



Vision

Winnipeg is a sustainable and healthy city based on integrated land use and transportation planning with informed community engagement and decision making, providing for safe, equitable mobility and livability.

Purpose of Coalition - Bring together groups and individuals committed to working collaboratively for our shared vision above, to increase the impact of each member group. While member organizations will speak individually, we can have a greater collective impact through:

- Collaboration among members and partners
- Building agreement between members on issues and actions
- Sharing the workload
- Avoiding duplication of effort
- Sharing resources
- Using consistent messaging
- Understanding the differences in positions (if any) between groups
- Sharing network contacts
- Facilitating connections with elected officials

Shared Goals (What)

1. Collaborative community engagement between the City and stakeholders, and beyond stakeholders to include the general public and community.
2. Transportation planning policy that aligns with land use policy and sustainability goals.
3. Transportation and land use policies are reflected in budgets and related plans.
4. Demonstrate accountability to show the connection between the plans and budget through the budget checklist, as a means for stakeholders to evaluate progress and alignment with goals.

Objectives (How)

1. **Collaborative community engagement between the City and stakeholders, and beyond stakeholders to include the general public and community.**
 - Encourage stakeholder and public involvement in the Transportation Master Plan process, and other City initiatives related to planning and development:
 - Disseminate/share information and opinions
 - Identify opportunities for input



- Work with the City's Office of Public Engagement and consultants to enhance/improve public engagement on the Transportation Master Plan, Infill Density Strategy, and other City plans, policies and strategies related to planning and development.

2. Transportation planning policy that aligns with land use policy and sustainability goals.

- Ensure strong policy alignment with OurWinnipeg and other plans like the Pedestrian and Cycling Strategies, Infill Density Strategy, Complete Communities Direction Strategy, and Winnipeg's Climate Action Plan.
- Ensure that the directions, strategies and recommendations in the Transportation Master Plan are reflected in the Budget, Asset Management Plan, Infrastructure Plan, zoning/development plans and proposals, roadway designs, and operation of the city's walking, cycling, transit, and road networks.
- Research, develop and publicize policy ideas and strategies to meet transportation and land use policy goals to promote sustainability, healthy and complete communities, mixed use and mixed income developments and neighbourhoods, inclusive zoning.

3. Transportation and land use policies are reflected in budgets and related plans.

- Develop tools/responses to help improve and monitor future budget processes.

4. Demonstrated accountability to show the connection between the plans and budget, as a means for stakeholders to evaluate progress and alignment with goals.

- Develop indicators and tools for monitoring for accountability to plans and policies for sustainability and healthy communities.

How We Collaborate

1. Share concerns/issues to create common understanding, if not common agreement.
2. Work collaboratively to share information, assets, contacts and resources.
3. Develop common messaging with respect to transportation and land use planning.

Governance Processes

- **Meeting facilitator**
 - The meeting facilitator will book meetings (Zoom or physical space) and share with TLUC contact list.
 - They will maintain the shared drive file folders to ensure consistency in organization and availability of current versions of documents.



- Will create a shared minutes document from template, which will also allow people tasked with actions from previous meetings to insert a written update prior to the meeting.
- **Agenda structure, minutes**
 - The meeting facilitator will draft the meeting agenda and circulate ideally 2 days prior to meeting for input by others on the TLUC contact list.
 - A volunteer note-taker will be identified at the start of each meeting and will use the template provided. The note-taker will include the notes in the shared drive folder ideally within 2 days of the meeting.
 - Agenda structure:
 1. Introductions
 2. State and affirm the main discussion point/decision (purpose of meeting)
 3. Identify note-taker
 4. Confirm the agenda
 - Tasks underway or ongoing
 - List action items from previous meeting(s) for updates from coalition members working on each
 - Emerging and outstanding issues (identification and prioritization)
 - List of new action items and coalition members working on it
 5. Discussion items to be filled in during item 4
 6. Confirm action items, who is responsible and timeline
 7. Next meeting
- **Meeting frequency**
 - Regular meetings will be scheduled, once per month
 - Issue specific meetings will be called on an as needed basis to deal with pressing issues.
 - i. Where possible, issue specific meetings will be scheduled to align with decision points in the TMP process (e.g. upcoming public engagement opportunities, stakeholder meetings) as timelines are announced/communicated.
- **Calling meetings & provisions for notice of meetings**
 - Notice for Regular meetings will be sent via Google Calendar and email XXX days in advance of the meeting.
 - Notice of meetings will be sent to all individuals on the contact list.
 - Date and time of the next regular meeting will be agreed at each meeting.
 - Notice for meetings will include a draft agenda and a call for any additional agenda items.



- Notice for issue specific meetings will be sent out on a shorter basis, but will ideally be set to align with decision points as they are communicated so as to provide as much notice as possible.
- **Roles and responsibilities of a member**
- **Decision making** - while the coalition is not making decisions for presentation as a coalition, decisions about issues to address, actions to take and messaging will be made, for each coalition member to take back to their organization for support and follow through.
 - **Consensus decision making** - will be facilitated by the chair or designated member to: (1) ensure everyone has a chance to discuss an issue; (2) summarize with a statement of what the consensus seems to be; and (3) ask each participant if they agree. Notes of the areas of agreement will be kept so each area of disagreement can be addressed to reach the final consensus. Following these steps will improve consensus decision making and the likelihood of agreement. Details on the consensus decision making process can be found below.
 - **Electronic decision making** - decisions can be made by email between meetings and on an emergency basis. The email will clearly state the decision to be made, the timeframe for response for the decision and who will collect and summarize the responses.

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Consensus Decision Making Process

Preparation

- Ensure agreement on what consensus is and that this is the method to use
- Ensure there are ground rules and the group agrees to the ground rules
- Ensure the group has the necessary background information to make a decision
- Works best if people are sitting in a circle and can see each other

Frame the issue or decision

- Make sure everyone is in agreement on the decision to be made, the issue or dilemma or choice
- Ensure other issues can be addressed later to focus the discussion
- You can do a go – round of the group to ensure agreement on the issue or decision

First round - sharing of interests, concerns and options related to the issue



- Go around the group allow each person to share their opinions, ideas and in particular the reasons for their position, their interests
- Record the key options, with pros and cons as well as values, interests, and how people see the impact of the options
- The facilitator uses paraphrasing and other techniques to get clear understanding of each person's contribution

Develop a consensus statement or synthesis of the opinions and options

- The facilitator interprets and summarizes the contributions into a group consensus position.
- Facilitator or chair explains what the group seems to be saying in a consensus statement or synthesis.

Second round

- Go around the group again asking everyone to state if they agree or disagree, why or why not
- Ask group members to suggest modifications to the consensus statement which is like a motion in Robert's Rules or Parliamentary Procedure instead of voting you are asking if everyone agrees
 - If there is agreement restate the consensus
 - If there is not agreement begin the process again discussing the points of disagreement
- There could be a few more rounds where more skills in conflict resolution are used by the facilitator to help group members discuss their differences, interests, intentions, and values for their opinions and positions. Too many rounds can create frustration in the group.

Polling the group for consensus

1) Show of hands; 2) Each person states support level*; 3) Simultaneous cue card; 4) Secret ballot; 5) Two rounds polling – first is practice.

*For example: Weighted consensus is an option for the group go-round where people give a number value to their support or opposition to the consensus statement. 1 for enthusiastic support to 5 for strongly opposed.

Write the decision for confirmation



Now that a decision is clear you can plan how to act on the decision or move to the next item on the agenda

Adapted from Mediation Services Training Manual and Grassroots Community Leaders Building Skills