

Staff Report

To: Regional Climate Protection Authority
From: Lauren Casey, Director of Climate Programs
Item: 4.6.1 – Climate Action Advisory Committee Proposal
Date: December 12, 2016

Issue:

Shall the Board establish a Climate Action Advisory Committee to provide expert citizen input on the implementation of climate action initiatives at the RCPA on an ongoing basis?

Background:

In 2013, the RCPA Board of Directors established a Stakeholder Advisory Group (SAG) to oversee the development of the *Climate Action 2020 and Beyond Plan*. The purpose of the SAG was to provide information and advice to the RCPA regarding challenges and opportunities that could be addressed in the regional climate action plan (CAP).

The entire SAG met five times between 2013 and 2016. Sector specific ad hoc committees were also convened as requested to review greenhouse gas (GHG) analysis specific to each inventory category addressed in the CAP, i.e. buildings, transportation, agriculture, water, and solid waste. The input collected in these meetings was used by RCPA staff and consultants to inform the narrative and analysis in the draft and final *Climate Action 2020 and Beyond* plans published in 2016.

As staff look towards the adoption and implementation of the CAP, and the ongoing implementation of GHG mitigation and climate adaptation strategies, expert community input from individuals like those appointed to the SAG will continue to be useful in generating implementation strategies that are best suited to the communities of Sonoma County.

Therefore, staff proposes that the Board create a new committee to be coordinated by RCPA staff, a Climate Action Advisory Committee. It will be similar to the SAG in composition but expected to convene quarterly. Meetings will, at a minimum, include presentations on:

1. Current RCPA projects and programs
2. Future RCPA project and program opportunities
3. Community based efforts (reports from CAAC members)

Minutes from CAAC meetings will be posted on the RCPA website to serve as a reference for RCPA Directors and staff.

Should the Board authorize staff to create the proposed CAAC, the attached nomination packet will be distributed to each RCPA Director in 2017. The list of past SAG members is also attached as a reference.

Policy Impacts:

None.

Fiscal Impacts:

None.

Staff Recommendation:

That the Board authorize staff to create a new Climate Action Advisory Committee and complete the attached nomination process.

December 12, 2016

Dear RCPA Director,

The Regional Climate Protection Authority is seeking nominations for the Climate Action Advisory Committee (CAAC) by the RCPA Board of Directors.

The CAAC will provide information and advice to RCPA staff and project consultants during the development and implementation of climate action programs and projects.

Directors shall submit two nominations.

Please consider nominations based on their:

- Understanding, interest and commitment to the goals and objectives of the RCPA as described in the Climate Action 2020 and Beyond summary
- Community leadership and ability to represent the sentiment and needs of the community in which they reside

This packet contains:

- CAAC Nomination Form – please fill out one per nominee and return by January 31, 2017
- CAAC Charter
- Climate Action 2020 and Beyond Summary

Please return nomination forms to Carolyn Glanton by January 31, 2017:

E-mail: Carolyn.glanton@rcpa.ca.gov

Or in person/mail:

Regional Climate Protection Authority
490 Mendocino Ave # 206
Santa Rosa, CA 95401

Thank you,

Suzanne Smith, Executive Director

RCPA Climate Action Advisory Committee

The following is a description of the roles and responsibilities of the Climate Action Advisory Committee (CAAC) and guidelines for how meetings will be conducted.

Purpose

The purpose of the CAAC is to provide information and advice to the Regional Climate Protection Authority (RCPA) Board, staff and project consultants during the development and implementation of climate action programs. The CAAC will not take official votes or make direct recommendations to any hearing body.

Composition

The CAAC consists of stakeholders selected by the RCPA Board of Directors, to represent a diversity of viewpoints and areas of technical expertise from each jurisdiction. Three representatives from each city and two representatives from each County supervisorial district will be chosen by the RCPA Board members based on their respective jurisdictions. The RCPA Board may also extend invitations to additional stakeholders to contribute perspectives not represented by other members, in order to ensure adequately diverse sector representation. None of the members will hold public elective office on a governing board of any city or the County. Representatives are to have the following qualifications:

- General understanding of the goals and objectives of RCPA
- General understanding of climate change policy matters as they relate to local government, planning and project implementation
- Community leadership and ability to represent the sentiment of the community you live in or sector you represent

Sectors sought for representation in the Advisory Group include:

Renewable Energy	Environmental	Economic Development
Agriculture	Transportation	Education
Viticulture	Social Justice	Open Space
Business	Environmental Justice	Waste
Community Non-profits	Real estate	Water
	Health	Building Efficiency

Duration

The CAAC appointments will be for two years. If an appointee is unable to serve the full term, the Director shall identify a replacement who will serve through the end of the original term. CAAC appointments will be renewed every two years. When a new Director is seated he or she will have the opportunity to confirm or replace the CAAC member.

Meetings

A total of four CAAC meetings will be held each year. Meetings will generally last for two hours including presentations, comments and questions/answer.

Each meeting will include, but not be limited to, presentation on:

1. Current RCPA projects and programs
2. Future RCPA project and program opportunities

3. Community based efforts (reports from CAAC members)

Meetings will be focused on CAAC members; however, they will be open to public. Because of the limited time available for each meeting, and the nature of the CAAC process, members of the public will be able to provide comments at the end of the meeting. A time limit will be imposed on each speaker during the public comment period.

RCPA staff will be responsible for running CAAC meetings.

The meetings of the CAAC are subject to the Ralph M. Brown Act, and therefore subject to the Act's notice and posting requirements. Following each meeting, minutes will be created by staff and posted to the RCPA website.

Expectations of CAAC Members

Primary role:

Work with staff to develop and implement greenhouse gas reduction programs and measures in Sonoma County communities.

Anticipated activities will include:

- Reviewing and considering materials, proposals, ideas and concepts introduced to them by RCPA and jurisdiction staff
- Engaging in constructive discussion with CAAC members and staff about challenges and opportunities in the implementation of climate action measures
- Fostering communication outside of the CAAC regarding progress and outcomes of RCPA initiatives; particularly as they relate to a member's jurisdiction or sector

Communication with Staff and Consultants

Outside of CAAC meetings, RCPA staff will serve as the CAAC liaisons and primary contacts for members.

All CAAC member questions, comments, and other correspondence should be directed to RCPA staff.

Correspondence from members requiring consultant response or clarification for specific jurisdictions will be forwarded to the appropriate contact through RCPA staff.