questioning the role of

the Committee and

whether the current

format is leading to

outcomes that warrant meeting. I believe this is being examined already.

overwhelming to have

believe it would be

more members.

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Question	Andrea Zeigler, Chair	Chris Sicotte, Chair	MYAC Maggie Schwab, Chair	Mayor Clark, Chair	RAC Jeremy Morgan, Chair	GARC J.D. McNabb, Chair	GEPC Kathleen Aikens, Chair	SASC Brent Penner, Chair	Cora Janzen, Chair
1 We are looking at the best practices of other jurisdictions and notice that, in most cases, members of Council are not members of Advisory Committees.  Does your Committee find value in having members of Council attend your Committee's meetings?	Councillor rep provides incite into process - aware of Council initiatives and goals, Committee may not. Knows where/when things fit in.	Councillor rep is	Good to have Councillor on Committee - provides	Due to current structure Mayor and Councillors have a critical role and understand the politics of naming.	There are no Councillors that sit on PAAC and doesn't see a need. Suggested useful for the	Value in having Councillor on Committee. More direct contact this way.		Not necessarily, but having a Councillor attend might be welcome.	It's good to have real- time input and have that stronger connection with Council.
Would you find it valuable to have the Chair of the Standing Policy Committee to which your Committee reports, attend your Committee's meetings?	Doesn't need to be on the SPC although perhaps there is an advantage if there is a link back to the Committee. Don't see strong advantage currently.	Having the Chair would make sense, or at the very least a Councillor rep that sits on the SPC we report to.	Doesn't see a need to have SPC Councillor rep on Committee.	Having the Chair of the SPC attend not essential. If there was a process issue or deal with a naming matter with a special issue they can be invited on ad hoc basis.	the connection. n/a	Not sure if having the Chair beneficial, but prefer to approach SPC with concrete information.	Could be helpful. The Committee usually attends the SPC to make sure it has a voice.		Doesn't have to be the Chair, but someone from Committee could be more efficient to have that point of real-time.
Does your Committee find value in having members of the City's Administration attend your Committee's meetings?	Admin reps very important for Committee as they have insight into process and historical information that's helpful to the Committee.	This Committee has t excellent Admin reps that provide value.	Necessary for Admin to be t in attendance to provide direction (mandate, process, etc).	The Admin is essential. On this Committee the appointed Admin have a vote. Dynamics might prevent opinion however.	Admin is essential on this Committee.	Admin opens lines of communication.	The Admin contributes to the Committee and we value that.	Yes	Yes, having that point of timely information to share and Admin can give more insight or play liason back to division.
Would you find it valuable to have representation from other Civic Departments?	This Committee has good coverage: Police, Parks, Solicitor.	The reps that currently sit have the most impact.	t Beneficial to have the presentation from City Clerk's re governance, TOR, budget, etc.	history of names.	It would be beneficial to have high-level staff in attendance from time to time for context (General Manager). Also to provide broader strategy, strategic plan so Committee can provide full value.	This should be left up to Council to decide.	Committee work intersects with other depts and Committee invites when input needed. Hard to move through agenda as it is, so others as needed is preferred.	When required they attend now.	Not at this time.
3 Can you comment generally on the current membership structure of your Committee? a. Size - Do you think there are too many Committee members or not enough?	10 Members - Good size.	Up to 18 Members - A	17 Members - The	5 Members - Good size, it works.	7 Members - Committee size is good. Doesn't	10 Members - Size is manageable.	Currently have 11 Members, and don't	Could increase but overall I think we are	Good size, not onerous to manage.

recommend any fewer

members.

larger Committee means Committee is too large and size, it works.

requirement and there timely feedback is tough in

have been issues in the meeting time allotted.

past meeting quorum.

hard to manage. Getting

speakers. Attendance is good. larger quorum

There is enough time for

Committee members or not enough?

Committee Specific - Should Committee membership be reconsidered? Adequate representation from stakeholder organizations? Current stakeholder organizations that should be removed from appointment?		of the Board is good. It would be good to have a	There is large BID representation and realtors etc. All have a vested interest. Don't know how to handle that.	be valuable. Adding ciziten membership a	There is no organizational voice but believes that is better as there is no lobbying.	Having a senior organization rep on the Committee gives different methodology.	Indigenous representation has been low. Also representation from school system or U of S would be welcome.	For as big an issue that this Committee deals with, the structure of the Committee is important but a business voice must remain key.	Doesn't think anything is mssing. Questions the trucking industry representation as we don't have any of the other vehicle types represented. No drawback however. That being said, if other sectors are invited, wouldn't want it to be over-represented on Committee.
C. Adequate diversity in appointments? What sector underrepresented/overrepresented?	Committee composition currently mostly women. Race diversity is lacking as well as younger representatives that could offer different perspective.	Indigenous people well represented on board, including some agency reps.	There is no First Nations or Metis representation and is necessary.	Reps from Admin include Indigenous and Newcomer perspective.	Currently only one male on the Committee. Indigenous rep would be valuable.		Lacking Indigenous representation. There is lots of connection between environment and Indigenous people.	Believe balance is important when possible in civic appointments - this Committee consists of people who are heading up various organizations or positions with the City, so the diversity aspect would be hard to change. Having said this, it's balanced along gender lines.	No Newcomer perspective and has been raised. Coming from countries with different traffic laws, etc. No idea how to address that, might be valuable on Committee.
4 In general, what comments can you provide regarding the term of appointment? Do you think the term is too short, too long, or just right?	One Year - Because there has been turnover in membership, there is no issue with the term. Bringing new people up to speed can be a challenge with a mid-term replacement.	One- and two-year terms - Terms are appropriate.		Annual appointments are working and allow for rotation.	Current term is two years intitial term, then one year. Term should be 2-2-2	Two year Term adequate. There is a built in rotation.	Two years is appropriate.	Appointments are based on position, not term per se.	Term is okay.
5 Do you have any other comments related to the Committee's membership structure or term of appointment?	Nothing.	Being a large Committee, quorum is sometimes an issue.	Nothing.	Nothing at the present.	None.	None.	None.	None.	Would like to see a connection with the Active Transportation Advisory Group, don't see it as redundant.

Broad mandate. Newer The mandate is a large Good mandate. When Committee has a The mandate is restrictive. The mandate is not CDRR intends to discuss The mandate is clear and 6 In general, what comments can you provide Committee struggles with its mandate in October. broad, but it needs to be. members it takes about a one and Committee is dealing with policy, not focussed role. There is no citizen based broad but not regarding your Committee's mandate? For mandate. Group of members committee/board that takes restrictive. There are year to understand their not resourced to actually everyone is example, do you think that the mandate is too who want to make a difference, There has been some Committee trys to Ambiguity on the comfortable and have some changes coming role and relationships as implement needed but don't know how or what the discussion regarding the accomplish goals and purpose on naming in range of the Arts. (eg. broad or too restrictive? to what Committee can changes. The SASC trouble identifying limits are. Mandate is general name of the Committee if objectives annually. what is trying to be Arts Council in Wpg.) A with the Canadian those issues at number of City's have arts Disabilities Act and and can't do. was to advise Council still appropriate. The achieved. but grey in how to exert the on what was going on Committee meetings. councils that receive formation of that Act. mandate. City has Animal madate should funding from city and Believes its out on the street and Education also part of Services with goals and asks incorporate responsibility of make the mandate. advises on policy. for budget from the Committee Reconcilation. Committee to aid the recommendations. Committee has no way of for some things. Committee When that's been done, linking civic engagement City in a leadership has poorly defined goals. Not we don't always get role. Currently and arts in community to sure if Council takes the Committee has to be support from Council the City and arts. Committee's advice, there is a asked for input which causes wonder disconnect. Direction would be otherwise Committee why we're meeting as a welcome from the SPC so can't really endorse, Committee in the first things more clear and give act or promote. place and whether purpose. One member left the Council understands Committee because they felt why the SASC was the Committee "doesn't do formed in the first place. anything". Currently has 2 sub-None. No standing sub-Not currently. Bridge No need for sub-No. not required to 7 Does your Committee have any internal This Committee has sub-The Committee a The Committee has subnaming could work committees. committees established committees. Sponsorship Subcommittees (Heritage standing subcommittees? If so, what are committees comprised of by vote. Much of the work committee. Has criteria Awards, Education & with the Committee. Committee members, no their mandates? How are they established? happens at formal mandates. Established to follow for reviewing Awareness) and others subcommittees. sponsorship requests. formed out of need. There by resolution. (eg. Bite awareness sub-committee) Also has a subare no mandates but the These are really formed around committee for Living in recommendations from the Harmony awards. The subs are presented to the education. sub-committees typically whole Committee. consist of the Chair and 5 volunteer Committee members. If you include the ability Created out of a need and n/a Ad hocs very 8 Is there value in having the ability to form Yes, the ad hoc/sub-The Committee is looking Sub-committees are There may be value in n/a to expand an ad hoc have had tremendous beneficial. Working committees are more informal at an ad hoc committee needed as the whole ad hoc committees. various ad hoc, internal committees to committee to include value to the Committee. groups - volunteers to look at issues of and can work on action plan. Committee only meets respond to various issues within your other than Committee from the Committee Committee's mandate? Has your Committee Alleviates feeling of not being Indigenous women. monthly, the subcommittees do most of the members so we can who bring back formed any ad hoc committees? If so, what able to do something Further discussion will bring in expertise we recommendations to occur in October and work. are they and how are madates established?

where does this flow with

The Committee is unsure of its role with Council.

What's our role advising Council? What is it we are trying to do? We want to be clear how we can provide value and assistance to Council.

Council.

g In general, do you have any comments with

respect to your Committee's reporting structure to City Council?

need to come with a

positive, concrete

solution.

larger committee.

Committee of Council to report to?	Committee submits an annual report, doesn't formally present, but is available for questions. Not sure of value of reporting, the SPC never makes any specific requests or provides feedback.		Doesn't affect which SPC MHAC reports to, sometimes dependent upon issue which SPC is most appropriate.	Reporting to SPC-PDCS is working.	Annual report at least should be presented by the Committee in order to make connection with Council. Board would value opportunity.	No problem with that.	Good to have the relationship. Good to have ability to report in person more often. Maybe other SPCs have issues SEAC could address as needed or as relevance dictates.	Thinks it's necessary but as a Committee without a Councillor, SASC is different than the majority of Committees.	
b. Are there matters that you believe the Committee should be reporting on that the Committee does not currenly report on?	Nothing comes to mind. If SPC had interest in something the Committee could undertake, it would have more purpose and regular updates.	See above.	Nothing other than the annual report. Noted sometimes items come to MHAC after the fact.	Not for this Committee.	Doesn't believe so. Believes inherited some ways of doing things through Admin work on Placemaker Program and other aspects of public art and competitions.		No, the Committee is working at capacity. Does goal setting at start of the year and wishes it could do more but do good with how we react and report.	No.	Nothing comes to mind.
C. Do you find the Committee provides value to Council and if so, in what way(s)?	Having ability to provide a recommendation provides value to Council (eg. Rec to introduce bylaw re animals in back of pick-up trucks) Value added to public well-being.	See above.	Essential to have volunteers that are removed from Council and Admin.  Members active in heritage community.	sensitive and impartial decisions on what to	Committee and staff I provide great value. Provide expertise, knowledge, art juries and committees are used quite commonly. Use objective criteria. Multiple opinions, good technical advice from City Staff. Provided comment on role of the Committee as it provides jury decisions on Placemaker Program. Lines of authority and governance need attention.	Committee provides value to Council and has potential to provide more value.	Committee values the work it can do. (Gave examples of initiatives)	I think the information is valuable; not sure that it's acted upon in a meaningful way all the time.	Committee blend of agency and public is robust input. We could be used more.
10 When your Committee conducts its meetings.									
what comments can you provide as to the meeting process?  a Does it follow formal meeting procedures or is the meeting conducted in a more relaxed manner?	Follows the agenda and stays to business.	Follows the agenda and offers feedback session at the meetings.	Follows agenda and formal procedure.	Formal motions are made, but meetings are relaxed, less formal.	Process is ordered, collegial, relaxed. Good governance structure and high involvement from Committee Members.	Hybrid. Formal if needed. Discussion always open.	Uses a combination of following rules for moving and voting, but members speaking is left relatively informal and Chair ensures no dominance.	Follow a business-like meeting format.	It's a blend, use formal procedures of motions and voting.

ensures no dominance.

b Do you find the current agenda template satisfactory? Any suggestions to make it better?	Agenda template works. Committee struggles to put items on agenda at right time.	Agenda format is good, familiar.		Agenda template works. No discussion on what should be on the agenda or to add to it in advance. Some committees feel the agendas are too passive - no guidance for productivity, who builds the agenda has an impact on that. GMs can help indentify concerns and direction with Chairs of SPC's.	Agenda template covers work scope.	however only having an hour to meet may not	Agendas tend to be large but provided in enough time prior to meeting to go over information.		Order of items seems to flow.
C Is the frequency of meetings satisfactory? Too many? Not frequent enough?	No meetings in July, August, and December. Frequency good. Summer break can impact action plan for the fall. Members realize this and try to deal with certain issues (budget, etc) early in the year.	is sufficient.	Committee meets monthly, except for summer, and has ability to call special meetings when required. Having sub-committees helps.		Monthly - Frequency is okay.	meetings.	More meetings would be too many. Subcommittees do much of the work. New fewer meetings however. Currently no meetings in December but could meet. Struggle in the summer without meetings to get work done.	The Committee currently meets six times per year and believe four is sufficient if some additional changes that are being looked at are considered as well.	
d Is the time/day of the meetings held working? How or how not?	Fourth Thursday of month @ 11:30 a.m. Time/day is good.	Second Thursday of month @ Noon - Lunch meetings work for members and appreciate being provided with lunch.	@ 11:30 a.m Members are easily available for lunch	Working on the time meetings are held.	Friday @ 1:30 p.m Time and day works for the Committee.		Time of day can be a factor on who applies but not sure how to address that. Lunch time probably best possible time. Perhaps Skype participation could address that.	No issues.	Meetings are well attended by members.
e Is the location of your meetings working for the Committee? Suggested better location?	City Hall location is good. Reminds people of the purpose (civic duty).		Hall is good as it's a larger	City Hall good.	City Hall location good.	Committee Room E - City Hall - Room and location is good.	Location works.	No issues.	City Hall ideal, and likely easier for the Administration to attend.
11 Do you think that members of your	Yes.	Yes.	Yes.	Yes.	Yes.	Yes.	Yes.	No.	
Committee world benefit from training?  a What kind of training? Governance/Meeting procedure/other?	All training is good especially for those with no experience. Good info in Terms of Reference regarding reporting relationship. Good to have governance review at first meeting of year.	Governance training would be welcome. Possible discussion on this in September or October.	Chair and Vice-Chair to receive training as to the role and what is expected. An annual overview to Committee role and what City is doing would be good as well. Useful to know deliverables; annual report, goals & objectives, matrix. Expectation needs to be communicated.	practices in this are (how City does naming).	Committee should be given a brief orientation of how the Committee fits into the Administration structure. Committee has opportunity to attend conferences.	may benefit from governance training.	Clarification of expectations and roles would be helpful. Good to have verbal information.		Training around policy pieces would be beneficial. If there are internal consultations occurring with staff, if there is staff engagement, including the Committee in those specific cases where policy is developed.
b Does your Committee provide orientation to new members? What does this entail?	Committee doesn't do its own orientation aside from introductions.	No formal orientation provided.	No formal orientation provided.	None.	Committee has no training in place for new members.		Chair provided orientation to new members this year.		No orientation provided.

C Would it be valuable standard orientation should be covered i	to new members? What	Orientation should include information on Council's Seven Strategic Goals and how the Committee fits. Also roles, responsibilities, and reporting.	Standard orientation would be beneficial, Committee history, etc.	Yes, as stated above.	Awareness around diversity (training) can play a role.	Could be useful - history or briefing on grants strcuture. Urban design - no sense of how Placemaker Program fits into urban design initiatives.	Administration provide an overview of City	Yes, on what the City is doing, Council's goals, role and responsibilities, etc.	Orientation would be beneficial. Highligting relevant City palns and documents relevant to the Committee so there's no duplication. Roles and expectations.
		71		A titi il	-/-	Suggested interviews	la in	Fairly simple and straight- n/a	Designed by the
12 Do you find the app process uer-friendly		Committee vs those that just		Application process is okay, but might not be accessible to those without internet access.	IVA	suggested little views replace paper/electronic application for situations where English not a first language. Technology can be intimidating.		rainty simple and straight. The forward. Access might be an issue how the call for applications gets out. Might attract people more civically engaged than others. Wider access might be helpful.	organization and believe it's okay.
	ee have its own internal ix with respect to filling ommittee?	No Matrix. Members not always sure of skills or assets of others. No responsibility given to the Committee to do this. Committee hasn't considered this but might be a good practice to indetify gaps.	No matrix but would be good to identify groups that could participate (i.e. Muslim).	vacancies should come	No matrix.			No relationship to the recruitment process.	No, but if there was one would be interested in seeing it.
	'challenging members' or (eg. Poor attendance, nents, value of	Challenging members can be good but have to keep people on track. There are times these members ask questions some don't want to ask.	No comments.	Attendance needs to be addressed from time to time, but no other issues.	n/a	Up to the Chair to draw the members out for participation, opinion, etc.	from all members. Would do a one-on-one as well if required.	issues, no attendance	When passions run high need to step in and defuse the situation, remind participants to step back and be respectful. Would work with the Secretary to see what process to follow but deal with it one-on one.
C Whose responsibility problematic members		Should come from the Chair through Committee Assistant to determine process that should be used.		The Chair and Vice Chair with the City Clerk's Office.	n/a	Should be responsibility of Chair and Admin rep.	through the Admin or Council rep.	If there is an issue, Chair would discuss with Committee Assistant first. As Chair would do one-on-one with member to give feedback, if not working then discuss with Clerk again.	The Chair and Council rep, and City Clerk's Office if the situation called for it.
d How do you feel ab responsibility to dea discipline?	out having that al with Committee membe	Discipline not common but should be the duty of the Chair taking that role on.	It's not nice to have to do, but Chair's responsibility. Important to have a strong Chair.	Should be the Chair. Have to be able to steer Committee.	n/a	Part of the role of being Chair.	Chair.	Makes sense for the Chair to provide discipline. Not appropriate for it to be a Councillor - could be seen as silencing someone.	Not confrontational but if the one-on-one doesn't work you have to consider the other people involved.

The current appointment policy provices for services members, including the payment of child care expenses, bus passes and parking and visual and hearing assistance. Also refreshments/lunches are provided when applicable.

Well covered. May Main barrier is timing of No. Nothing to add. Would like to see Elder All covered. a Are there other services which, in your Wasn't aware of Services adequate. Nothing at the moment. consider taxi as an involement with an offer of childcare expenses. the meeting. opinion, if offered, would help ensure that no option. Provided Parking is an issue. an honorarium, given barriers exist to public participation on information regarding stature. Committees? social inclusion guidelines. Media has attended Time of the meetings Want public participation. Yes. Yes, the agendas are on the With naming process, Have had good public h Are the services provided for, in the amounts Adequate but maybe not Have tried to be visible and sometimes general response with different might be biggest We do word of mouth. as Chair of the board. website and public will write few know how it or mechanisms provided for, adequate to enough to encourage public. In her opinion, Organziations come to us, in or attend meeting. happens and are not public events that lead to barrier to public participation. This Committee Social media very encourage public participation? do presentations. City many people that important to encourage engaged. We don't public participation. attendance and does not have much public participate in civic corresponding with the has good social media participation. People don't public participation at have people from Committee in advance presence right now. committees are usually meetings. Would like to Newcomer or know or don't care until they could be a barrier. more affluentl. Also, have a complaint. That or they see recognition of Indigineous Length of meetings generally, people less communities feeling don't know process or that they Committee in campaigns dictates that we know affluent are less connected to the have a say. Unless people are it was involved in. of requests in advance. engaged in civic process or bringing interested, they aren't going to processes, for a names forward. go looking for information. number of reasons There is room to bring (working multiple jobs, in public participation crisis, not knowing in the process. what opportunities are available, not feel comfortable or competent that they have anything valuable to share/offer, disillusionment in the processes, etc.) If the City is looking at barriers, diversity of membership, etc, this might be considered. There have been many Nothing to add, again noted Content-based Admin Broader context provided Development of Nothing to add. Nothing to add. 14 Do you have any further comments or Nothing to add. Nothing to add. lead in charge of the so Committee can connect Canadian Disabilities name changes in size of the Committee suggestions? Act, would like City to recent years. Future agenda and tie into the dots. needs to be addressed. would like provide a leadership Council priorities. role prior to the CDA "Transportation" Council lead could instead of "Traffic" ties making them act. meet with Chairs to in with SPC, policies reconnect and Wants the City to be and reporting. strengthen proactive.

relationships with Committees.