

# IBR COMMUNITY BENEFITS ADVISORY GROUP CHARTER

## Purpose

The purpose of a Community Benefits discussion lies in the mitigation of impacts the construction of a mega project can have on neighborhoods and businesses in the program area during construction. Another important consideration of these discussions is to ensure the context of this infrastructure investment aligns with the community's future vision. Community Benefits discussions are also rooted in the historical treatment of equity priority communities and therefore, must be aligned with the IBR program's equity principles to ensure equitable processes and outcomes of this effort.

The Community Benefits Advisory Group (CBAG) will:

- Apply the Community Values & Priorities developed by CAG to the CBAG recommendation development process
- Advise IBR on how to leverage the program's work and partnerships to achieve the greatest positive benefit to the communities in the program area and broader region from the program's work
- Explore community benefits that align with the program's equity objectives
- Advise IBR on the establishment of accountability mechanisms for commitments made in the CBAG process

*\*IBR workforce agreements will be handled separately through a community workforce agreement or project labor agreement process.*

## Membership & Structure

The advisory group is comprised of 28 members, including two co-conveners representing the IBR Executive Steering Group (ESG) and balanced representation from Oregon and Washington. Most members are appointed to the advisory group by the IBR program.

Table 1: CBAG working group composition

Category	Number of representatives	Method of recruitment
City of Portland (ESG Member) - Co-Convener	1	Appointment
City of Vancouver (ESG Member) - Co-Convener	1	Appointment
IBR Program Administrator	1	NA
Workforce Development	2	Appointment
Housing Development	2	Appointment

Culturally Specific Organizations	4	Appointment
Disability Rights	2	Appointment
Environmental Justice	2	Appointment
Parks & Recreation	2	Appointment
CAG Representative	1	Selection from volunteers
EAG Representative	1	Selection from volunteers
Program Area Residents	2	Appointment
Program Area Businesses	4	Appointment
ODOT	1	Appointment
WSDOT	1	Appointment
Urban Design and Art	1	Appointment

## Roles and Responsibilities

The CBAG will operate using a modified consensus model. members can live with a recommendation; such recommendation is consistent with a member’s interests, duties and obligations; and can be supported by that member.

Members shall identify any potential conflicts of interest to IBR staff and advisory group co-conveners as soon as possible, should any arise during a member’s tenure.

Members are not expected to engage with media personnel regarding advisory group discussions. If/when approached by the news media, note the name and contact information of the journalist, and the name of the news outlet, then provide this information to the IBR program Public Information Officer for response. Identify oneself as a volunteer and not as an official spokesperson for the IBR program. Be clear that member opinions expressed in interviews or background conversations with journalists are personal opinions and do not represent the official position of the program.

The IBR program will support the advisory group by organizing and facilitating meetings; providing informational resources; following up on member requests wherever possible; and maintaining process transparency and accountability.

While the group is advisory in nature and will not have final decision-making authority, it will advise the program on recommend community benefits, including cost estimates and parties responsible for implementation when appropriate and available.

## Meetings

The advisory group is anticipated to meet at least once per month from September 2023 – November 2024 unless communicated otherwise. Additional meetings may be added if needed. Meetings are

anticipated to last approximately two hours each and will be held in person, with the option to attend virtually. IBR staff will aim to provide meeting agendas and materials one week in advance and meeting summaries within two weeks following each meeting.

Members are expected to make every attempt to attend all meetings. IBR program staff will meet with those who miss more than two meetings to assess the viability of their ongoing participation.

For those that qualify according to the policies established by the program, incentives in the form of gift cards will be provided by the IBR program for participation in each meeting.

Meeting summaries, meeting agendas, presentations and public comments will be posted to the IBR program website.

All meetings will be open to the public and will include an opportunity for public comment. Written comment that is emailed to [info@interstatebridge.org](mailto:info@interstatebridge.org) with “CBAG Public Comment” in the subject line will be shared with group members. Comments received 48 prior to the start of a meeting will be provided to CBAG members before their next meeting. Comments received after that will be provided to CBAG members for their subsequent meeting. All public comments submitted will be posted to the meeting page.

Translation of CBAG meeting materials, interpretation services and other ADA accommodations will be provided to support effective meetings and discussions, upon request.

## Commitment

CBAG members commit to:

- Adhere to group norms;
- Attend meetings;
- Refer to the IBR program’s [Equity Framework](#) to guide the process;
- Work collaboratively and in good faith with each other and the IBR program;
- Show up to meetings having reviewed materials provided and ready to actively participate;
- Notice the power dynamics in the room by staying aware of one’s privilege and the amount of airtime they consume;

### **IBR Program Administrator**

The Program Administrator has a seat on the CBAG and will be a full participant in discussions. The IBR program is the primary convener of the advisory group and decision-making authority will remain with the Program Administrator and the state Departments of Transportation (DOTs). The Program Administrator may bring CBAG recommendation(s) that need input from ESG to that body for review and consideration, including the addition of any additional relevant information such as potential assets or resources to support implementation. The IBR program will refine the recommendation to reflect ESG input for the Program Administrator to consider and move forward for any necessary approvals.

## IBR Program Partners

### Co-Conveners

The co-conveners of the CBAG will act as a bridge between the ESG and CBAG, helping to ensure that the ESG body is kept informed on CBAG discussions and recommendations.

- Co-conveners are appointed by the IBR Program Administrator.
- Co-conveners may have their current ESG alternate attend meetings.
  - The alternate will carry forward their executive's wishes and ideas and have the full authority of the executive when participating in any decision-making processes of the advisory body
- Roles and Responsibilities
  - In Meetings:
    - The program will have two co-facilitators run each advisory group meeting to ensure that co-conveners are able to participate in meetings as full advisory group members.
  - In-between Meetings
    - Co-facilitators will work with co-conveners to ensure that agendas are set and follow along with the workplan.
    - Co-conveners are asked to take a leadership role amongst program partners and support the ongoing discussions and asset mapping<sup>1</sup> to encourage all program partners to consider the full range of assets they can bring to support the implementation of the community benefits that will be recommended to the program for consideration.
    - Co-conveners will have the respective City technical staff<sup>2</sup> available, as needed, and appropriate, to support the development of CBAG advisory group recommendations.
  - ESG
    - Co-conveners will act as liaisons between ESG and the CBAG.

### Facilitators

CBAG will have two co-facilitators from the IBR program team. The style of facilitation will use a modified consensus approach and an equity-centered and trauma-informed approach.

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<sup>1</sup> Asset mapping—seek agreement to do asset mapping for each program partner to assess potential resources and guardrails for CBAG discussions and recommendations. What potential funding mechanisms might be available for various partners to apply to either alone, in partnership with other program partners and/or the program itself?

<sup>2</sup> Access to technical staff—housing, zoning, community development, etc. There may be a need for additional technical discussions that will require one or more technical experts from the respective program partners in order for the advisory group to provide an appropriate and informed recommendation to the program.

Co-facilitator roles and responsibilities include:

- Plan and implement meetings
- Communicate to members about meetings, events, surveys, etc.
- Lead the conversation during the meeting
  - Call on CBAG members to speak using equity centered stacking
  - Parking lot items when necessary to maintain the focus of the discussion on the topic(s) at hand
  - Assist with keeping the meeting on time, observing room, facial expressions, and bringing people into the conversation
- Email follow up to the CBAG members