

Community Climate Action Conversation

Materials Packet

October 31, 2022

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Facilitator Guide

These instructions and materials are designed to help you lead a community conversation about climate action which will help build broader understanding and ownership of the decisions that must be made and provide input to guide decision making and prioritization. We will be gathering your feedback to inform the Implementation Strategy-- a detailed level of actions needed to implement the Centre Region Climate Action and Adaptation Plan (CAAP) through 2025.

What's in my Kit?

1. Attendance Sheet
2. Community Guidelines
3. Letter from your Local Government
4. List of Questions for Facilitator
5. Guiding Questions Worksheet
6. Activity Images
7. Infographics & additional resources
8. Markers, extra paper, & tape

Your Role as the Facilitator

- Gather a group of ideally 8-12 people in an optimal environment that is comfortable and accessible for all participants. Sitting around a table or in a circle is recommended.
- Be sure that you have all the materials that you need (all provided in the kit!) and have every participant fill out the attendance sheet.
- Assign a note-taker who will help record notes on the “Guiding Questions Worksheet” provided.
- Guide your group through the questions. Encourage everyone to participate and welcome all perspectives. Your role is not the “expert,” therefore, it is okay to leave questions unanswered.
- Keep the process moving and on-time. Expect your discussion to be ~60-90 minutes.

Before the Community Climate Action Conversation

- Organize your group of participants and send invites and reminders before the meeting. Email “Letter from your Local Government” and infographics to the participants before the meeting so they are familiar with the topics and purpose of the *Community Climate Action Conversation*.
- Pick a meeting place. We recommend a community center or a park outside!
- Review the materials and guiding questions in the kit so you are familiar with the agenda before the meeting.
- **Image Activity** ~ After question 1 the participants are asked to complete an activity to help identify community priorities for climate action. Tape the 12 images provided in the kit around the room and have participants use the red and green dots to identify policies they would prioritize (green) and ones they have most concern with (red). Keep the dots on the sheets when you return them to the kit after the conversation session.

During the Community Climate Action Conversation

1. **Overview & Introductions** ~ Introduce the *Community Climate Action Conversation* and why the participants are there (refer to “Letter from your Local Government”). Ask everyone to sign in with the attendance sheet. Go around in a circle and have everyone introduce themselves and answer: **What is one thing you like about your town?**
2. **Assign someone to be a note-taker** ~ Their role is to record what is said during the meeting and fill out the “Guiding Questions Worksheet” provided.
3. **Create Community Guidelines** ~ Use the “Community Guidelines” sheet provided to write down the ground rules your group has agreed upon in order to conduct a safe and comfortable environment to share ideas. Have your note-taker write down the agreed upon guidelines on the “Our Community Guidelines” handout for everyone to see. Here are some examples of guidelines to get you started: **everyone must be respectful, open-minded, patient, honest, one person speaks at a time, accept this is a work in progress, etc.**

4. **Agenda & Time** ~ Briefly go over the agenda and how the conversation will be organized. Inform the participants that the conversation should take 60-90 minutes.
5. **Begin the Discussion** ~ Guide your group through the 5 guiding questions and have your note-taker record the ideas shared in the group. Try to get through the questions in a timely manner, however, some questions might make a more in-depth conversation than others. The questions are numbered; however, you can decide the order of questions according to the flow of the conversation. Try to keep the group focused and engaged. If the conversation wanders you can bring the focus back by re-reading the question. Don't let one or two participants dominate the conversation. Try to encourage less active participants to speak by having everyone share their thoughts in a circle or ask "what do you think about that?" Remind your participants that there are no wrong answers, and every perspective is welcomed. Encourage participants to share and elaborate on their thoughts by asking questions like "can you tell us what you mean by that?" and or "what leads you to that conclusion?"

After the Community Climate Action Conversations

- **Review** ~ Ask the note-taker to summarize the notes gathered during the conversation and see if anything should be added or omitted before being submitted to Centre Regional Planning Agency. Any lingering questions can be asked at this time and participants can be referred to the Climate Action & Adaptation Plan and additional resources provided for more information.
- **Thank You & Collect Materials** ~ Thank everyone for volunteering their time and contributing their thoughts. Conclude conversation and collect all materials that were passed out during the meeting.
- **Facilitator Evaluation Form** ~ Facilitator will receive an evaluation through email from Centre Regional Planning Agency after the *Community Climate Action Conversation*. The form will include a reflection on the experience and provide us with feedback to improve the *Community Climate Action Conversation*.

How to Submit Notes, Attendance, & Evaluations

- As participants come in have them fill out their name, township they live in (if they don't know which township they live in they can leave it blank), and their email if they want to be included in newsletters and updates from local government (email is optional).
- Once the meeting has concluded, the facilitator is asked to complete an evaluation form. The Centre Regional Planning Agency will send an email with an evaluation form attached will be sent within 1-3 days after the *Community Climate Action Conversation*.
- After the *Community Climate Action Conversation* is over, collect all materials and place them back inside the kit. Ensure you placed all the pages in the "Guiding Questions Worksheet" inside the kit. Include the images sheets with the green and red dots on them, do not remove the dots, so that the planning agency can record them.

Contact Information

- The facilitator will **return the kit** to the **front desk** at Centre Regional Planning Agency, which is **suite 4** on **level 2** of the Centre Region Council of Governments building located on:

**2643 Gateway Drive
State College, PA
16801**

- Please contact sustains@crcog.net for questions, comments, and anything related to *Community Climate Action Conversation*

Dear Community Climate Action Conversation Participant,

Thank you for participating in the *Community Climate Action Conversation*. The purpose of gathering your input is to help understand perspectives from community groups regarding vulnerabilities and potential actions to mitigate the impacts of climate change in our community. This conversation is led by the community, for the community to help local government build a resiliency to current and expected climate change impacts. These conversations are a chance for community groups to identify priorities and core values, guide where the community wants to see change, and an opportunity to learn about the climate impacts the region is facing and the co-benefits of taking local climate action.

The information gathered from the conversations in the community will help inform a volunteer Technical Advisory Group (TAG) that is now helping to prepare for the implementation phase in order to achieve our goal of a 45% reduction in greenhouse gas emissions by 2030. This is only possible through collaboration, teamwork, and combined efforts of our entire community. We need to work together to strengthen our economy, help the environment, and improve the health and wellness of community members to ensure the Centre Region continues to thrive in the decades to come.

The Centre Region Council of Governments adopted the Climate Action & Adaptation Plan (CAAP) on November 22, 2021. This plan demonstrates municipal governments’ commitment to addressing climate change and calls on all government entities, residents, businesses, and community organizations to be partners in this effort. The plan identifies Centre Region’s climate vulnerabilities and areas where we can adapt and mitigate climate change impacts in our own community with sustainable strategies targeted to reduce greenhouse gas emissions. The plan is only the beginning of our collective effort to prepare a sustainable future for all residents in Centre Region.

We are grateful for your participation in the *Community Climate Action Conversation*. We welcome any and all community voices and ideas and we thank you again for participating!

Sincerely,



Betsy Whitman
Chair
COG Climate Action & Sustainability Committee



Pamela J. Adams
Sustainability Planner
Centre Region Council of Governments

To learn more about the Climate Action & Adaptation Plan and what local government is already doing to adapt and mitigate climate change, see infographics and additional resources included in the kit.

OUR COMMUNITY GUIDELINES



A comprehensive list of guidelines the group agreed upon to facilitate a welcoming and safe environment to conduct a Community Climate Action Conversation.

Example guidelines:

- Everyone must be respectful, open-minded, patient, and honest
- One person speaks at a time
- Accept this is a work in progress
- There are no wrong answers
- Every perspective is welcomed

List of Questions and Activity for Facilitator

Facilitator can refer to this list of questions during the discussion. Note-taker will use the “Guiding Questions Worksheet” to fill out answers.

#	Guide Time	Question or Activity
1	15 minutes	What concerns do you have regarding the impacts of climate change in our community and/or how you will be affected?
2	10 minutes for activity 5 minutes for discussion	<p>Activity #1: Each image shows a policy our local governments could adopt to reach our goal to reduce emissions and adapt to climate change. Please place a:</p> <p> Green dot on the 3 policies that you think the community should prioritize.</p> <p> Red dot on the 3 policies that you think should not be implemented or are most concerned about being implemented.</p> <p>Have a brief discussion on the results and if there are any observations at a group level.</p>
3	15 minutes	What are the challenges and barriers that need to be resolved to encourage a more resilient and sustainable community?
4	15 minutes	What is your vision for the Centre Region in 10 years?
5	15 minutes	How can our organization or group help advance sustainability and resiliency? What should be our call to action?
6	5 minutes	Wrap UP: What questions do you still have for us? What do you want to know more about?

Guiding Questions Worksheet

- for note taker

1) What concerns do you have regarding the impacts of climate change in our community and/or how you will be affected?

2) Record any observations made at the group level regarding the policies that rose to the top (green dots) and ones the group had more concern with (red dots). Keep the dots on the sheets when you return them to the kit after the conversation session so that they can be recorded.

3) What are the challenges and barriers that need to be resolved to encourage a more resilient and sustainable community?

4) What is your vision for the Centre Region in 10 years?

5) How can our organization/group help advance sustainability and resiliency? What should be our call to action?

6) What questions do you still have for us? What do you want to know more about?



Identify sites for renewable energy in the local plan (e.g. solar farms). Invest in renewable energy & storage



Retrofit government owned buildings to higher environmental standards



**Replace existing buses and fleets with electric ones
when contracts / licenses come up for renewal**



Incentivize higher than current energy codes for privately built homes and renovations



Introduce measures to encourage cycling and walking



**Ensure more of our yard and food waste stays out
of the landfill**



Enable the rapid shift to electric vehicles by putting in place more charging points in the region



Increase tree-cover and nature-based solutions on government-owned land and on street shoulders



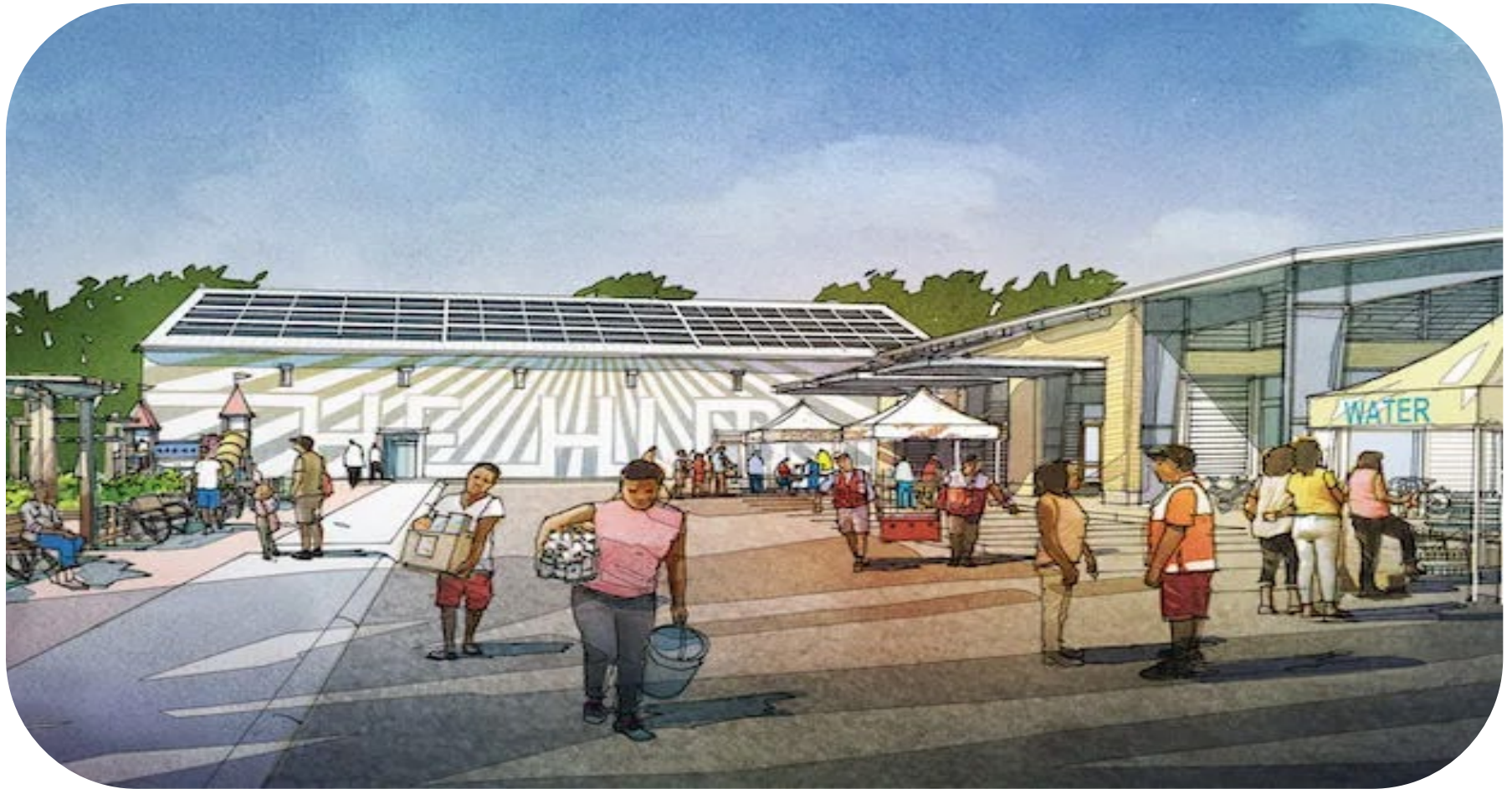
Increase or create car parking charges at businesses and places of employment, to fund sustainable transport and discourage 1-person driving



Support local small businesses to access sustainability related advice and funding



Support local schools educating on climate change, purchasing renewables, and ensuring school meals buy local products.



Develop local resiliency programs and hubs to help prepare the community for climate impacts.