

**Lord Roberts Community Traffic Study  
Public Advisory Committee  
Draft Terms of Reference**

Note: Terms of reference will be finalized by the Public Advisory Committee once the committee is formed

**1. Purpose**

The Public Advisory Committee (advisory committee) is intended to provide a mechanism for working together to identify traffic issues and solutions with those living and working in the community and those responsible for designing and implementing community traffic solutions in Winnipeg.

**2. Authority**

The advisory committee will be established by the City of Winnipeg (City) for the Lord Roberts Community Traffic Study and will collaborate and discuss traffic issues and solutions. Traffic solutions decisions will depend on community input, budgetary constraints, engineering assessment, and may require Council approval, depending on the solutions identified.

**3. Responsibilities**

**Advisory committee members will be responsible to:**

- Advise the City on traffic issues in the area, and connect the project to the community through spreading information within their networks;
- 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;
- Work directly with project team members to provide feedback to ensure that public concerns and aspirations are understood and considered; and,
- Work effectively within a diverse group to collaboratively discuss and propose solutions to issues as they arise.

**The City is responsible to:**

- Provide background information to ensure all advisory committee members start discussions from the same knowledge base;
- Act as an information sharing link between community and members of Council, sharing pertinent information, input and recommendations;
- Bring forward substantial and appropriate topics for review by the advisory committee;
- Facilitate the advisory committee meetings;
- Provide logistical and accessibility support including coordination of meeting schedules and venues, including the development of meeting agenda and notes;
- Keep the advisory committee informed with regular updates, listen to and acknowledge concerns and input, and give appropriate and timely consideration of public input and show how it was reflected in recommendations;
- 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 notes to all members electronically or in alternate formats upon request following each meeting, to be approved at the following committee meeting to ensure suggestions and concerns were recorded accurately.

**4. Membership**

Applications will be received by the City's Office of Public Engagement for review.

Advisory committee membership will endeavor to include the following representation (in no particular order):

- Five [5] residents of Lord Roberts (selected at random)
- One [1] representative of the South Osborne Residents Group (SORG)
- Two [2] representatives of local Lord Roberts businesses
- One [1] representative from a school in Lord Roberts
- One [1] representative from a community centre in Lord Roberts
- Up to two [2] City employees
- One [1] facilitator, likely a representative from the City's Office of Public Engagement

Committee members are not required to represent an entire sector or organization, but are expected to have some knowledge and experience with issues that might impact those interests. City staff plan to invite experts to present on specific meeting topics to ensure advisory committee dialogue is based on information from the most knowledgeable sources.

### **Membership Changes**

- Members may resign at any time by giving notice to the facilitator;
- Missing two meetings in a year without notice to the facilitator is deemed equivalent to a resignation;
- Membership may be terminated by the project or public engagement lead or designate for violating the terms of reference – written notification and a reason for termination from the advisory committee will be provided; and,
- City employees 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, but if a community member is interested in attending or making a presentation, this may be arranged with the approval of the committee. Five meetings are anticipated from early 2019 to early 2021.

### **Guidelines for Respectful Participation**

All advisory committee members 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, responding only to urgent calls outside the meeting room; and,
- Adhere to the [City of Winnipeg Respectful Workplace Statement of Commitment](#).