voting members.
- Two Co-chairs will be selected by the Mayor prior to the first meeting of the CASC
- CASC meetings will be led by the co-chairs.
- The Committee is staffed through the City Manager's office by the Sustainability Coordinator. The Sustainability Coordinator will involve other employees of the City (senior policy analyst, facilities, IT, utilities, transportation, planning, legal, economic development, affordable housing, engineering, etc.) on an as-needed basis.
- The CASC may be informed by ad hoc working groups throughout the committee process.
- If a member of the CASC cannot continue to serve on the committee, the Mayor/Council Liaisons must approve any replacement CASC members.

Roles and Responsibilities



Members of the CASC will:

- Attend all monthly CASC meetings throughout the duration of the project unless member notifies chair and staff liaison in advance of meeting.
 - Members are allowed two absences without prior notification to chair and staff liaison.
 - After more than two non-notified absences, co-chairs and city staff reserve the right to remove member from Committee.
- Provide input and direction on general planning processes and public outreach plan
- Help to implement public outreach plan by communicating to the public and to their community groups or organizations about the CASC's work to brief them on progress, listen to concerns and questions, and report back to the CASC.
- Use public engagement process to identify, develop, evaluate, and prioritize actions to recommend in the C-CAP
- Actively participate in the project by contributing to project meetings and reviewing materials before meetings.
- Strive to represent the perspectives, ideas, and concerns of their communities, as applicable.
- Consider perspectives they hear from the community.

Co-Chairs will:

- Work with staff (and consultants as applicable) to set the meeting agendas, do pre-meeting preparation, and support staff in conducting public outreach.
- Lead committee meetings according to agendas, encouraging all members to participate and voice their ideas.
- Lead the committee in decision making, helping them to move forward when there is disagreement
- Be the spokes people for the C-CAP process to City Council.

City Staff will:

- Establish and refine process for C-CAP development through all phases of the process, with input from co-chairs, feedback from Committee and others, and best practices learned from other communities.
- Consult with co-chairs to set agenda and meeting structure before each committee meeting.
- Schedule and coordinate meeting details, including location, time, pre-meeting materials, refreshments, etc.
- Involve and coordinate with other employees of the City and other technical experts and consultants on an as-needed basis.
- Conduct baseline assessments such as the community-scale greenhouse gas (GHG) emissions inventory



- Conduct background research on topics and process development as needed and brief committee on findings as input for decision making.
- Assist in developing and maintaining partnerships that support pursuit of the goals.
- Seek grant funding

Meeting Guidelines

- Meeting materials will be distributed by e-mail one week in advance of meeting.
- Deliberations will be respectful of a range of opinions, strive for consensus and acknowledge points of mutual agreement. If consensus cannot be reached, the CASC will make recommendations to Council based on majority positions.
- A majority of the voting members of the committee are required to be present for the committee to vote on a recommendation. If a consensus cannot be reached then a majority of those present and voting must be in agreement for the group's input to be considered a CASC recommendation.
- Meetings will begin and end on time. If agenda items cannot be completed on time, the group will decide if the meeting should be extended or if the topic can be resolved off line.
- Meetings may take a variety of formats, depending on the phase of work and tasks and discussions needed in order to move forward with the project. CASC may provide input to adapt meeting format when necessary.
- CASC discussions will be informed by staff presentations and recommendations. Staff and/or CASC may be informed by technical advisory committees and work groups.
- CASC will reserve time at each meeting for visitor's to provide input. Meeting minutes will be prepared for each meeting and distributed to CASC members for review.

Communications Outside of Meetings

- Co-chairs or their designees will share CASC progress and recommendations with the City Council at key milestones
- CASC members may provide additional comments to the City Council during time reserved for public comment, but they will do so on their own behalf and not on behalf of the group.
- CASC members are encouraged to share the committee's progress with their respective groups at meetings, by e-mail, or through newsletters.
- City staff will be responsible for distributing information to CASC members, so everyone has the same information. CASC members are responsible for providing staff liaison, Cassie Lubenow, with information they wish to share with fellow committee members at least three business days prior to CASC meetings.
- Relevant discussions of project issues should occur at the CASC table, for the benefit of allowing all members of the committee and the City to be informed and participate.



- If contacted by the media, CASC members may speak to the media on their own behalf and **not** on behalf of the committee or City. CASC members should refer members of the media to City staff for official statements. City staff may ask the Co-chairs to speak with the media.
- CASC discussions and deliberations must take place in a public setting, and with a majority of committee members. More than half of the committee members may not discuss or deliberate committee issues outside of the designated public meetings either in person, in emails, or other electronic communication.

Timeframe

The Council intends the CASC to participate in development of Climate Action Plans for Recommendations to the Council and to help implement the C-Cap under the following intended timeframe:

1. By September 2018, the CASC will have reviewed and the City will recommend a climate action plan for City Operations, known as the Strategic Energy Management Plan, to guide the city in pursuit of the City Facilities and Operations goals of carbon neutrality by 2030.
2. By September 2019, the CASC will recommend a C-CAP to guide the City and community towards achieving community-wide fossil fuel use reductions of 40% by 2030 and 70% by 2050.

Proposed Project Phases

1. April 2018 – August 2018:
 - Kick-Off and Orientation
 - Understanding the problem: GHG emissions inventory
 - Learning best practices
 - Determining goals, framework and process
2. September 2018 – December 2018
 - Initial strategy identification and evaluation
 - Consulting experts and technical advisory groups
3. January 2019
 - Community event for public input
4. February 2019 – April 2019
 - Refining and evaluating strategies
 - Final strategy decisions made
5. May 2019 – June 2019
 - Draft plan completed
 - Community event for public input
6. July 2019 – August
 - Finalize plan

