



PE1 Action: CSC Task Force

20 Points



BRONZE MANDATORY



SILVER MANDATORY

A. Why is this action important?

Success at the local level relies on a team of local officials, professionals, and stakeholders that are knowledgeable about the local decision-making process, and can promote and support the plans, policies, and programs that are part of the Climate Smart Communities (CSC) Certification program.

B. How to implement this action

The CSC task force serves as a central body of leadership that promotes and supports climate mitigation and adaption in the community. The CSC task force often acts as an advisory board or steering committee that advises and collaborates with the local government to accomplish plans, programs, and activities that are part of the CSC Certification program. The task force should consist of, at minimum, community members and municipal representatives (staff and/or elected officials). Some communities may want to invite representatives from relevant local boards, organizations, and businesses to join the task force. In addition to the overarching community task force, local governments can consider forming subcommittees to focus on specific plans or programs.

Questions regarding requirements under the Open Meetings Law may be referred to the New York State [Department of State Committee on Open Government](#).

C. Time frame, project costs, and resources needs

Establishing a task force should take no more than a couple of months. Any project costs are related to staff time. The task force could be a newly formed group of relevant stakeholders, or it could be an existing group, such as a conservation advisory council, that has climate mitigation and adaptation as part of its mission. The local CSC coordinator (as per the "CSC Coordinator" action under PE1) is typically responsible for convening and managing the task force. The individual coordinating the task force should have a good understanding of stakeholder groups in the community, and who from those stakeholder groups will be best suited to provide the technical expertise to help develop and implement climate action strategies; e.g., a small business owner that sits on the task force can engage other small businesses in energy reduction measures.

D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this?

This action is applicable to all types of local governments. The chief elected official or legislative body can appoint key individuals from the local government to serve on the task force, as well as any other individuals or representatives from local organizations that are well suited to provide the technical expertise to help promote, develop, and implement CSC actions.

E. How to obtain points for this action

To receive points for this action, local governments must demonstrate that the task force includes representatives from the community and from the local government (i.e., staff and/or elected officials), and that it has met at least twice during the year prior to the certification application date.

F. What to submit

Submit the following documentation:

1. A copy of the resolution, executive memorandum, or executive order that established the CSC task force. (If another local committee, e.g., an energy task force or conservation advisory council, is serving as the CSC task force, the local government should submit a copy of the resolution, executive memorandum, or executive order indicating this responsibility.)
2. A list of the task force members and the organizations/groups they represent. (This member list must show that the task force includes representatives from the local government and from the community. The affiliation of each member must be listed. These affiliations could include resident, city planner, town board member, and/or the name of a local organization that the member is representing.)
3. Meeting minutes, including sign-in sheets or other records of attendance, from two task force meetings held within the past year.

All action documentation is available for public viewing after an action is approved. Action submittals should not include any information or documents that are not intended to be viewed by the public.

G. Links to additional resources or best practices

- [Sustainable Maryland, Growing Your Green Team Guidebook](#): This in-depth guide is from Sustainable Maryland, a certification program for municipalities in the state of Maryland. It provides guidance on both forming a local team and making it more effective over time. While there are some differences in municipal structures between Maryland and New York, and between the two programs, much of this handbook's content is relevant for CSC task forces.
- [The Wild Center, Youth Catalyze Community Climate Action](#): Municipalities considering inviting youth to be members of their CSC task forces should watch this seven-minute video. It highlights work inspired by [The Wild Center's Youth Climate Summits](#) and features youth leaders in the villages of Saranac Lake and Homer.

H. Recertification requirements

The recertification requirements are the same as the initial certification requirements. Applicants are not required to issue a new resolution, executive memorandum, or executive order, or amend the existing directive. In other words, it is acceptable to submit a copy of the original documentation that established the CSC task force.