PMP Working Group
APPROVED Terms of Reference

1. Purpose and Mandate

The Prime Minister's Path Working Group is an integral part of the community engagement initiative. Its purpose is to gather diverse perspectives on the historical and cultural significance of the Prime Minister's Path in Wilmot and beyond. The members of the Working Group will develop actionable recommendations to guide the future direction of the Path, which will be presented to the Wilmot Township Council.
The group's mandate includes:

- Ensuring that recommendations are actionable, and reflect the range of values, truths, and concerns across the Wilmot community.
- Prioritizing principles of truth, reconciliation, historical understanding, and community transparency.
- Balancing inclusivity with practicality to deliver viable solutions.

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2. Working Group Composition and Membership

The Working Group consists of up to 12 members, selected to demographically reflect the community and represent a range of perspectives.
Selection Process:

- **Expression of Interest (EOI):** Open to all through online or paper submissions, including demographic information and personal thoughts on the Path.
- **Review:** Township staff redacted personal details from submissions, which were reviewed by engagement consultants.
- **Selection Criteria:** Members were chosen to reflect demographic and opinion diversity while avoiding extreme bias.
- **Commitment:** Selected members confirmed availability for all scheduled meetings.
- **Non-Selected Applicants:** Encouraged to participate as ambassadors to support broader community engagement.

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3. Guiding Principles

The Working Group will adhere to the following values to guide its work:

- **Inclusivity:** Consider all histories, lived experiences, and perspectives.
- **Respect:** Honour the time and opinions of all participants as well as the process.
- **Empathy:** Approach discussions with understanding and compassion.
- **Collaboration:** Strive for unity and shared problem-solving.
- **Transparency:** Ensure an open and accountable process.

- **Fact-Based Decision-Making:** Value evidence and lived experiences while avoiding disinformation.
    - Historic references must be supported by at least one reputable source.

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4. Roles and Responsibilities

- **Facilitators:** The engagement co-leads will be present at the Working Group and will act as facilitators to guide discussions, maintain focus on objectives, and ensure equal participation from the Working Group.
- **Working Group Members:** Working Group members will lead the recommendations process, and are accountable to Township Council for the final recommendations.

In order to develop the final recommendations, members of the Working Group will:

- Attend and actively participate in all meetings.
- Prepare by reviewing pre-meeting materials.
- Share perspectives respectfully and thoughtfully.
- Commit to integrating diverse viewpoints into the final recommendations.
- Meaningfully integrate the feedback and ideas collected from the community

- **Support Staff:**
    - Provide logistical and coordination support.
    - Capture meeting notes and provide thematic summaries.
- **Township Council:** The Township Council has a hands off relationship with the working group. The deliverables of the PMP Working Group will be submitted by the consultants on behalf of the group to the Township Council for consideration.

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5. Objectives and Deliverables

Objectives:

1. Create a respectful platform for meaningful dialogue.
2. Reflect diverse community input in recommendations.
3. Present actionable recommendations to Wilmot Township Council.

Deliverables:

1. Draft recommendations for community review by February 15, 2025.
2. Final recommendations, including public feedback and specific proposals, delivered to Township Council by April 2025.
    - Final recommendations will give the Township Council options for the future of the prime Ministers Path including, but not limited to:
        - Disposal/ Return of statues

    - Continued display of the statues, and under which conditions
    - Educational programming opportunities with and without the statues displayed.
    - Other creative solutions or alternative paths forward
3. A closing statement or summary document reflecting group perspectives and lessons learned.

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6. Community Engagement and Transparency

- **Engagement:** Community members wishing to participate in the process can leverage community gatherings, online surveys, tea circles and individual correspondence to provide input on the PMP project.
    - The Facilitators will gather and communicate community feedback to the group
    - Where possible, community feedback will be provided to the group as raw, organized, data
- **Transparency:** Working Group progress will be communicated to the community via community updates
- **Community Input:** The Working Group will prepare a set of draft recommendations to share with the community at the Community Gathering #2, and online. The community will have the opportunity to give feedback and input on the draft recommendations, helping the Working Group refine them before presenting them to the Township Council.
- **Group Identity:** Group members will remain anonymous until/unless all group members feel comfortable sharing their identity publicly.
    - Members may choose to share their participation in the group, publicly, but this will be based on individual consent.
    - Group members will not share or confirm the identity of any other member of the Working Group to the public.
    - The demographic breakdown of the group will be shared with the community.
- **Public Engagement:** Members of the group who are comfortable sharing their identity will have the option to represent the Working Group at the Community Gathering #2 to present the recommendations and engage with the community at large. members who would rather remain anonymous will have the option to do so.
- **Media**: Individual Working Group members' opinions are not necessarily representative of the views of the entire Working Group. In the event that individual members receive media enquiries, such inquiries should be referred to PMP@wilmot.ca.

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7. Meeting Management, Agendas and Reporting

The following procedures will be used in convening meetings of the Working Group :

- In consultation with the Working Group, the facilitators will develop the agendas and coordinate accompanying materials to be distributed prior to each meeting.
- Facilitators and support team will prepare draft and final summary minutes from meetings, including action items. Meeting summary minutes will be prepared within one week of each meeting for review and finalization by the Working Group. Once finalized, the summary reports will be distributed by email to the Working Group.

8. Decision-Making Process

The Working Group will primarily use a consensus based approach to decision making. In instances where the group cannot reach consensus, other methods will be applied as follows:

These are the 4 steps of the Consensus approach:

1) **Agreement First:** Strive for unanimous agreement where possible.
2) **Consensus Building:** The group uses dialogue to get to a place of agreement. Consensus does not require unanimous agreement.

The consensus model when an issue for decision is raised by the group

- Timed group discussion to attempt to reach a common answer

If a consensus is not reached in allotted time

- Facilitator will initiate timed round
  - Each member has specified amount of time to speak on this issue
    - No interruptions, comments or questions from other members
    - Questions for clarity may be asked, but kept very brief.
  - Facilitator will summarize what was said, attempt to reach common answer
  - Facilitator canvasses the group for agreement and the consensus is noted in the minutes.

If no common answer is reached:

- Facilitator can decide to move to a 2nd round, or transition the group to a vote
- The facilitator will propose time boundaries for each consensus building process

In a consensus building frame work group members should be aware of the following positions:

Expression of concern: Rather than taking a hard-and-fast negative position, members express their concerns and the reasons for them, and propose solutions. This allows room for proposals to be modified to meet the concerns.
Reservations: After deliberation, one or more members may find a concern has not been satisfactorily addressed, but that they consider that concern relatively minor. The member(s) would then indicate that they have reservations. They might say "I still have some unresolved concerns; I have reservations but I can live with it."
Non-support or standing aside: This stance allows a member to be clear that they do not agree with or support the proposed decision, without blocking the group from proceeding. The member might say, "I personally don't support this, but I won't stop others from doing it." The member explicitly states that they are standing aside and this is noted in the minutes. If two or more members stand aside, additional work is required to conceive a more mutual solution.
Blocking: Blocking means "I cannot support this or allow the group to support this. I perceive it to be in contradiction of our core values and/or unethical or immoral." Blocking can only be used very rarely without threatening the viability of the group. It should be a last resort. For blocking to be a viable option, an individual taking such a stand must be very clear, operating from deep conviction, and enjoy the trust and respect of the group.

3) **Hybrid Approach:** If a consensus cannot be reached, the facilitator can initiate a vote, with the final decision requiring 9 of the 12 members (75%) to agree.
4) **Majority Vote:** In the event that all other options are exhausted, and the group is unable to reach a suitable collaborative outcome, the facilitator will ask permission from the group to administer a majority rules vote to reach a decision.

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9. Working Group Meetings

Five 2-hour meetings, held in person. Refreshments will be provided to encourage dialogue and connection.

Schedule:

- **Meeting 1 (December):** Gathering and group cohesion building.
- **Meeting 2 (January):** Co-developing the Terms of Reference
- **Meeting 3 (Late January):** Brainstorming ideas.
- **Meeting 4 (February):** Drafting recommendations for the March community gathering.
- **Meeting 5 (March):** Finalizing recommendations based on community feedback.

Post-Meeting Input: the group will use email, online document editing, and other online tools to finish up and finalize tasks from the meeting. Any important decisions will be held until in-person meetings

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10. Communication Agreements

- **Protocols:**
  - Facilitators will maintain the speaker list
  - Speak respectfully and avoid interruptions.
  - Use clear, concise language and seek clarification when needed.
  - Maintain confidentiality of the group process
- **Methods:** outside of in person meetings, email will serve as the primary communication tool.
- **Disagreements and challenges:** healthy dialogue and bringing forward differing viewpoints is a valuable part of the process. If a member disagrees with something that is said, or wants to challenge something brought up by another member will do so in the following way:

  "I appreciate your viewpoint. I see that we share agreement on the following (include at least one point of agreement)" and follow with either "I would like to ask a question about …." Or " I would like to offer this different point of view…"
- **Breakdowns:** in the event of communication breakdown, the facilitators will plainly address the issues, and refocus the group on shared objectives to resolve misunderstandings.

  Group members experiencing procedural issues may reach out to the facilitators at any time to share their concerns, and seek solution support.

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11. Resources and Support

- **Facilitation:** Engagement leads plan and facilitate activities and discussions to support the work of the Working Group.
- **Logistical Support:** Township staff will coordinate meeting spaces, refreshments, and materials.
- **Information Sharing:** The Engagement leads will be the bridge between the community and the Working Group ensuring that information is passed back and forth accordingly.
- **Educational Materials:** Resources, historical and cultural contexts will be provided as needed.

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12. Group Dynamics and Conflict Resolution

- **Respectful Dialogue**
  - Ensure all voices are heard without interruptions.
  - Approach all situations with curiosity.
  - Address each other with kindness and respect
  - Acknowledge the value of each point of view in the group
- **Mediation:** Facilitators will intervene in conflicts, diffusing any tension, finding common ground, and offering options for group members to rebuild rapport.
- **Breaks:** Group members may ask for a break at any time in the process if they are feeling activated, or overwhelmed. Group members will each create a BREAK card on a bright sticky note at the beginning of each meeting, and present the card throughout the process when needed.
  Breaks will be granted without question. Group members can connect with facilitators if they need support with feelings.
- **Conflict Resolution:** Facilitators will mediate disagreements, refocusing discussions on shared objectives.

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13. Group Ending

- **Completion:** The group's work will conclude with the submission of the final recommendations to Wilmot Township Council in April 2025.
- **Closing Statement:** A collective reflection summarizing the process, lessons learned, and outcomes will be prepared.
- **Presentation:** Recommendations will be presented to the Township Council by the facilitators, on behalf of the Working Group. The recommendations will be approved by council and shared with the community.

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14. Freedom of Information and Protection of Privacy

Please note that all information will be used in accordance with the *Freedom of Information and Protection of Privacy Act* and the *Access to Information Act*. With the exception of personal information, all information provided through the Working Group process will form part of the public record.