

Climate Action Plan Resident Engagement: Pre-Meeting Discussion Guide

For Climate Action Plan Meeting Hosts *Not Using Slides*

Meeting Overview.

- ☐ We created this meeting guide originally with the intent that the meeting could be delivered virtually or in person in groups of less than ten with appropriate social distancing/masking.
- ☐ With the increased number of COVID-19 cases in our community, we understand that community leaders and community members may not wish to meet in person with people outside their household and may not have access to technology to meet virtually.
- ☐ If this is the case, please use and adapt this CAP discussion meeting guide that can be delivered 1:1 or in small groups over the phone.

Pre-Meeting Checklist. These are the items you should decide on and actions to take prior to hosting a meeting:

One Week Prior to the Meeting/Conversation

- ☐ If it makes sense, send a week-ahead reminder to the folks you plan to talk with in about the upcoming meeting

One Day Prior to the Meeting

- ☐ Send a reminder about tomorrow's call/meeting
- ☐ Review the facilitation agenda
 - If you have any questions about how to conduct the meeting, reach out to Jenna Tipaldi jetipaldi@columbus.gov or Alana Shockey arshockey@columbus.gov.

Pre-Meeting Considerations.

(1) Type of Meeting/Conversation. You know your community best and how folks like to engage. You can use this low tech meeting guide for an informal meeting or individual conversation that can be done using no slides at all or printed slides.

(2) Invitations. If you are hosting a computer, phone, or in person meeting, you may want to reach out to participants early to test their interest and/or choose a date. You may want to keep the meeting size in the 5-10 participant range to allow for robust and manageable discussion. If possible, please collect the participant information below and provide it back to Jenna Tipaldi and Alana Shockey so that the City can keep participants informed as the Climate Action Plan progresses.

Table 1. Potential Invitation List.

Name	Affiliation, if applicable	Email Address	Phone Number
Stakeholder Check:	<i>Based on the one primary issue this meeting will address, is anyone missing from this list? Should anyone else be invited to join and add to the discussion?</i>		

(3) Email Invitation Template.

Here is a sample email invite you can send if it makes sense for the type of meeting you are hosting:

The City of Columbus wants our opinion on their draft Climate Action Plan here: <https://www.columbus.gov/sustainable/cap/>. The purpose of this conversation is to understand the potential positive and negative consequences of these actions on those of us who live in our neighborhood.

You are invited to participate in a discussion from [example time: 6:00 – 7:00 pm] on [example date: October 20, 2020] at [example location: Zoom link]. A brief agenda is below, and a save the date appointment will follow. We hope you can join us!

[Organizer Name]

Agenda summary:

- **Host welcome:** agenda review and materials orientation

- **Introductions:** name, affiliation if applicable, and current biggest challenge
- **Climate action overview:** what is climate change, why does it matter, vision for engagement
- **Climate action discussion:** how will the draft plan positively and/or negatively impact our lives?
- **Next steps:** informing the City now and in the future

(4) Become familiar with your role as the meeting/conversation host. As the meeting host you will explain the meeting process and guide the group's progress through the agenda. You will want to be sure to:

- Keep time and move the group through the discussion so that everyone has the chance to speak
- Be neutral, holding back your own opinions and deflecting questions back to the group
- Ask for thoughts, make summary statements, and ask clarifying questions to highlight themes
- Take notes during the discussion or have a designated note taker

(5) Think about how you will lead the conversation using facilitator techniques.

- **Summarize:** "What I heard you say is..." and "It sounds like X is important to you, correct?"
- **Clarify:** "Could you help me understand that?" or "Could you explain what Y means?"
- **Highlight:** "I'm hearing that as a group we are valuing X and Y. What else?"
- **Ensure participation:** "To ensure everyone has a chance to speak, I'd like to hear from X and Y" or "Does anyone we haven't heard from yet want to speak?"

Climate Action Plan Resident Engagement: Day-of Discussion Guide

For Climate Action Plan Meeting Hosts *Not Using Slides*

Meeting Goals.

- ☐ **There is not one way to deliver this material. Do what works for you.**
 - Our goal to learn from residents what climate actions they think we should take and what the positive and negative consequences of different climate actions might have in the community.
- ☐ **Let residents get creative, ask them to be honest, and most importantly have fun.**
- ☐ **Collect feedback.**
 - The most important part of this work is making sure that resident thoughts are communicated back to the City.
 - Please collect feedback yourself on the form below and build time into the meeting/conversation for you or resident to go to Google form to submit feedback/thoughts directly to the City.

Facilitator Talking Points.

- ☐ **Why climate change matters.** Columbus is getting hotter and wetter. This is already leading to more extreme heat events and more flooding annually.
 - ***These extreme weather events disproportionately impact low-income residents and communities of color.***
- ☐ **We are seeking climate solutions The Columbus Way**—by coming together to do something before it is too late.
 - This work will not be conducted by the City acting alone and residents have the power to change the type energy that fuels their homes (from coal power to wind/solar), reduce energy use at home (through energy efficiency), and change the way the travel around town (by taking the bus, scooters, bikes, and walking).
- ☐ Today we are going to talk through three main actions that the City is proposing to include in the Climate Action Plan. The full action plan is on the Sustainable Columbus website at: <https://www.columbus.gov/sustainable/cap/>.

- First, we will talk about saving energy, water, & money at home;
- Second, we will talk about supporting safe, affordable, sustainable transportation options;
- Last, we will talk about creating thriving neighborhoods, businesses, and clean energy jobs.

☐ **Saving energy, water, & money at home**

- ☐ **Presentation:** Our goal is for residences in Columbus to use 10 percent less energy annually by 2030. We can get to 10 percent less energy use by:
 - Evaluating how individual homes are using and wasting energy and water at home and providing recommendations and solutions for how to save money on energy and water bills.
 - Changing out home lights, appliances, showerheads, and thermostats and adding insulating to homes.
 - Powering homes with wind and solar energy.
- ☐ **Discussion:** Now let's turn to some discussion questions. **(Record responses on form below).**
 - How might reducing energy and water use affect you and your neighbors, particularly communities of color?
 - What are the barriers for residences to reduce energy and water use, particularly if you rent your home?
 - What can the City do to help reduce the barriers you just identified?
- ☐ **Google Form:** <https://forms.gle/xiEZLaNaXMtrRyoVA>. Now, I'd like to ask you to take a minute to fill out this form individually.
 - Confirm that the participant(s) is in the Google Form
 - Review the questions in the Google Form
 - Give participants 3 minutes to complete form and ask if each participant individually was able to submit the form

☐ **Safe, affordable, sustainable transportation options**

- ☐ **Presentation:** Our goal is to reduce vehicle miles traveled in Columbus by 15 percent by 2030. We can achieve this by:
 - Expanding bus routes & frequency
 - Building homes near job centers
 - Providing transit near homes & businesses
- ☐ **Discussion:** Now let's turn to some discussion questions. **(Record responses on form below).**
 - How might expanding bus routes, building homes near jobs, or taking other modes of transportation affect you and your neighbors, particularly communities of color?
 - What are the barriers to residents reducing miles traveled by car?
 - What can the City do to help reduce the barriers you just identified?
- ☐ **Google Form:** <https://forms.gle/xiEZLaNaXMtrRyoVA>. Now, I'd like to ask you to take a minute to fill out this form individually.
 - Confirm that the participant(s) is in the Google Form
 - Review the questions in the Google Form
 - Give participants 3 minutes to complete form, ask if each participant individually was able to submit the form

☐ **Thriving neighborhoods, businesses, and creating clean energy jobs**

- ☐ **Presentation:** Our goal is to have 10,000 clean energy, energy efficiency, clean transportation, & sustainability focused jobs by 2030. We can achieve this goal by:
 - Growing the market for clean energy & energy efficiency (to provide small business energy audits, upgrades, etc.)
 - Providing increased job training, job finding, & job pairing opportunities for community members

- Encouraging existing businesses to commit to environmental & sustainability goals
- **Discussion:** Now let's turn to some discussion questions.
 - How might clean energy and sustainability focused jobs affect you and your neighbors, particularly communities of color?
 - What are the barriers to achieving these goals?
 - What can the City do to help reduce the barriers you just identified?
- **Google Form:** <https://forms.gle/xiEZLaNaXMtrRyoVA>. Now, I'd like to ask you to take a minute to fill out this form individually.
 - Confirm that the participant(s) is in the Google Form
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□ Conclusion:

- Next Steps for Meeting Members:
 - Share your ideas: <https://climateactioncolumbus.consider.it/>
 - Stay involved! Join GreenSpot to learn more than 40 ways you can live greener and save money: <https://www.columbus.gov/greenspot/>
 - Contact us directly: Jenna Tipaldi (jetipaldi@columbus.gov) and Alana Shockey (arshockey@columbus.gov) Review the draft Climate Action Plan: <https://www.columbus.gov/sustainable/cap/>.
- Next Steps for the City of Columbus Office of Sustainability:
 - Review and analyze resident feedback from November to February 2021
 - Incorporate resident feedback in final Climate Action Plan in mid-2021
 - Create an ongoing feedback loop with residents on climate implementation planning

Meeting Follow-up Checklist.

Send notes to the City using the following template:

Climate Action Plan Resident Engagement: Discussion Notes

Implications of the action on residents

Action 1	<i>Saving Energy, Water, and Money At Home</i>			
Notes from open-ended questions:	Expected impact of action on you and your neighbors	Impact of action on elderly, children, low-income, and people of color	Barriers or obstacles to success	Support services needed

Action 2	<i>Mobility Solutions for All Columbus Residents</i>			
Notes from open-ended questions:	Expected impact of action on you and your neighbors	Impact of action on elderly, children, low-income, and people of color	Barriers or obstacles to success	Support services needed

Action 3	<i>Supporting Local Businesses</i>			
Notes from open-ended questions:	Expected impact of action on you and your neighbors	Impact of action on elderly, children, low-income, and people of color	Barriers or obstacles to success	Support services needed