

## ORDINANCE NO. 2017-13

**AN ORDINANCE** of the City Council of Bainbridge Island, Washington, establishing the role, composition, and duties of the Climate Change Advisory Committee and creating a new Chapter 2.37 of the Bainbridge Island Municipal Code.

**WHEREAS**, the Bainbridge Island City Council approved a revised Comprehensive Plan on February 28, 2017, that includes new policies calling for the City of Bainbridge Island (“City”) to take action on climate change, including the following:

Guiding Principle #7: Reduce greenhouse gas emissions and increase the Island’s climate resilience;

Guiding Policy 7.1 Mitigation: Participate with state, regional and local partners to reduce greenhouse gas emissions consistent with the 1990 benchmark and future year targets set forth in state law, educate the public about climate change and incentivize Island activities including land use patterns and building practices that reduce greenhouse gas emissions;

Guiding Policy 7.2 Adaptation: Minimize or ameliorate the impacts of climate change on our community and our Island’s ecosystems through climate-informed policies, programs and development regulations; and

**WHEREAS**, in 2016, EcoAdapt prepared and presented to the City Council a Bainbridge Island Climate Impact Assessment that identified the many ways in which climate change will most likely impact the City’s future health and prosperity and identified actions the City could take to mitigate these adverse impacts; and

**WHEREAS**, the City Council recognizes that the City does not have the expertise and resources necessary to implement these Guiding Policies and other policies related to climate change within the Comprehensive Plan without the involvement, assistance, and advice of experts within the Bainbridge Island community; and

**WHEREAS**, the City Council recognizes that it is not yet certain which form of committee, with which composition of members, and with which duties will be most ideally suited to assist the City with achieving these Guiding Policies and other policies related to climate change within the Comprehensive Plan;

**WHEREAS**, the City Council desires to establish an advisory committee of volunteer citizen experts to provide recommendations and advice to the City needed to implement these Guiding Policies and other policies related to climate change within the Comprehensive Plan, starting with advice on the exact form, composition, and duties of the Climate Change Action Committee, now therefore;

**THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON,  
DOES ORDAIN AS FOLLOWS:**

**Section 1.** A new Chapter 2.37 of the Bainbridge Island Municipal Code is hereby adopted in its entirety to read as follows:

**Chapter 2.37  
CLIMATE CHANGE ADVISORY COMMITTEE**

Sections:

- 2.37.010 Created – Membership, appointment, term, and compensation
- 2.37.020 Vacancies – Removal
- 2.37.030 Duties and responsibilities
- 2.37.040 Meetings, officers, records, and quorum

**2.37.010 Created – Membership, appointment, term and compensation**

A. There is created a climate change advisory committee for the city, hereinafter referred to as the committee. The committee shall consist of seven (7) members who shall be appointed by the mayor and confirmed by a vote of the city council.

B. The committee shall consist of experts living on Bainbridge Island who are regarded as qualified scientific experts pursuant to WAC 365-195-905(4) in order to fulfill the purposes described in this section. The committee members should have expertise in climate science, atmospheric science, engineering, energy management, water conservation, planning, policy, environmental law, economics, solid waste management, forestry, systems analysis, and communications.

C. Members shall not be employees or officers of the city or appointed to another city committee, board, or commission, except for specialized committees or task forces of limited duration.

D. Members of the committee shall serve for a period of three years, commencing on July 1 and ending on June 30 three years later. Members shall be appointed to a position number, and the terms are to be staggered, with no more than three positions expiring in any given year. A member may be reappointed, and shall hold office until his or her successor has been deemed qualified and been appointed. No member shall serve more than three consecutive terms unless the city council determines that special expertise is required, or there are no other qualified applicants.

E. Members shall serve without compensation.

F. Members shall sign a conflict of interest statement in accordance with the city's ethics program upon appointment and any reappointment.

G. The committee may develop a pool of qualified experts in the various aspects of science, policy, and planning set forth above in Section B and may consult with these experts on issues related to their field of expertise as appropriate and necessary. This pool of experts is to be used for consultation only and will not be compensated or considered members of the committee.

### **2.37.020 Vacancies – Removal**

Members may be removed upon a majority vote of the city council. In the event of a vacancy, the mayor, subject to confirmation of the city council, shall make an appointment to fill the unexpired portion of the term of the vacated position in accordance with the city's appointment cycle. Unexcused absences from three consecutive meetings by any member shall constitute grounds for removal.

### **2.37.030 Duties and Responsibilities**

The committee is established for the following purposes:

A. To, as an initial responsibility, review this chapter 2.37 of the BIMC and report to the city council before October 31, 2017. In this report, the committee shall indicate whether, in the committee's opinion, this chapter 2.37 is structured in the manner that most effectively creates an advisory body to implement the Guiding Policies and other policies related to climate change within the Comprehensive Plan. If the committee determines that this chapter 2.37 should be amended in any manner, it will recommend those amendments to the city council. Unless and until the city council amends this chapter 2.37, either based on the committee's recommendations or otherwise, the committee's duties and responsibilities will be as listed below in this section BIMC 2.37.030.

B. To serve as a technical and planning advisory committee to the city council, city manager, and department of planning and community development staff on issues related to climate change as directed by the city council.

C. To assist the city in implementing the climate related goals and policies of the Comprehensive Plan by undertaking the following tasks as expeditiously as committee and city resources allow:

1. Provide advice and/or recommendations to the city council or city staff, as appropriate, on methods of completing a baseline island-wide greenhouse gas ("GHG") inventory for the city.
2. To the degree directed by the city council, assist with or manage the completion of a baseline island-wide GHG inventory.
3. Provide advice and/or recommendations to the city council or city staff, as appropriate, related to city GHG emission reduction targets.

4. Work with city staff, as appropriate, to complete and recommend to the city council a city climate action plan and implementation strategy.
5. Provide advice and/or recommendations to the city council or city staff, as appropriate, on how to measure progress toward meeting the city's GHG emissions reduction targets and adaptation actions.
6. As directed by the city council, assist the city with participation in regional climate change efforts.
7. Provide education and outreach to the public regarding climate change and the work of the committee and the city relating to climate change.

D. Annually, prior to the start of or during the budget process, provide a report to the city council on committee work completed during the prior year and obtain the city council's approval of a work plan for the following year.

**2.37.040 Meetings, officers, records, and quorum.**

A. The committee shall meet as necessary. Generally, the committee shall establish a regular meeting schedule and announce the specific day and time each month that the committee will conduct its regular meeting(s). Meetings shall be open to the public and held in accordance with the Open Public Meetings Act (Chapter 42.30 RCW).

B. A majority of the members then serving on the committee shall constitute a quorum.

C. At the first regular meeting of each term, the committee shall select from among its members a chairperson and a secretary for a one-year term.


D. For meetings consisting of a majority of the then serving members of the committee, the committee shall provide public notice of the meeting and shall keep a record of its meeting minutes. Minutes of each meeting, including a record of attendance, shall be prepared by the secretary and approved and signed at a subsequent meeting. The minutes do not need to reflect the actual discussion, but only the formal actions taken by the committee. The approved meeting minutes shall be posted on the city's web site.

E. The city shall provide city email accounts to committee members and related training on the use of email accounts, including personal computer privacy expectations while serving on the committee.


**Section 2.** This ordinance shall take effect and be in force five (5) days from its passage and publication as required by law.

PASSED BY THE CITY COUNCIL this 9th day of May, 2017.

APPROVED BY THE MAYOR this 9th day of May, 2017.

  
Val Tollefson, Mayor

ATTEST/AUTHENTICATE:

  
Christine Brown, City Clerk

FILED WITH THE CITY CLERK:	March 31, 2017
PASSED BY THE CITY COUNCIL:	May 9, 2017
PUBLISHED:	May 12, 2017
EFFECTIVE DATE:	May 17, 2017
ORDINANCE NUMBER:	2017-13