

## Terms of Reference OurWinnipeg Community Advisory Committee

### 1. Purpose

The OurWinnipeg Community Advisory Committee (*'advisory committee'*) is established to advise the *OurWinnipeg Project Team ('project team')* on community-based issues, public engagement activities, city-wide priorities and other matters related to the five year review of the City of Winnipeg's (*'City'*) 25-year development plan, *OurWinnipeg*. The advisory committee is one method in a larger public engagement strategy to follow through on *OurWinnipeg's* commitment to regular public input through relationship building, outreach and marketing, reflecting on implementation plans in strategic areas and to monitor, measure and continuously improve the development plan.

### 2. Authority

The *advisory committee* shall be established by the *City's* Urban Planning Division and report to the Director of the Planning, Property and Development Department.

The *advisory committee* is not a decision-making body rather it is an opportunity to provide valuable perspectives and recommendations for consideration by the *project team*, composed of City of Winnipeg staff in the Urban Planning Division of the Planning, Property and Development Department, and staff in other departments of the Winnipeg Public Service.

*Advisory committee* or *project team* members may submit proposed amendments or updates to the Terms of Reference to the Director of the Planning, Property and Development Department for approval.

### 3. Responsibilities

**The *advisory committee* is responsible to:**

- Advise the *project team* on community-based issues, public engagement activities, city-wide priorities and other *OurWinnipeg* related issues;
- Maintain a respectful and constructive dialogue with all members of the group, allowing all members an opportunity to voice their opinions;
- Provide feedback on the advisory committee process;
- Provide feedback on the public engagement process, program activities and materials and actively promote public engagement activities through community networks;
- Work directly with the *project team* throughout the review process to provide advice, support and feedback to ensure that public concerns and aspirations are understood and considered;
- Work effectively within a diverse group to collaboratively address a common goal, understand the complexity involved with inter-sector work, use their unique skills and experience to adapt to evolving priorities and group dynamics, and work within City of Winnipeg systems and protocols to address municipal issues;
- Explore and refine guiding principles, gaps or opportunities in policies, programs, priorities, and resource allocation in the *OurWinnipeg* review, as identified by the Public Service through an interdepartmental committee, public engagement activities or background studies;
- Assist the *project team* to establish and build relationships with specific sectors, networks and community members to reach members of the general public who may have been

underrepresented in past planning processes, so that they have the opportunity to participate in a meaningful way;

- Keep matters discussed at meetings confidential, other than communications approved and managed by the Director. Members will have opportunities to share their experiences through formats approved and managed by the Director of the Planning, Property and Development Department including the project e-newsletter and blog;
- Participate on committee activities approximately 5-6 hours/month; and
- Identify and disclose real or perceived conflicts of interest in member participation on the committee.

**The Project Team is responsible to:**

- Inform, consult and involve the advisory committee as appropriate (see the Appendix 1 for definitions), in the development of recommendations for the five year review of the *OurWinnipeg* development plan;
- Act as an information sharing link between community, the Public Service and Council sharing pertinent information, input and recommendations;
- Initiate the *advisory committee* member selection process and make recommendations to the Director of the Planning, Property and Development Department;
- Bring forward substantial and appropriate topics for review by the advisory committee and provide professional support, orientation and learning opportunities when required;
- The Chief Planner or *project team* designate will facilitate the advisory committee meetings;
- Logistical and accessibility support including coordination of meeting schedules and venues, development of meeting agenda and summaries;
- Support the independence and integrity of the advisory committee as members work to develop recommendations;
- Keep the *advisory committee* informed with regular updates, listen to and acknowledge concerns and aspirations, and give appropriate and timely consideration of public input and show how it was reflected in recommendations and the plan;
- Provide *advisory committee* agendas and applicable reference material in advance of meetings to allow for adequate time to review; and
- Record and distribute *advisory committee* meeting summaries of discussion, input and conclusions to all members electronically, following each meeting, to be approved at the following committee meeting to ensure we have heard their suggestions and concerns accurately and explain if and how they have been addressed. A summary of advisory committee work will be included in a report at the conclusion of each of the three phases of public engagement. A list of participating committee members and meeting summaries will be shared on the project webpage.

**The Committee Facilitator is responsible to:**

- The Chief Planner of the Urban Planning Division will facilitate the *advisory committee* meetings. The role of the facilitator, in whole or part, can and will be shared with or delegated to the *project team*;
- Convey the advice and recommendations of the *advisory committee* to the Director of Planning, Property and Development Department;
- Call meetings of the *advisory committee* as required and provide appropriate notice and sufficient information to enable full member participation in discussions;

- Be an impartial individual who guides the process, facilitates respectful dialogue, handles difficult situations and behaviours and maintains an environment conducive to sharing information, advice and encouraging all members to contribute;
- Keep the *advisory committee* focused on the agreed-upon task, suggest alternative methods and procedures as needed; and
- Work with the *project team* in preparing *advisory committee* agendas and unbiased and accurate meeting summaries.

#### 4. Membership

The *advisory committee* will be appointed by the Director of the Planning, Property and Development Department, upon recommendation from the *project team*. The *advisory committee* will consist of up to fourteen (14) community members.

Applications will be received by Planning, Property and Development Department and provided to the *project team* for review. The *project team* may request and hold interviews, after which it will submit recommendations for committee members to the Director of the Planning, Property and Development Department for appointment.

*Advisory committee* membership will endeavor to include the following representation:

- One [1] representative from the community design sector (e.g. architecture, urban design, landscape architecture and city planning);
- One [1] representative from the business community (e.g. Business Improvement Zones, chamber of commerce, social enterprise);
- One [1] representative from the development industry (e.g. home builders, land developers);
- One [1] representative from the environmental sustainability sector (e.g. non-profit, research, advocacy)
- One [1] representative from the transportation sector (e.g. active transportation, public transit, personal vehicle)
- One [1] representative from the health sector (e.g. health equity, prevention, mental health)
- One [1] representative from the affordable housing sector (e.g. non-profit, co-operatives)
- One [1] representative from the arts, cultural and recreation sector (e.g. arts, music, history organizations)
- One [1] representative from the education sector (e.g. university/college, school board, libraries);
- One [1] representative from the community development sector (e.g. neighbourhood renewal corporations, non-profits);
- One [1] representative from community groups connected to poverty reduction (e.g. food security, women's centres, support services); and
- Up to three [3] members at large with specific skills, local experience, interests, geographic or demographic representation that would support strategic planning and land use development in Winnipeg.

Committee members are not required to represent a sector or organization but are expected to have some knowledge and experience with issues that might impact those interests.

A membership recruitment process will be used to encourage people from diverse backgrounds and communities to participate on the committee including, but not limited to:

- A mix of gender identities;
- A mix of income levels;
- A mix of ages including youth (aged 18-30) and seniors (65+);
- A mix of geographic neighbourhoods including new, recent and mature communities and downtown as defined in the *Complete Communities Direction Strategy*;
- Indigenous communities;
- People with disabilities;
- Visible minorities;
- Newcomers and refugees; and
- LGBT2SQ+.

### **Membership Changes**

- Members may resign at any time by giving written notice to the Facilitator.
- Missing two meetings a year without prior discussion and approval from the Facilitator is deemed equivalent to a resignation.
- Membership may be terminated by the Director of Planning, Property and Development Department for violating the terms of reference, if recommended by the meeting facilitator.
- The Director of the Planning, Property and Development Department may fill vacancies for the remaining portion of the committee activities by appointment, using applications on file from the original call for applicants.

## **5. Operations**

### **Meetings**

Advisory Committee meetings will not be open to the public, in order to preserve the confidentiality of meeting discussions so members feel comfortable to express their views freely and frankly and to allow feedback on draft documents being reviewed to be integrated before being made public.

Meetings will be held at a frequency that is necessary to conduct the business of the *advisory committee* (approximately once per month) for the duration of the *OurWinnipeg* review process, anticipated to take between one to two years starting June 2017. A meeting schedule will be discussed by the committee at the first meeting and subsequent meetings will be confirmed at each meeting. Advance notice will be provided as soon as possible. In addition to regular *advisory committee* meetings, additional means of communication, such as email or phone calls will be necessary to conduct the business of the committee.

To ensure committee functioning, quorum will be half the total number of committee members plus one. Committee agenda topics and activities will be determined by priorities or recommendations of the Public Service, the *advisory committee* and *project team* through engagement activities.

**Guidelines for Respectful Participation**

All *advisory committee* members and the *project team* shall adhere to the following guidelines for respectful and productive discussion:

- Meetings will be conducted in an organized but informal manner.
- Strive to meet the stated committee purpose and achieve intended meeting outcomes.
- Listen actively to others. Avoid interrupting and one-on-one side conversations while other people are speaking.
- Manage your own participation by sharing speaking time, debate ideas not individuals, and actively provide focused input, comments and questions.
- In meetings, ensure phones are on silent. Respond to urgent calls outside the meeting room.

**APPENDIX 1**

International Association of Public Participation’s Spectrum for Participation.

|                           | INFORM  | CONSULT  | INVOLVE   | COLLABORATE   | EMPOWER  |
|---------------------------|---|--|---|---|--|
| PUBLIC PARTICIPATION GOAL | To provide the public with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions. | To obtain public feedback on analysis, alternatives and/or decision.   | To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.  | To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.                     | To place final decision-making in the hands of the public. |
| PROMISE TO THE PUBLIC     | We will keep you informed.  | We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. | We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision. | We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible. | We will implement what you decide.                         |

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