

Chittenden County Regional Sustainability Project

Steering Committee Agreement

1. Introduction. The Chittenden County Regional Sustainability Planning Steering Committee (“Steering Committee”) is a broadly-based partnership committed to identifying and implementing strategies that improve Chittenden County’s long-term sustainability: economically, environmentally and socially. To help accomplish this goal, the US Department of Housing and Urban Development awarded the partnership a three (3) year, one million dollar (\$1 million) Sustainable Communities Regional Planning Grant starting on February 1, 2011.

2. Steering Committee Objectives. To accomplish this goal we agree to:

- a. Review, revise and agree on common goal or vision statements by July 2011;
- b. Develop indicators tied to the vision statements to increase accountability and measure progress by March 2012;
- c. Prioritize implementation actions for the next 5, 10 and 20 years that will best further the goals of the Steering Committee by October 2012;
- d. Invest \$280,000 of grant funds in high priority implementation actions by January 2013;
- e. Using all of the preceding task results, the responsible organizations will update the *Chittenden County Regional Plan*, the *Chittenden County Metropolitan Transportation Plan*, the *Chittenden County Comprehensive Economic Development Strategy*, and the *Burlington Legacy Action Plan* in 2013.
- f. Use the results of this process in the updating of our municipal, agency, or organizational plans to the degree appropriate.

3. Steering Committee Membership. The Steering Committee includes municipalities, state agencies, regional organizations, non-profit organizations, academic institutions, business interests, and other partners committed to building a livable, sustainable, and equitable region. It is the intent of the Steering Committee to conduct a process that is as inclusive as possible. Special efforts will be made to include and engage previously marginalized or under-represented constituencies.

The Steering Committee membership as of March 8, 2011 is attached (Attachment A). These members were approved to participate by their municipality, agency, or organization and those entities may remove or replace their approved representative at any time.

If an organization, agency or individual desires to become a member of the Steering Committee after May 15th, they or a current member shall submit a written request for

consideration by the Steering Committee including a description of the added value they will contribute to the process. A vote of the Steering Committee is needed to approve a new member.

4. Steering Committee Benefits. Members of the Steering Committee are eligible to submit proposals to fund projects that further the goals of the Steering Committee. Other organizations may submit proposals if submitted in partnership with a Steering Committee member organization. The Steering Committee will create and disseminate criteria on which project proposals will be judged, and will solicit proposals once or twice over the course of the grant. Only Steering Committee members will be eligible to submit projects for consideration. The Steering Committee will likely not be able to fund all proposed projects, so no Steering Committee member is guaranteed that their proposal will be funded.

Through the Steering Committee, members will have access to meetings, working groups, and other opportunities for peer-to-peer learning and networking. While members are asked to make a good faith effort to participate meaningfully in the Steering Committee, they and any number of the member's staff, leadership, and constituents may take advantage of as many of these learning opportunities as they see fit. Sub-committees or groups that meet between full Steering Committee meetings will publicize their meeting times and agendas to the full Steering Committee and be consistent with open public meeting law as applicable.

5. Steering Committee Responsibilities. Each Steering Committee member agrees to:

- a. Actively participate in at least nine quarterly meetings ending in January 2013;
- b. Invest at least 70 hours from ourselves and/or our organization during that period in the process;
- c. Communicate information to and from the organizations they represent using the tools developed by the public engagement consultant and other means;
- d. Assist with engaging groups or people that do not typically engage in public policy discussions with assistance and guidance from LandWorks and CCRPC;
- e. Review and provide constructive feedback on each draft product and engagement process within 45 days;
- f. Respect and build upon the previous work done by all member organizations;
- g. Work positively to achieve regional agreement on the goals above;
- h. Participate in and consider the results of project work groups as needed to support the goals; and
- i. Agree to use the results of this project and the resulting Regional Plan and related plans as driving (or guiding or framing) considerations in the updating of our municipal or organizational plans in the future.

6. Steering Committee Decision-Making. The Steering Committee agrees that:

- a. The Steering Committee will be led by Co-Chairs; Sandy Miller, City of South Burlington and Penrose Jackson, Fletcher Allen Health Care;
- b. If we cannot attend, we will make sure our alternate does;
- c. A quorum is at least 50% of the membership;
- d. An open, honest, and respectful dialogue is essential to the process;
- e. Silence or non-attendance is assumed to be agreement unless the member notifies the Co-Chairs in writing at the time of signing this agreement that their organization's vote must be made in person at a meeting;
- f. The Co-Chairs will appoint work groups as needed to develop recommendations for consideration by the Steering Committee. The appointment of work groups will include a charge and leadership from the Steering Committee. Work groups will encourage open participation of organizations and individuals that are not formal members of the Steering Committee;
- g. We will bring up issues and propose solutions as soon as possible;
- h. In making decisions, we will explicitly ask ourselves:
 - i. Have we heard from marginalized communities?
 - ii. Have we considered the feedback that we received and how have our products changed as a result?
 - iii. Are our decisions consistent with our goal or vision statements?
- i. We will arrive at decisions by consensus;
- j. If consensus is not reached, then reasons for opposition will be clearly stated; and
- k. If a decision must be made without consensus, a majority of the membership is needed.

7. Responsibilities of Supporting Partner Agencies. In addition to their responsibilities as Steering Committee members, the following supporting partner agencies make the commitments listed below. These partners will serve as a Coordination Group and have agreed to commit their own resources or are receiving funds from the grant through a sub-grant agreement to carry out these commitments to the Steering Committee.

Chittenden County Regional Planning Commission (CCRPC) agrees that it will:

- Provide overall project management, administrative support and act as the financial agent.
- Support the Steering Committee and engagement processes with staff.
- Draft proposed vision statements by May 2011.
- Present analyses related to land use and natural resources (with assistance from ANR and municipalities) by October 2011.
- Provide additional technical assistance with, data, maps, analysis, and recommendations.

- Develop with CCMPO an Energy/Air Quality/Climate Action Plan by 2012.
- Consider merger with CCMPO in 2011.
- Update the *Chittenden County Regional Plan* utilizing the work of the Steering Committee by 2013.

Burlington City Arts (BCA) agrees that it will:

- Partner with LandWorks to involve art and artists in the public engagement processes.

Chittenden County Metropolitan Planning Organization (CCMPO) agrees that it will:

- Present transportation scenarios and analyses by October 2011.
- Consider merger with CCRPC in 2011.
- Provide additional technical assistance with, data, maps, analysis, and recommendations.
- Develop with CCRPC an Energy/Air Quality/Climate Action Plan by 2012.
- Identify and assist in prioritizing implementation actions in 2012.
- Consider these priority implementation actions in the development of the Transportation Improvement Program in 2013.
- Update the *Chittenden County Metropolitan Transportation Plan* utilizing the work of the Steering Committee by 2013.

University of Vermont Center for Rural Studies (CRS) agrees that it will:

- Participate in public engagement processes, as needed and work with the public engagement consultant in conducting additional activities related to the development of the indicators.
- Review draft vision statements and recommend improvements by May 2011 to assist in the development of meaningful indicators.
- Working in a collaborative process, develop sustainability indicators by March 2012.
- Update indicators as needed and report trends in early 2013 and 2014.

Greater Burlington Industrial Corporation (GBIC) agrees that it will:

- Manage the economic consultant in preparing and presenting an economic analysis by October 2011.
- Assist CRS with developing data and sustainability indicators by March 2012 including the economic dashboard indicators developed by the economic consultant.
- Identify and assist in prioritizing implementation actions and consider these priorities in managing the economic consultant's development of the

Comprehensive Economic Development Strategy and Economic Development Plan by 2013.

City of Burlington (Burlington) agrees that it will:

- Work with the public engagement consultant (LandWorks) to draft a public engagement strategy for the *Burlington Legacy Action Plan*. Support Landworks as it conducts the Legacy Plan update process, including public engagement activities and the distillation of community-generated information, and additional activities related to the larger regional effort.
- Review draft vision statements and recommend improvements by May 2011 including those from Burlington Legacy.
- Assist CRS with developing data and sustainability indicators by March 2012 including those that are most relevant to Burlington Legacy.
- Identify and assist in prioritizing implementation actions by 2012 and consider these priorities in the update of the *Burlington Legacy Action Plan*.
- Oversee the production of the final *Burlington Legacy Action Plan* by LandWorks including the creation of electronic and other materials by 2013.

Vermont Housing Finance Agency (VHFA) agrees that it will:

- Prepare and present a comprehensive regional housing needs analysis, including a full analysis of impediments to fair housing, by October 2011.
- Provide assistance to municipalities if requested in reviewing revised bylaws or policies related to barriers to affordable or fair housing in 2012 and 2013.

Champlain Valley Office of Economic Opportunity (CVOEO) and **Vermont Legal Aid** (VLA) agree that they will:

- Provide assistance to VHFA in preparing and presenting information on impediments to fair housing choice – a component of the comprehensive regional housing needs analysis by October 2011.
- Assist LandWorks with developing and implementing special engagement efforts to involve under-represented populations.

Vermont Energy Investment Corporation (VEIC) agrees that it will:

- Contribute to development of baseline and sustainability indicators by which success is measured by March 2012.
- Assist with analysis of the indicator metrics and trends in order to measure progress in 2013 and 2014.
- Provide analysis and review of long range scenarios with respect to energy impact.

Smart Growth Vermont (SGVT) agrees that it will:

- Provide assistance to CRS in preparing and presenting indicators by January 2012.

- Prepare recommendations for priority implementation actions by March 2012.
- Provide assistance to municipalities if requested in developing revised bylaws if selected as a priority implementation action in 2012 and 2013.

8. Public Engagement. The **LandWorks** team (public engagement consultant) agrees that it will:

- Publicize the activities of the Steering Committee and its members related to achieving the goals.
 - Conduct a Steering Committee Retreat.
 - Prepare press releases, provide summaries and take-aways and support Steering Committee outreach to constituencies.
- Develop appropriate public engagement tools including an interactive website, presentations, talking points, newsletters, consistent brand, and others engagement tools that may be needed.
 - Develop branding elements and branding guide (how to use and apply brand elements)
 - Develop a website and coordinate management with CCRPC
 - Develop and conduct online surveys and provide communication tools
 - Orchestrate targeted events linked to topic areas and work elements
- Partner with Burlington City Arts to involve art and artists in the public engagement processes.
 - Collaborate with artists
 - Identify and develop different media for communication and engagement
 - Engage different groups, populations, youth
- Develop and implement strategies that engage as many people as possible in the process; making special efforts to involve under-represented populations.
 - Plan and facilitate roundtables on topic areas/work elements
 - Plan, orchestrate and conduct special events on selected sites to support insight, understanding, and strategies for implementation, both “globally” and targeted to topic areas/themes
 - Conduct site visits, meetings and interviews to ensure inclusion of typically under-represented interest groups and populations
 - Work with Coordination Group and Steering Committee to publicize project and inform citizens about the project, events and outcomes
- Develop and report on the effectiveness of the engagement processes after each public engagement period.
 - Prepare “report cards”
 - Review results with Coordination Group and Steering Committee

- Document, summarize and report the products of this process in a manner that maximizes the usefulness to the public.

9. Transfer of Funds. Generally, any endeavor involving the transfer of funds will follow normal procurement or other appropriate processes and will be effected in writing by representatives of the organizations involved. Specific agreements between CCRPC and implementing organizations will specify procedures for the transfer of funds.

10. Termination of Agreement. Any member may, at any time, provide written notice to the CCRPC of their intent to leave the Steering Committee. This will result in the termination of any benefits accruing due to membership in the Consortium unless the parties agree to the contrary under mutually acceptable terms.

11. Signature. This document is to be signed by a representative of each Steering Committee member who has the authority to enter into this agreement on behalf of that member.

EXECUTED as of _____, 2011.

Signature

Name, Title

Steering Committee Organization