

# Climate Action Plan Advisory Group

## PURPOSE OF THE ADVISORY GROUP

In 2002 the Boulder City Council passed Resolution 906 which called for cost-effective measures to reduce community emissions and identified the Kyoto Protocol target as the initial emissions reduction goal, development of a local action plan to meet the goal, and an annual report summarizing progress toward the goal. The Climate Action Plan Advisory Group (CAPAG) is created to help the city meet and exceed the goals set forth in this resolution. The Climate Action Plan (CAP), adopted by City Council in June 2006, presents the context for the goal and key strategies, programs and policies for achieving emissions reduction. The intent is that the group members share their professional and technical expertise to assist staff and the city. The CAPAG will review and discuss information provided by Office of Environmental Affairs (OEA) staff on the design and implementation of the programs, to achieve community-wide involvement in and adoption of the greenhouse gas (GHG) emissions reduction goals. CAPAG discussion and recommendations will guide staff work including revisions to the CAP implementation plan, budget and CAP tax rates that will be presented to the City Council, City Manager, Environmental Advisory Board and the general public.

Staff will work with the CAPAG to accomplish the following objectives related to the Climate Action Plan:

1. Review, discuss and provide input on existing and new programs, services and projects.
2. Identify issues, barriers and solutions associated with program design and implementation.
3. Evaluate progress toward the GHG goal and adjust the implementation plan.
4. Identify policy or regulatory options that could enhance GHG reductions.
5. Discuss and provide input on providing rebates, low-interest financing and other financial incentives.
6. Introduce ideas for new projects, programs, partners and funding opportunities.
7. Review program budgets and recommend adjustments to tax rates.
8. Make recommendations to City Council on changes to the CAP and budget.

## ROLES

Staff role:

- Provide information, analysis, options and recommendations to City Council
- Provide materials, summary minutes and information to inform CAPAG discussion
- Post information on CAP web site and maintain listserv
- Incorporate CAPAG discussion and recommendations into work, including City Council decision-making
- Evaluate new ideas
- Serve as media contact for CAP, referring to CAPAG members when appropriate

CAPAG role:

- Be prepared and participate
- Attend 75% of meetings
- Serve as brain trust
- Assist staff in addressing challenges and barriers
- Help staff identify key players and partners
- Serve as a liaison for the CAP in your professional network
- Not expected to bring lists of new ideas
- Identify when new ideas are needed
- Develop criteria or process for evaluating new ideas

### **SCHEDULE AND COMMITMENT**

The CAPAG will meet monthly on the fourth Wednesday from 3-5 p.m. at the Boulder Public Library. Members will serve one year terms, through the end of 2007, with the option of extending up to five years if extension is mutually agreed upon by city staff and member. Members are expected to attend 75% of the meetings. Members are expected to support CAP implementation and GHG emissions reduction in Boulder community.

OEA staff will provide meeting materials in advance and members are expected to arrive prepared to discuss the agenda topics. A web site will be developed to post CAPAG materials, meeting summaries and relevant documents.

### **PROCESS**

CAPAG discussions will inform CAP implementation. Periodically staff will present information to City Council when their direction is needed. CAPAG recommendations will be shared with Council, even if it differs from the staff recommendation.

The meetings are open to the public but will not be advertised. Visitors are welcome but do not have a seat at the table and are not to provide input unless approved by staff.