



CITY OF LAKE FOREST PARK

CLIMATE POLICY ADVISORY TEAM (CPAT) OPERATING PRINCIPLES

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Purpose

The Climate Policy Advisory Team is temporarily established to advise the city on policy and regulations resulting in the addition of a climate element to the Comprehensive Plan (Resolution No 24-1948, Section 2) by undertaking the following tasks:

1. Analyze climate information to provide recommendations to City staff and the consultant team on key focus areas for goals and policies.
2. Provide recommendations to the consultant team and staff to confirm the direction of materials presented, and to review and recommend Climate Element goals and policies.
3. Participate in meeting discussions to help hone direction of Climate Element that considers measures to reduce greenhouse gas emissions, local climate impacts, community vulnerabilities, and advance environmental justice goals.
4. Review and provide feedback on information gathered through engagement processes, to ensure the Climate Element considers feedback from affected communities, stakeholders, partner agencies, and City staff.
5. Steward the process and build broad community support to enable the City to successfully adopt the Climate Element with the Comprehensive Plan.

Membership and Roles

City Council has confirmed the nine volunteer Climate Policy Advisory Team members and alternates:

1. **Climate Policy Advisory Team Members:**
 - Janne Kaje (Planning Commission)
 - David Kleweno (Planning Commission)
 - Lois Lee (Planning Commission)
 - Mimi (Miriam) Bertram (Climate Action Committee)
 - Sarah Phillips (Climate Action Committee)
 - Anne Udaloy (Climate Action Committee)
 - Victoria Kutasz (Tree Board)
 - *Note: The two positions identified in Resolution No. 24-1948 for qualified interested residents will go unfilled at this time so work can begin to meet a June 2025 grant deadline.*
2. **Climate Policy Advisory Team Alternates:**
 - Jessica Côté as an alternate (Climate Action Committee)

- Stacey Spain (Tree Board)
3. Each member and alternate has been appointed to a term consistent with the primary purpose and duration of the Climate Policy Advisory Team, likely through Summer or Fall, 2025 (Resolution No 24-1948, Section 1).
 4. The Climate Policy Advisory Team will internally select a Chair and Vice chair, will meet at least monthly, and all public meetings will be held in accord with the Open Public Meetings Act, Chapter 42.30 RCW (Resolution No 24-1948, Section 1).
 5. The Climate Policy Advisory Team shall be disbanded when their primary purpose of advising on the creation of a climate element to the Comprehensive Plan is completed, likely in Fall 2025.
 6. The Climate Policy Advisory Team will be administered by the Community Development Director, who will have the support of the Community Development and Public Works Departments, as well as a consultant team (Cascadia Consulting Group) performing the scope of work for the Climate Planning Grant (Resolution No 24-1948, Section 1).

Working Agreements

The following working agreements will serve as guideposts for Climate Policy Advisory Team members and alternate participation in meetings

1. Be present
 - a. Attend all meetings, be on time, and participate in our group discussions.
 - b. Communicate your capacity – let us know if you're unable to attend so we can plan accordingly or confirm alternate member attendance.
2. Be prepared
 - a. Members and alternates will strive to come prepared to meetings, review agendas and materials ahead of each meeting. Meeting agendas and materials will be distributed in a timely fashion.
3. Be respectful
 - a. Engage in discussion intentionally and thoughtfully. Assume everyone is coming in with good intent. Understand your own positionality and privilege – both within the CPAT and your own community.
 - b. Be cognizant of how much you are talking, and don't talk over others. Challenge yourself to speak up if you have something important to say. Invite others to speak if appropriate.
 - c. If you disagree, challenge the idea, not the person. If you say something that has a harmful impact, apologize for the statement's impact.
4. Be precise
 - a. Ask specific questions to gain clarity on topics or issues.
 - b. Avoid generalizations that can reinforce inaccurate or harmful stereotypes.
5. Consider equity and environmental justice
 - a. Prioritize and benefit overburdened communities that will suffer disproportionately from environmental impacts and climate-exacerbated natural hazards.

Procedures

1. The Climate Policy Advisory Team will advise and provide recommendations to City staff, City Council and Planning Commission.
2. Climate Policy Advisory Team members will share their input and opinions during meetings. Minority opinions, along with the reason for the dissent, will be noted in any advice or recommendations. The Chair will be responsible for gauging the degree of input and additional discussion needed.