

## **ad hoc CLIMATE AND ENERGY ACTION PLAN IMPLEMENTATION COMMITTEE**

**Thursday, January 18, 2018 | 5:30 PM – 7:30 PM**

**Siskiyou Room, 51 Winburn Way**

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### **Meeting Objectives**

- Decide on future meeting times.
- Meet other members of the committee.
- Gain an understanding of CEAP structure.

### **Meeting Agenda**

1. Call to order (Stef)
2. Introductions (All)
3. Meeting Format and Schedule (Stef)
  - Chair – Duties/Responsibilities
  - Agenda/Packet Materials
  - Regular Meeting Schedule
4. Committee Charge / Scope of Work (Adam)
  - Review/Discuss Council Approved Committee Charge
5. Committee guidelines (Stef)
  - Communication / Preparedness / Attendance / Decision making
6. Climate and Energy Action Plan (CEAP) Overview (Stu)
  - History and Timeline
  - Intro to Plan
  - Key Documents
7. CEAP Implementation Committee look ahead (Stu/Adam)

### **Ad hoc Climate and Energy Action Plan Implementation Committee**

#### **Charge and Scope of Work:**

The Ad-Hoc Climate and Energy Action Plan Implementation Committee shall be charged with the following scope of work:

- Review, provide input and make recommendations as appropriate on the following:
  - Development of benchmarks and indicators for identified actions within the [Climate and Energy Action Plan](#).
  - Phase I implementation plans presented to the committee by staff.
  - Co-benefits and equity considerations for all phase I action implementation.
  - Development of measurement and reporting protocols and systems.
  - Development of a public outreach and education plan for the Climate and Energy Action Plan and its implementation progress
  - Coordination and communication structure between Climate and Energy Action Plan ad-hoc and other existing City Advisory Commissions in Climate and Energy Action Plan implementation
  - Long term structure and format for citizen advisory role in Climate and Energy Action Plan implementation
- Review, analyze and address public input received by the committee.

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## **Meeting Reference Material**

### **[CEAP Implementation Committee Charge and Scope of Work:](#)**

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  - Development of benchmarks and indicators for identified actions within the Climate and Energy Action Plan.
  - Phase I implementation plans presented to the committee by staff.
  - Co-benefits and equity considerations for all phase I action implementation.
  - Development of measurement and reporting protocols and systems.
  - Development of a public outreach and education plan for the Climate and Energy Action Plan and its implementation progress
  - Coordination and communication structure between Climate and Energy Action Plan ad-hoc and other existing City Advisory Commissions in Climate and Energy Action Plan implementation
  - Long term structure and format for citizen advisory role in Climate and Energy Action Plan implementation
  
- Review, analyze and address public input received by the committee.

### **Committee guidelines and housekeeping**

**Communication.** Public meeting laws do not allow us to have group conversations away from publicly noticed meetings. Individual contact and discussion is fine at any time. One person speaks at a time, all voices are valued and listened to respectfully. If you serve on another commission, we ask you keep the other group apprised of our activity and convey any messages in return.

**Preparedness.** Meeting packets are released the Thursday prior to the scheduled meeting time. Please read the packet prior to the meetings for most effective use of time.

**Attendance.** Please let staff or Stef know if you know you will be absent. We will prioritize stopping and starting meetings on time.

Decision making. When the committee makes a formal decision, formal committee rules will apply. One member will need to make a motion, seconded by another.

### **Ashland Climate and Energy Action Plan History and Timeline**

GHG Inventory 2015-2016

Public workshops, Planning Committee (CEAP 1.0) 2015-2017

Plan and Ordinance adoption, City Staffing 2017

Implementation Committee (CEAP 2.0) 2018

Phase I implementation 2018-2021

Phase II implementation 2018-2023

### **Intro to Plan**

Vision, overall plan goals, strategic initiatives (6) – p.10

Focus areas (6) and strategies (26) – p. 11

Focus area detail: goals and indicators – p. 51 / p.111

Focus area detail: strategies and actions – p.52

Full list of actions (60+) – p.120-123

Equity considerations – p.113

### **Key Documents / Tools**

#### Existing

- City of Ashland [Climate webpage](#) (soon to be updated / replaced)
- City of Ashland [Greenhouse gas Inventory \(2011-2016\)](#)
- City of Ashland [Climate and Energy Action Plan](#) (aka “the plan” or “the CEAP”)

#### In development

- CEAP official timeline
- CEAP Implementation plan (Phase I)
- CEAP web portal
- Community Engagement Plan

**Future Meetings Look Ahead**

Jan – CEAP Orientation, CEAP Timeline, Communication between commissions.

Feb – CEAP Phase 1 Implementation Plan (2018-2020), Benchmarks and Indicators

Mar – CEAP Co-benefits and Equity considerations of Phase 1 Actions

Apr – CEAP Community Engagement Plan

May – Develop measurement and reporting protocols