



Liberty Lake Climate Element Climate Policy Action Team Charter

December 2024

Overview

The Climate Policy Action Team (CPAT) will support the development of the first Climate Element of the Liberty Lake Comprehensive Plan by advising the project team throughout the process and ensuring the work is informed by community priorities. The CPAT will serve as a Liberty Lake local sounding board to ensure that the project team understands the needs and priorities of the community. This charter outlines the purpose, roles and responsibilities, guiding principles, and operational framework of the CPAT.

Purpose

The primary purpose of the CPAT will be to represent the community's voices and interests while advising the project team to ensure recommended policies, goals, and actions are aligned with the best interests of the community.

The CPAT's work will include:

- Developing a “vision statement” describing the social, economic, and environmental places, traditions, and values that matter most to the Liberty Lake community.
- Reviewing and providing feedback on technical work to ensure the project team considers feedback from affected communities.
- Centering the needs of vulnerable community members so that the people who are most impacted by climate change are considered in the process.
- Serving as local champions to help educate and inform fellow community members and leveraging connections to build understanding and support for the chosen goals and policies.

Beyond the Climate Element: CPAT members will continue championing the ongoing implementation of the goals and policies included in the Climate Element beyond the Comprehensive Plan Update process to ensure that Liberty Lake is prepared and ready to thrive into the future.

Roles and Responsibilities

As advisors for the development of the Climate Element, members of the CPAT will be asked to perform the following work as part of this group:

- Attending up to five, two-hour meetings (most will be remote, but some may be in-person or hybrid) over the course of twelve months.
- Reviewing any meeting materials presented in advance and providing feedback during the meetings.

- Participating in meeting discussions and providing recommendations to the project team.
- Serving as liaisons between the project team and broader community to assist with broader community education and engagement.

Guiding Principles

CPAT members agree to the following guiding principles of participating and engagement:

1. Practicing active communication
 - Listening attentively and speak directly
 - Using factual language and “I” statements
 - Allowing each person to speak uninterrupted
 - Ensuring everyone has a chance to speak and be heard
2. Maintaining constructive dialogue
 - Respecting all viewpoints and experiences
 - Maintaining a respectful tone and language
 - Seeking to understand each other and reduce internal biases
3. Participating in good faith membership and engagement
 - Sharing feedback and discussing goals and intentions upfront
 - Identifying areas of disagreement and collaborate towards resolution
 - Respecting the process and facilitators of the group

Operational Framework

Membership

The CPAT focuses on bringing together community voices to inform the development of the Climate Element. The CPAT will consist of six to twelve members. Applications for participating in the CPAT were open to the public and promoted during the comprehensive plan kick-off meetings, on-line, and through targeted outreach to specific stakeholders (e.g. teachers and students at Ridgeline High School). Members were selected by city staff and approved by the mayor to ensure the group reflects the Liberty Lake community. The CPAT seeks to include participation from:

- Youth (e.g., active high school student or students)
- Seniors (e.g., a retiree familiar with older residents’ needs)
- Economic development professionals (e.g., economic analysis, chamber of commerce member, member of the development community)

- Community advocates (e.g., advocate for low-income communities, social services professional, civic organization representative)

By including active community members and leaders on the CPAT, Liberty Lake aims to ensure this work reflects the needs and perspectives of all Liberty Lake residents. This approach will help align the technical analyses and recommendations with the local community context.

Liberty Lake reserves the right to dismiss members should they become an impediment to the CPAT's work. Examples of impediments include but are not limited to constant disruption at meetings, limited participation, and any form of hateful speech or harassment. The dismissed member may be replaced with another person who can represent the dismissed member's interests in a more constructive manner.

Meetings and Schedule:

There will be five, two-hour meetings over the course of twelve months. The planned meeting structure will be as follows:

1. Initial meeting: charter approval, development of a vision statement, overview of the results of GHG inventory and vulnerability assessment – January 28, 2025
2. Second meeting: review and prioritize climate mitigation policies – February 2025
3. Third meeting: review and prioritize climate resilience policies – February 2025
4. Fourth meeting: climate policy integration meeting – May or June 2025
5. Final meeting: wrap up, support getting climate element to council and approved—closer to approval time – October 2025

Notice and agenda of meetings shall be sent to all CPAT members at least one calendar week prior to all meetings. Notice, agenda, meeting minutes, and other materials will be delivered electronically.

CPAT meetings will not be open to the public.

There will not be a formal decision-making process for the CPAT. However, when group recommendations are being made, all members of the CPAT will have an opportunity to express their agreement or disagreement.

Minutes:

Meeting minutes will be kept and shared back with members of the CPAT and the Planning Commission, posted on the website, and disseminated to individuals who have expressed interest in following and participating in climate planning activities.