



Charter for Climate Action Advisory Committee

Mission

Climate action is an urgent need regionally and globally to ensure the resilience of communities and the reduction of greenhouse gas (GHG) emissions. Climate action is also an immediate priority for Kenmore's City Council. The projects and policies that will be developed by staff to implement the Climate Action Plan (CAP) will encompass all of Kenmore. As such, it is important that residents have an avenue of participation in the decision-making process and ensure actions are equitable.

To provide community perspective, the City will create a Climate Action Advisory Committee of residents and/or business representatives. The Committee will work on an ad-hoc basis to review strategy, plans, reports, and proposals, and advise the City Manager on climate-related matters.

Background

The CAP was adopted by the City Council in May 2022. The strategies and actions identified within the plan address both GHG emissions and climate change impacts.

Implementation actions fall within the following categories:

- Municipal operations
- Buildings & energy
- Transportation & land use
- Consumption & materials management
- Natural systems & water resources
- Community resilience & wellbeing

In February 2023 the City Council approved a set of taxes and fees to fund CAP implementation and hire a Climate Action Program Manager. The City is forming a Climate Advisory Committee to ensure that projects and policies put forward are those that are highly impactful and fundable through the budget, grants, and partnerships.

Organization

Membership: The Climate Action Advisory Committee will consist of seven members appointed through the selection process described in the following section.

Membership Selection Process: Members will be selected using the following criteria:

- Members will be residents of the City of Kenmore and/or own/work at a business physically located within the City or attend school in Kenmore.
- Members will be 16 years of age or older.

- It is the City's desire that the committee represents the community's diversity in demographics and life experiences, which may include, but is not limited to, factors such as age, housing type, and geography/neighborhood. Therefore, preference may be given to potential members to achieve diversity on the committee.
- Preference may be given to potential members with climate, sustainability, and ecosystem knowledge or experience for up to two member positions.
- Preference may be given to potential members with Diversity, Equity, Inclusion, and Accessibility (DEIA) experience for at least one member position.

Member Terms: Member terms will start on a staggered basis. 4 members will begin with a 2-year term and 3 members will begin with a 1-year term. All terms after will be for 2 years.

Meetings: Regular meeting frequency will be determined by the group, most likely on weekday evenings.

Meeting Stipend: A meeting stipend to offset member expenses will be available upon request, not to exceed \$600 per member in a calendar year.

Facilitator: The City will provide a staff member to facilitate to plan and moderate meetings to ensure: (1) all voices are heard, (2) the committee functions smoothly, (3) there are productive discussions between committee members on climate topics, (4) the committee has enough technical support to provide feedback to the City Manager, and (5) feedback is noted appropriately.

The committee and its members will serve at the pleasure of the City Manager, and the City Manager may suspend or discontinue the committee based on the needs, competing priorities, and other circumstances. The City Manager may amend the charter from time to time to meet the needs of the city and the committee or as a result of unforeseen circumstances.

Expectations

Committee members are expected to do the following:

- Come prepared to committee meetings.
- Treat one another, City staff members, and the public with respect, courtesy, and civility.
- Listen with an open mind.
- Ask questions to facilitate improved understanding of the issues and options.
- Think independently and speak on their own behalf as informed citizens, not as a designated representative of an organized group in the community.
- Share their viewpoint. Silence will be interpreted to indicate agreement.
- Work together with other committee members to develop advisory reports of recommendations to the City Manager if requested or as determined by the group.
- Maintain focus on *public benefit to all in the Kenmore community* in this work.

Authority and Responsibilities

The work of the committee will be brief, focused, and advisory in nature. The City Council retain decision-making authority. The committee provides recommendations to the City Manager, and it is at the City Manager's discretion whether such recommendations are presented directly to the City Council for consideration.

The committee will perform tasks such as the following:

Study and understand City of Kenmore's CAP: The committee will get dedicated access to staff who will present information on the City's CAP planning, completed work, and ongoing projects, answer questions on CAP budget and finances, and conduct research to facilitate understanding and assess options suggested by the committee.

Advise on and assist with public engagement process: The committee may be asked to review public engagement plans and advise on an appropriate process for this work. The committee's recommendations will consider available resources. Committee members may assist with and attend public engagement events, though at these events the committee members are encouraged to listen and observe to allow others to be heard.

The committee will review all public input and assist in synthesizing the information into useful formats for the City Manager's consideration.

Create committee advisory reports to City Manager: The committee will provide their thoughts and range of solutions to the City Manager in the form of advisory reports. The facilitator will help draft these reports. When approved by a vote of the committee, the advisory reports will be transmitted in full to the City Manager. A copy will be provided to the City Council and published on the City website for the public to read. Based on the committee's work and the work of City staff, the City Manager will then provide recommendations to the City Council for their consideration.

Community projects: The committee may be authorized to lead and participate in community projects consistent with the CAP, in the form of education & outreach, volunteer events, community service days, and others.

Provide feedback on the process: Committee members are welcome to provide input on the process while underway by email, phone, or in-person.

Selection Process

The City will accept letters of interest from qualified community members through December 31, 2023. Qualified community members may also be nominated for consideration by others. By January 31, 2024, the City Manager will select members based on the criteria listed here.