

## **City of Winnipeg – PD of Route 90 Widening Project Advisory Committee (PAC) Terms of Reference**

*These terms of reference are intended to be a tool to help the PAC in its work by setting out what PAC members can expect from each other and from the project team over the up to five meetings that will occur during the functional and preliminary design process.*

### **BACKGROUND**

The City of Winnipeg is working with technical experts, key stakeholders and the public to develop a preferred design for the widening of Route 90 between Taylor Avenue and Ness Avenue that will build on the recommendations of the previous 2012 Transportation Planning Study (TPS) and examine improvements that may be required due to changes in standards and local context.

The project area is a major public thoroughfare, spanning three distinct geographic areas from Ness Avenue in the north to Taylor Avenue in the south and affecting stakeholders both in proximity to the project area as well as within the broader Winnipeg community.

As part of conducting the preliminary design of Route 90, the project team has established a Project Advisory Committee (PAC) to provide project information as well as soliciting input and feedback from members and their networks to help inform project decisions and engagement. PAC members will be selected to represent key perspectives and interests across the project area.

### **LEVEL OF ENGAGEMENT**

We will keep you informed, listen to and work with you to ensure that your concerns and perspectives are considered or reflected in the alternatives developed and will provide feedback on how input influenced project decisions.

### **PURPOSE**

Provide insight and advice that will help the project team design a successful widening of Route 90 that considers the perspectives of all relevant stakeholders and interests groups.

Specifically, the Committee will:

- Verify and confirm the project goal and objectives
- Facilitate information sharing between community, stakeholders and the project team
- Share and gather input on aspects of the project where stakeholder perspectives will help inform the design

## **COMPOSITION OF THE COMMITTEE**

The PAC will consist of 10 to 15 members and include key perspectives and interests that correspond to the project area, such as community members and business groups; area schools and institutions; accessibility, housing and active transportation advocates; and transport organizations. PAC members will be credible community representatives that reflect a cross-section of interests and will be willing and able to access their own broad community networks to coordinate feedback and share information and updates throughout the project. We will also strive for a balance of gender, age and cultural representation for the committee as a whole and to balance membership across the geographic project area.

Subject-matter advisors may be invited to attend PAC meetings on an informal or ad hoc basis to inform or provide input on key project areas as needed.

Area Councillors, the Department of National Defense (DND), the Canada Lands Corporation (CLC), the federal government and the interests of involved First Nations communities will be engaged separately from the PAC. Information and updates will be shared with the PAC where available.

## **PROCESS**

PAC members will be expected to attend up to five meetings and will be encouraged and expected to participate in other project-related community events or workshops, where applicable.

Meeting 1 – January 18, 2018

Meeting 2 – May 2, 2018

Meeting 3 – June 5, 2018

**Tentative Meeting Dates:** (final dates to be confirmed)

Meeting 4 – November 2018

Meeting 5 – February 2019

Meeting agendas and notes will be circulated by the project team for PAC review prior to and following each meeting.

## **ROLES AND RESPONSIBILITIES**

### **PAC members:**

- Regularly attend PAC meetings and participate in public engagement events/initiatives, such as information session.
- Come to meetings prepared to learn about various elements of the project that will be discussed; review any materials provided prior to the meeting or community event; engage

and participate with project team and PAC members; and ask questions when clarity is needed.

- Work collaboratively with other PAC members and the project team to achieve the Committee purpose, and whenever possible, come to consensus.
- Actively facilitate two-way communication with their communities/networks, which includes sharing relevant project news through print, email and social media channels; promoting opportunities for participation; and collecting input on behalf of the project team.
- Identify a suitable alternative (name, contact information) to attend meetings and community events in the case of your absence.

#### **Project team and City of Winnipeg:**

- Prepare and provide presentation materials for review and discussion
- Clearly articulate areas of meaningful input for Committee members, and how that input will be used
- Incorporate the Committee's input into decision making as much as possible

#### **PAC facilitator:**

- Arrange for meeting scheduling and logistics, and facilitate meetings
- Record meeting notes, submit to Committee for review, and make publicly available
- Record Committee suggestions for project team to track and review
- Enforce meeting guidelines to ensure a respectful, safe environment for meetings, where everyone has an opportunity to be heard

#### **MEETING GUIDELINES**

- Arrive on time, end on time
- Everyone participate – balance listening & sharing
- Stay focused – we'll "park" off topic items and come back to them
- One speaker at a time
- Phones and devices on silent – respond to urgent items at breaks