



# Royal Oak SUSTAINABILITY

## Sustainability and Climate Action Plan (S-CAP) Work Group Participant Guide

### Welcome!

Thank you for your interest and commitment to participate in the S-CAP Work Groups. Your insight, dedication, time, and thoughtfulness are greatly appreciated as part of this important process to craft Royal Oak's first Sustainability and Climate Action Plan. You will hear more about the process at your first work group meeting. This guide is intended as a reference and orientation to the work groups.

### Who is leading the S-CAP development?

The S-CAP Task Force is made up of Royal Oak staff, Royal Oak Environmental Advisory Board (EAB) members, and Royal Oak Planning Commission members.

**S-CAP Task Force Mission:** *To build and lead a team of diverse stakeholders who, through thoughtful discussion and data-based decision making, will develop a sustainability and climate action plan that fosters a healthy, equitable, and sustainable future for our community.*

### Why are we doing an S-CAP?

- The city commission passed a Climate Emergency Resolution in July 2020. Staff was directed to:
  - create a city wide GHG Emissions Inventory (completed in Sept. 2020),
  - recommend GHG reduction goals for 2030 and 2050 (approved in Jan. 2021),
  - and develop a city wide sustainability and climate action plan.
- It is an objective in the city commission's Fiscal Year 2021-2022 Goals and Objectives
- IPCC (United Nations Intergovernmental Report on Climate Change) report recommendations
- The plan will function as a guiding document for staff and partners to prioritize and facilitate sustainability and climate action initiatives within the community.
- A relevant follow up to LEED for Cities Certified designation (earned in April 2020).
- [Learn more about the city's sustainability efforts](#)

### Work Groups' Role

- Each of the six topics of the S-CAP has a work group facilitated by city staff and/or a member of the Task Force or EAB
- In general, members of the Work Groups are stakeholder volunteers from Royal Oak (residents, property owners, or business owners) who have an interest in helping shape the vision for sustainability and climate action in the city



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- Work groups will vet the preliminary vision and objectives for their topic and brainstorm future targets and actions to achieve the plan’s overarching goals
- As part of the community, work group members will provide insight into current practices and priorities related to their topic
- Draft objectives, targets, and actions from the work groups will ultimately be synthesized and refined by the Task Force, included in the draft plan and presented to City Commission

Task Force	Work Groups	Community
<ul style="list-style-type: none"> <li>- Endorse draft outline</li> <li>- Draft topic vision/objectives for work groups</li> <li>- Lead work groups</li> <li>- Approve draft plan content</li> <li>- Craft draft plan</li> </ul>	<ul style="list-style-type: none"> <li>- Suggest revisions to vision/objectives</li> <li>- Develop and prioritize actions and targets</li> <li>- Evaluate actions for suitability</li> <li>- Act as ambassadors for plan</li> </ul>	<ul style="list-style-type: none"> <li>- Provide feedback:               <ul style="list-style-type: none"> <li>o Stakeholder Survey</li> <li>o Public comment on draft plan</li> </ul> </li> <li>- Encouraged to support implementation of approved actions</li> </ul>

### Expectations

- Commit (within reason) to attending all meetings of the work group
- Take into consideration not only (1) personal opinions, but also (2) the needs and desires of the stakeholder group(s) that each member represents, as well as (3) the good of the community as a whole. All three perspectives are valid and important, but may also compete with each other.
- Where competing values and interests are identified, work toward balance, attempt to resolve conflicts, and set priorities as needed.
- Share and support the process with your personal and professional networks, as possible
- Foster Civil Discourse: (List provided by Lisa Marie-Napoli of Indiana University’s Political and Civic Engagement Program, based on work by Martin Carcasson of the Kettering Foundation)
  - o Be honest and respectful
  - o Be careful not to make assumptions
  - o Listen to understand
  - o It’s okay to disagree, but do so with curiosity, not hostility
  - o Be brief and concise so everyone can participate
  - o Refrain from interrupting



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### Procedures

- Agendas will be posted to the city's agenda center 48 hours in advance of the meetings. Follow this link to view the agendas in the [Sustainability category](#) of the Agenda Center.
- The meetings will be facilitated by a member of the S-CAP Task Force
- Meeting minutes will be taken by staff or a member of the EAB or S-CAP Task Force
- Photos or screen captures will be taken of brainstorming white boards and exercises and included in the meeting notes
- Meeting minutes will be posted to city's agenda center in the [Sustainability category](#) within 4 days following the meeting
- When a vote is needed, only Royal Oak residents, property owners, or businesses may vote

### Facilitators and Contact Info

Facilitator	Focus Topic	Email	Title
Woody Gontina, LEED AP BD+C	Energy and Buildings	woodygontina@gmail.com	EAB member, Royal Oak Planning Commission member
Paul Vial	Mobility	paul6463@att.net	EAB member
Amanda Herzog, Ph.D.	Water	roeab@romi.gov	EAB Chairperson
Aaron Filipski, MPA	Waste	aaronf@romi.gov	Royal Oak Department of Public Services Director
Julie Lyons Bricker, LEED AP O+M	Greenspace	julieb@romi.gov	Royal Oak Grants Coordinator, Energy & Sustainability Manager
Julie Lyons Bricker, LEED AP O+M	Quality of Life	julieb@romi.gov	Royal Oak Grants Coordinator, Energy & Sustainability Manager
Rachel Bush	Various	rachelb@romi.gov	Royal Oak Graduate City Management Fellow



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### Acronym Guide

- S-CAP: Sustainability and Climate Action Plan
- ROEAB or EAB: Royal Oak Environmental Advisory Board
- RO CC: Royal Oak City Commission
- LEED: Leadership in Energy and Environmental Design (USGBC)
- USGBC: US Green Building Council
- GHG: Greenhouse Gas
- IPCC: The Intergovernmental Panel on Climate Change

### More information

#### June 29<sup>th</sup> Community Forum presentation

- If you did not attend the June 29<sup>th</sup> Community Forum, this presentation will provide some background on the S-CAP planning process.
- [Presentation Slide Deck](#) OR
- [Live presentation recording](#)