



# COMMUNITY ADVISORY COMMITTEE CHARTER

## ROLES AND RESPONSIBILITIES

The purpose of the Community Advisory Committee is to advise the Riverview Corridor Policy Advisory Committee on project design, environmental analysis and community engagement opportunities and techniques through a community and business perspective during the Engineering and Pre-Environmental Phase of the Riverview Corridor Modern Streetcar Project.

Specifically, the Community Advisory Committee will be expected to:

- Provide input to the Policy Advisory Committee on corridor issues raised by the study, potentially to:
  - Share input when questions regarding key destinations or resources that are of concern along the corridor are raised.
  - Prioritize corridor benefits or impacts when tradeoffs are identified in this phase (example: loss of on-street parking versus impacting private property).
  - Provide input on the benefits and/or impacts of modifications to route alignments or guideway designs as they are identified.
  - Advise on community engagement techniques and assist with ensuring that information regarding community engagement opportunities is effectively communicated.
  - Identify communities and neighborhoods, particularly those that are typically under-represented, that should be engaged.
  - Periodic review and updates to the Strategic Communication and Public Engagement Plans.
- Participate and assist in coordinating with working groups established for specific geographic subareas of the corridor they represent.
- Provide input reflecting the broader group, geographic area or community interest they represent, as opposed to representing their individual concerns or interests.

## MEMBERSHIP AND LEADERSHIP

Community Advisory Committee members will be appointed by the Policy Advisory Committee through an application process that emphasizes selecting members who can represent the residential and business diversity while balancing the transportation needs of the corridor. The application will be advertised through project email lists, the project website, social media and press releases to local media as well as through the communication channels of neighborhood organizations and partner agencies. Committee size is expected to be 15-20 individuals. The Community Advisory Committee will be co-chaired by members of the committee chosen by the committee. Co-chair responsibilities will include leading Community Advisory Committee meetings in a manner that encourages input from all perspectives and a focus on broad corridor perspectives instead of individual interests.

The Community Advisory Committee will provide input to the Policy Advisory Committee based on consensus rather than by vote. This input will be shared with the Policy Advisory Committee

by the co-chairs at Policy Advisory Committee meetings. Additionally, the Co-Chairs of the Station Area Planning Task Force will serve as ex-officio members of the Community Advisory Committee to help facilitate the exchange of information between the Community Advisory Committee and the Station Area Planning Task Force. For the same reason, the Co-Chairs of the Community Advisory Committee will serve as ex-officio members of the Station Area Planning Task Force.

Should a Committee member's connection to the Riverview Corridor through their place of work, place of residence or membership in an organization terminate during the Engineering and Pre-Environmental Phase of the project, the member must report this change to at least one of the co-chairs. In this scenario, the member may be removed from the Committee at the discretion of the co-chairs.

## **MEETING LOCATION**

When social distancing is recommended by public health officials due to the COVID-19 pandemic, meetings will be held virtually on a free-to-use platform. When in-person meetings are again safe and feasible, they will be held at a location in Saint Paul on or near the proposed Riverview Corridor route at a location that is accessible by public transit. Meetings will be approximately two hours in length and will be held on weekday evenings.

## **TENURE, MEETING FREQUENCY, ATTENDANCE AND VACANCY**

Community Advisory Committee members are expected to serve during the nearly three-year period between early 2021 and late 2023. The Community Advisory Committee is expected to meet quarterly through the Engineering and Pre-Environmental Phase.

In order for the Community Advisory Committee to effectively carry out its work, members of the Committee are expected to maintain consistent meeting attendance throughout the Engineering and Pre-Environmental Phase of the project. If a Committee member knows that they cannot attend a scheduled meeting, the member must inform at least one of the co-chairs in advance and provide a reason for their absence. Any member who misses two or more scheduled meetings without providing a reason may be removed from the Committee at the discretion of the co-chairs.

Should members resign before completion of the Engineering and Pre-Environmental Phase, the Policy Advisory Committee may choose to reopen applications to fill the vacant position(s) or draw from the initial applicant pool.

## **RELATIONSHIP TO OTHER ADVISORY COMMITTEES**

The Project Management Team will bring discussion items on project design, environmental analysis and community engagement opportunities and techniques to the Community Advisory

Committee. Input from the Community Advisory Committee will be shared with the Policy Advisory Committee for their use in providing recommendations on project approvals and next phases to the Ramsey County Regional Railroad Authority, Hennepin County, impacted cities and state agencies.

