

Frederick City/ County Climate Emergency Mobilization Workgroup – Operating Principles and Practices

Charge of the Workgroup:

- A. That the Workgroup will consider four main Climate Emergency concerns of specific relevance to Frederick County and City:
 - Energy, Transportation and Buildings
 - Agriculture, Forestry and Sequestration
 - Health and Extreme Weather Adaptation and Resilience
 - Public Engagement and Education
- B. That six months following the first meeting, the Climate Emergency Mobilization Workgroup will present a status report to the County Council and City Mayor and Aldermen on the progress of the Workgroup to date.
- C. That twelve months following the first meeting, the Climate Emergency Mobilization Workgroup will submit a final report to the County Council, County Executive, City Mayor and Aldermen, and to the public including legislative, administrative, and community recommendations to assist the County and City with meeting the goals of this resolution; 1) implement policy and legislative actions through the lens of climate change; 2) reduce county- and city-wide greenhouse gas emissions 50% from 2010 levels by 2030 and 100% no later than 2050, and employ efforts to safely drawdown carbon from the atmosphere.
- D. Address questions from the County Council, City Mayor and Aldermen, and their representatives for up to eight weeks following report submission.

Workgroup Agreements

- **Be grateful.** We have an exciting opportunity to help steer the future of Frederick City and County toward a more healthy, safe, responsible, clean energy future which benefits all residents. Let's be grateful for this important public service we've been invited to be a part of.
- **Be humble.** Approach this task with an open mind. Lots of research, outreach, conversations and creativity will be key to our work. The county and city have both made progress on climate change mitigation, as have some civic groups, churches, and other community institutions - start where we are. Never fail to be curious and follow-up on intriguing leads.
- **Be consistent.** Workgroup meetings will be held from 5:00 PM to 7:00 PM the second and fourth Thursday of each month for up to 13 months. Workgroup members commit to attending each meeting, or notify the Co-chairs at least a week in advance. Plan to

attend at minimum 75% of workgroup meetings to ensure consistency and comprehensive ideas from all members for an excellent final product.

- **Be accurate.** The work product will be science-based and, whenever possible, the recommendations will be based on peer-reviewed findings. The group will make decisions based on a set of criteria, or a “rubric”, to ensure final recommendations are based on identifiable factors.
- **Be respectful.** Respectful debate and Q&A are welcomed. One person will be invited to speak at a time to ensure everyone can listen and understand each other.
- **Be proactive.** Meeting agendas will be available to Workgroup members about ten days in advance, with invitations for adjustments and additions. Don’t hesitate to make suggestions for meetings. Meetings agenda items will be timed for efficiency and flow. Meeting agendas will be made available to the general public a week in advance.
- **Be present.** Meetings will be online for the near future. Workgroup members must be able to access and use meeting technology.
- **Seek expertise.** Reach out regularly to outside experts as well as stakeholders who will be impacted by recommendations and seek their input for recommendations and strategies for implementation. Consider appreciative inquiry (<https://positivepsychology.com/appreciative-inquiry/>) data review, trusted expert presentations, or other proven methods to engage stakeholders.
- **Be willing.** Subgroup meetings will be held as facilitated by the subgroup chairs. Be willing to volunteer for work assignments to address issues you care about. The bulk of the work product will be accomplished at the subgroup level.
- **Respect deadlines.** The main task of the workgroup is to create a final product of recommendations for the County Council, County Executive, City Mayor and Aldermen to consider. Product production deadlines are important to plan for and manage to in order to create the very best product.
- **Be non-partisan.** The climate crisis is not a partisan issue, nor is this workgroup. Political discussion is not appropriate during any meeting or event associated with this workgroup.
- **Be enthusiastic.** This is a golden opportunity to create a future that’s livable. Find ways to extend our work beyond this workgroup and these meetings - enthusiasm is infectious!

Meeting Schedule and Product Timeline

*All meetings are from 5:00 PM - 7:00 PM, and online for the foreseeable future.

Date	Product	Involved Parties
8-27-20	Workgroup operating principles and timeline finalized Workgroup roster finalized Subgroup rosters finalized - subgroup chair responsibilities discussed Discussion of resources	Resolution Co-Sponsors
9-10-24	Final report template discussed and approved by working group Presentation on Levers of Government - what can county and city do? Elected officials vs. administrations? What public-private partnerships can be workable?	Resolution Co-Sponsors
9-24-20	Prioritization criteria discussed and approved Sources for data determined	
10-8-20	Updates from County and City sustainability directors - progress made, future plans	Shannon Moore and Jenny Willoughby
10-22-20	Presentation on how to use and interpret data for GHG emissions and carbon sequestration	
11-12-20	Presentation on how people change - how to involve people in change work effectively	Liz Vandolah, Greg Wilson as options
<u>12-10-20</u>	Research findings to date and trends for possible action - presentations, Q&A, discussion	
1-14-21	Explores options with recommendations against a set of factors, criteria	
1-28-20	Discuss subgroup responses to options exercise Midterm report discussion - assignments made	
2-11-21	Subgroups to continue discussions with stakeholder groups Finalize midterm presentation to County Council and City Aldermen	
2-25-21	Debrief and discussion of Midterm report presentation Responses to questions by Council and Mayor and Aldermen submitted	
3-11-21	Subgroup updates	

3-25-21	Adjustments to final report template discussed and approved	
4-8-21	Subgroup draft check-in and problem-solving - two subgroup presentations and Q&A - request for edits	
4-22-21	Two subgroup drafts due to co-chairs; presentations and Q&A - request for edits	
5-13-21		
5-27-21	Final subgroup reports due to chairs - on for editing Plan to socialize/test final report with a variety of stakeholder groups	
6-10-21	Report out on stakeholder meetings - continue to socialize report - chairs return draft report to WG for review	
6-24-21	Final report approved by Working Group and sent out for external review and edit	Editors: Kerrie Kyde, Bernadette Roche, Rob Magnien?
7-8-21	Finalize presentation for County Council and Mayor and City Aldermen	
7-15-21	Chairs receive reviewed report and revise report with comment, if needed from subgroup leads	
7-22-21	Final report ready for public posting Debrief final recommendations presentations to Council and to Mayor and Aldermen	
8-12-21	Respond to questions from Elected officials	
8-26-21	Debrief and adjourn	
9-9-21	Extra meeting if needed	

Report Formats:

CITATIONS - all must be in this format: <https://www.scribbr.com/chicago-style/author-date/>

- **Midterm report** – to be determined
- **Final** – draft

- I. Executive Summary
 - a. Chief threats facing FC/C
 - b. Top (10?) recommendations
 - c. Main findings
 - d. Thanks to Council and Mayor and Aldermen

- II. Recommendations– presented in order of priority – formatted as follows:
 - a. Recommendation
 - b. Expected GHG impact, carbon sequestration and/or resilience impact over what period of time
 - c. Recommended timeline for Action, if relevant
 - d. Rationale
 - The case based on research and data
 - Equity considerations
 - The experience of other cities and counties
 - The interface with Livable Frederick Plan and City Master Plan
 - Cost-benefits analysis - five, ten and twenty year intervals
 - Ancillary benefits
 - e. Recommended actions
 - Legislative
 - Administrative
 - Community
 - Advocacy with state and/or federal delegations

- III. Summary
- IV. Members of the Workgroup and affiliations, list of subgroups
- V. Bibliography