

Clackamas County Climate Action Plan Community Advisory Task Force Charter

Staff liaison: Sarah Allison, climate@clackamas.us

Climate Action Plan (CAP)

Clackamas County's Board of Commissioners set the goal that: *By 2023, a Climate Action Plan is adopted for our community with specific recommendations to reach the goal of being carbon neutral by 2050.* This plan to eliminate our contribution to climate change and to improve our community's resilience will be developed in collaboration with the community across Clackamas County.

At the core of the climate action plan (CAP) will be a suite of recommended actions the County and its partners need to pursue to meet this goal. The CAP will be developed based on extensive data gathered to create accurate energy and emissions scenario modeling combined with input from the public, subject matter experts, and stakeholders. The CAP will include coordinated, relevant, responsive, and impactful policies and actions that include clear, community-vetted pathways to arrive at the county's goal.

Community Advisory Task Force (CATF)

Composition

The CATF is composed of subject matter experts, community members, and sector leaders from industries with major opportunities to impact climate change and that will be impacted by actions and policies and/or will be the primary bodies supporting CAP implementation.

Purpose

The CATF is a critical group for shaping community engagement and prioritizing and shaping actions needed to eliminate our contribution to climate change. The CATF will work with the project team to develop a draft CAP informed by modeling data and stakeholder feedback to recommend to Clackamas County staff and Board of County Commissioners (BCC).

The CATF will accomplish this by collaborating across sectors, industries, and interests to:

- Assess key existing factors that drive greenhouse gas (GHG) emissions in Clackamas County.
- Review and provide input on modeling scenarios that show what actions are needed for Clackamas County to reach carbon neutrality by 2050.

- Inform and prioritize actions by integrating data with subject matter expertise and local context.
- Seek out and integrate feedback, reactions, input, and preferences on key actions from the diverse populations and perspectives within Clackamas County.
- Guide the design of implementation plans and timelines to ensure that they are responsive to stakeholder needs and concerns.

CATF Member Expectations

To help realize the full potential of this collaborative effort, each CATF member is expected to:

- Inform their colleagues and community members of the effort and suggest opportunities for them to engage and provide input and feedback on the CAP where possible.
- Build trust and strengthen relationships with diverse stakeholders within and across communities, areas of expertise and geographic/jurisdictional boundaries.
- Value diverse perspectives and approaches to developing the CAP to collaboratively explore what constitutes best current and future practices.
- Apply an equity lens to promote equitable distribution of resources and consider unintended harmful impacts of the CAP.
- Make recommendations based on what is most beneficial for the community as a whole, even if it may not be their own personal or organizational preference.

Meetings and Activities

CATF members are expected to participate in up to 40 hours of meetings and 15 hours of meeting preparation between June 2021 and July 2022. The primary tasks at meetings are to review and discuss the synthesis of technical and stakeholder information in order to prioritize high-impact actions, implementation pathways and timelines to reach the goal of Clackamas County becoming carbon neutral by 2050.

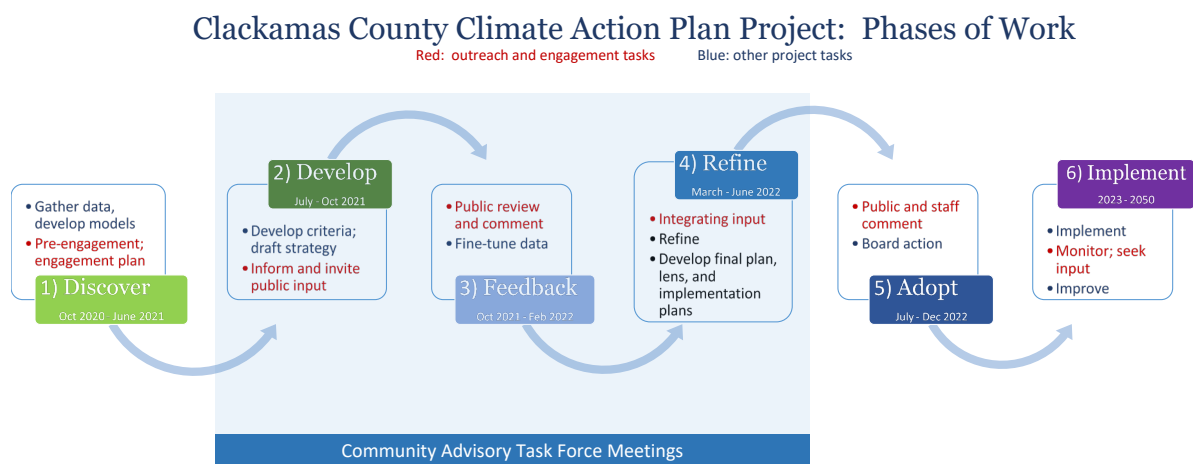
CATF member commitments include:

- Prepare for meetings by reviewing relevant documents, materials, etc., and arrive at the meetings ready to discuss, deliberate and come to consensus.
- Attend meetings regularly to ensure continuity and to develop individual and shared understanding of the topic, options, process, and partners.
- Listen to/watch the recording of any missed CATF meeting before attending the next meeting.
- Actively participate in the review and interpretation of relevant data by asking questions to make well-informed decisions.
- Provide advice and feedback to the project team on outreach strategies and leverage personal and professional connections to recruit stakeholders across sectors and our community.

Project Team (staff and consultant) commitments include:

- Plan CATF meeting agendas, coordinate and facilitate meetings.
- Update the CATF on County decisions and operations relevant to the CAP.
- Distribute meeting materials to CATF members and make meeting materials available to the public 4-7 days prior to each meeting date.
- Record CATF meetings via audio or video recording and distribute meeting materials within 7 days of meeting.
- Keep meeting notes on file for reference as needed.
- Communicate CATF progress with related project teams.
- Provide reasonable availability outside of meetings for ongoing discussion or to provide additional information.

Project Timeline



The climate action plan has six phases of work. Each phase includes different strategies and tactics for community engagement to complement the technical or strategic project work of that phase.

Phase 1: Discover

Build a foundation of data and understanding of the community to support development of the climate action plan.

Phase 2: Develop

Combine the technical analysis from Phase 1 with in-depth discussions with the Community Advisory Task Force and targeted engagement to create a first draft of the county's climate strategy.

Phase 3: Feedback

Gather input from across the community on the initial climate strategy.

Phase 4: Refine

Integrate community input and feedback into an updated version of the county's climate strategy, including the overall climate action plan, climate lens, and implementation plans.

Phase 5: Adopt

Work through the CAP adoption process with the Board of County Commissioners.

Phase 6: Implement

The community and stakeholders will continue to be engaged through implementation, evaluation and refinement, be informed about actions taken and the impact of those actions, and involved with development of each additional two-year implementation plan.

Decision Making

Process for Making Task Force Recommendations

- Since Task Force recommendations to the Clackamas County staff and Board of Commissioners are strengthened by high levels of agreement, the CATF will strive to make decisions by consensus. Consensus is achieved when all members can accept and will support the decision. Task force decisions will be understood as the most viable choice for the community as a whole, even if it may not be each individual member's personal preference.
- We will use the "Fist to 5" process (see details, attached) to discuss issues and focus in on decisions. Minority opinions may be noted in final recommendations, if requested by committee members. All decisions will be respected as final to avoid backtracking, unless the committee as a whole agrees there is sufficient new information to reconsider a previous decision.
- If it is clear consensus cannot be reached, or a timeline is pressing a decision before consensus can be reached, then a simple majority of voting members present will be required for an outcome to be represented as a committee recommendation.
- If this level of agreement cannot be reached, there will be no recommendation from the committee and all perspectives will be forwarded for consideration.

A majority of members attending will constitute a quorum for decisions made at that meeting. Although members will not have alternates or proxies, the CATF will consider written comments from members when they are unable to attend.

Integrating Equity into Decision Making

[Clackamas County states](#) that equity is the principled commitment to ensuring the absence of visible and invisible barriers to fairness in representation and opportunity. The County affirms as matters of principle the values of equity, diversity and inclusion in every aspect of County governance, operations and services rendered to County residents and the public at large. Equity will be meaningfully, intentionally and deliberately integrated into the development of the CAP and the implementation plan.

Fist of 5 Decision Making Process

When the CATF is ready to make a decision on a plan recommendation or proposal that has been discussed and refined, the CATF will use the fist-to-five consensus technique to poll members and to help achieve consensus. The technique is used as follows:

The facilitator restates the proposal and asks CATF members to show their level of support. Each member responds by holding up a closed fist or the number of fingers that corresponds to her/his/their level of support, as defined below. Any member who holds up fewer than three fingers is given the opportunity to state objections and other members may respond.

The facilitator continues the fist-to-five process until all members hold up three or more fingers, signifying consensus, or the group agrees to move on to the next topic.

Closed fist	A No vote that blocks decision on the topic. I require changes to the proposal before I will let it pass.
1 finger	I have major concerns to discuss.
2 fingers	I am comfortable with the proposal, but need to discuss some minor issues.
3 fingers	I feel comfortable enough to pass the proposal without further discussion.
4 fingers	I support the proposal and will actively implement it.
5 fingers	I support the proposal and offer to be one of the leaders in championing broad implementation.

Communication and Public Comment

All meetings, emails and other forms of communication (text messages, social media, etc.) regarding task force business are considered public record and, as such, are subject to review from anyone upon request. With that in mind, please copy the climate@clackamas.us email on all emails regarding task force business.

The meeting packet and notification of the next meeting will be made available to task force members and the public at least 4 days before the next scheduled meeting.

While the primary purpose of the CATF meetings is to provide a forum for the work of the CATF, meetings will be open to the public. Time will be included in each agenda for public comment. Those who wish to provide comment should check in with County staff using the method outlined in the meeting agenda before the start of the meeting. The length of individual comments will be limited based on the number of individuals who wish to address the task force, but should be no more than three minutes. The public comment time is the only time during regular meetings for the public to engage in the task force meeting.

Interested members of the public are encouraged to provide more thorough comments in writing. All written comments will be circulated to each member of the task force.

External Communications

Outside of CATF meetings, we agree to:

- Support the group process in communications with others and with each other.
- Speak about my own experience on the committee as an individual, but not speak for the group unless designated to do so, and refer inquiries about the CATF that need a full response to a staff liaison.
- Copy the staff liaison and facilitator on any emails about the CATF's work.
- Communicate with community members and colleagues to inform them of the group's discussions and progress, and to ensure that issues are identified that need to be communicated to the rest of the CATF.
- Contact the staff liaison about suggestions to for future meetings and activities.