



## STAFF REPORT INFORMATION ONLY

### Draw the Line: Toronto Ward Boundary Review Project Work Plan, Civic Engagement and Public Consultation Strategy – Supplementary Information on Project Budget Breakdown

<b>Date:</b>	June 4, 2014
<b>To:</b>	City Council
<b>From:</b>	City Manager
<b>Wards:</b>	All

#### SUMMARY

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The purpose of this report is to provide the budget breakdown for the Toronto Ward Boundary Review (TWBR) Project Work Plan, Engagement and Consultation Strategy outlined in EX42.4 *Draw the Line – Toronto Ward Boundary Review Project Work Plan, Civic Engagement and Public Consultation Strategy*.

#### DECISION HISTORY

On June 11, 2013, City Council authorized the City Manager to retain a third party consultant to undertake a Ward Boundary Review for Toronto consistent with the Terms of Reference attached in Appendix B to the report.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2013.EX32.2>

On March 5, 2014, following a competitive Request for Proposal process, Bid Committee awarded the contract for the provision of services to conduct an independent, objective analysis and review of the City of Toronto's electoral ward boundaries to the Canadian Urban Institute.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2014.BD167.7>

On May 27, 2014, the Executive Committee approved EX42.4 *Draw the Line: Toronto Ward Boundary Review Project Work Plan, Civic Engagement and Public Consultation Strategy*. During consideration of the item, members of the Executive Committee verbally requested the City Manager provide the budget breakdown for the Toronto Ward Boundary Review Project Work Plan, Engagement and Consultation Strategy outlined in report EX42.4.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2014.EX42.4>

## COMMENTS

The Toronto Ward Boundary Review Work Plan, Engagement and Consultation Strategy included in the report EX42.4 *Draw the Line: Toronto Ward Boundary Review Project Work Plan, Civic Engagement and Public Consultation Strategy* is based on Council's approved Terms of Reference for the Ward Boundary Review, electoral boundary review best practices and precedents drawn from the successful defence of municipal electoral boundary reviews at Ontario courts and the OMB.

The budget breakdown of the TWBR Work Plan, Engagement and Consultation Strategy developed by the Canadian Urban Institute and including the estimated year over year project costs is attached as Appendix I of this report. In addition to developing the overall strategy, the TWBR Work Plan includes five key components, as reflected in the budget breakdown attached as Appendix I:

- **Research (June 2014 to November 2014)** - that will form the background information for the first round of public consultation including the legal context, jurisdictional reviews, analysis of Toronto's current wards and ward population projections out to 2030. These activities are reflected in Items #2 and #3 in the attached budget breakdown.
- **Civic Engagement (Round One: June 2014 to February 2015 and Round Two: May 2015 to November 2015)** - web-based activities (including social media platforms), communication and outreach to educate the public about the purpose of the ward boundary review, keep the public informed about the process and provide a range of opportunities for the public to get involved. These activities are reflected in Items #3, #4 and #5 in the attached budget breakdown.
- **Public and Stakeholder Consultation (Round One: June 2014 to February 2015 and Round Two: June 2015 November 2015)** – includes two rounds of public and stakeholder consultation.
  - Round One will elicit input on Toronto's current ward boundaries and will include in-person individual interviews with the Mayor and Members of City Council, all four Toronto school boards, and key stakeholder groups as well as 12 public meetings (3 public meetings in each of the City's 4 Community Council districts).
  - Round Two will elicit input on ward boundary options and will include in-person individual interviews with the Mayor and Members of City Council, all four Toronto school boards and key stakeholder groups as well as 12 public meetings (3 public meetings in each of the City's 4 Community Council districts). For both rounds of public consultation, in addition to attending a public meeting, input may also be provided through the Toronto Ward Boundary Review website or by mail.

These activities are reflected in Items #4 and #5 in the attached budget breakdown.

**Generation of Ward Boundary Options (March 2015 to April 2015)** – following Round One of the public and stakeholder consultation, and building on the research, a series of ward boundary review options will be developed for public and stakeholder input in Round Two. These activities are reflected in Items #3 and #4 in the attached budget breakdown.

- **Final Report (February 2016 to March 2016)** – following Round Two of public and stakeholder consultation, the final report will be developed with ward boundary options including a recommended option for Council's consideration. The final report will summarize the input of residents, elected officials and stakeholder groups and will identify any issues raised during the TWBR process that were outside of the scope of the review (for example, governance issues, methods of voting etc.) These activities are reflected in Item #6 in the attached budget breakdown.

It is anticipated that the final report will be submitted to Executive Committee and City Council for consideration in May 2016.

## **CONTACT**

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## **SIGNATURE**

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Joseph P. Pennachetti  
City Manager

Appendix I: *Draw the Line: Toronto Ward Boundary Review Project Work Plan, Civic Engagement and Public Consultation Strategy – Budget Breakdown*

***Draw the Line: Toronto Ward Boundary Review Project Work Plan, Civic Engagement and Public Consultation Strategy – Budget Breakdown***

Item No.	Item	Allocation of Project Budget			
		2014	2015	2016	Total Cost
1	<b>Develop &amp; Refine Work Plan and Civic Engagement Strategy</b> <ul style="list-style-type: none"> <li>– Develop work plan, civic engagement and public consultation strategies</li> <li>– Prepare presentation materials</li> <li>– Present work plan, civic engagement and public consultation strategies to Executive Committee &amp; City Council</li> <li>– Refine work plan, civic engagement and public consultation strategies based on input from City Council</li> </ul>	\$15,215			<b>\$15,215</b>
2	<b>Review of Current Legislation and Regulations governing Municipal Electoral Representation in Ontario</b> <ul style="list-style-type: none"> <li>– Research current legislation, regulations and best practices</li> <li>– Establish Advisory Panel and hold meeting to provide input on research</li> <li>– Prepare preliminary research report</li> </ul>	\$39,505			<b>\$39,505</b>
3	<b>Document and Assess the City's Current Electoral Ward Representation and Develop Ward Boundary Options</b> <ul style="list-style-type: none"> <li>– Assess and map current ward boundary structure</li> <li>– Project and map current ward structure, including mapping population by Census tract or traffic zone</li> <li>– Assess input from Round One of civic engagement &amp; public consultation process</li> <li>– Finalize research report</li> <li>– Develop ward boundary options</li> <li>– Advisory Panel meeting to provide input on ward boundary options</li> <li>– Draft and review options report</li> <li>– Prepare summary of options report</li> </ul>	\$63,713	\$123,497		<b>\$187,210</b>
4	<b>Develop Civic Engagement Tools and Materials to Conduct a Two-Stage Broad Engagement and Consultation Process</b> <ul style="list-style-type: none"> <li>– Prepare and distribute communications package for TWBR project launch</li> <li>– Identify stakeholders/create and maintain TWBR Master Contact List</li> <li>– TWBR Round One civic engagement &amp; public consultation materials (e.g. background &amp; discussion guide, web materials, social media, display maps, etc.)</li> <li>– Prepare TWBR Options Report summary materials</li> <li>– TWBR Round Two civic engagement &amp; public</li> </ul>	\$108,693	\$64,267		<b>\$172,960</b>

Item No.	Item	Allocation of Project Budget			
		2014	2015	2016	Total Cost
	consultation (e.g. background & discussion guide, web materials, social media, display maps, etc.) – Coordinate any required translation, interpretation, accessibility and other equity requirements for two rounds				
<b>5</b>	<b>Conduct a Two-stage Broad Engagement and Consultation Process</b> <i>Round One – Civic Engagement:</i> – Administer, record and analyze input survey (incl. translation of non-English responses) – Monitor, maintain & record social media – Report on Round One – Civic Engagement  <i>Round One – Public Consultation:</i> – Interview Mayor, City Councillors and other stakeholders (with follow up for any new Members of Council post-Oct 27/14 municipal election) – Undertake 12 public meetings (3 per Community Council area) – Report on Round One – Public Consultation  <i>Round Two – Civic Engagement:</i> – Administer, record and analyze feedback survey (incl. translation of non-English responses) – Monitor, maintain and record social media – Report on Round Two – Civic Engagement  <i>Round Two – Public Consultation:</i> – Interview Mayor & Councillors – Undertake 12 public meetings (3 per Community Council area) – Report on Round Two – Public Consultation  <i>Final report on Civic Engagement and Public Consultations</i>	\$140,500	\$160,825		<b>\$301,325</b>
<b>6</b>	<b>Produce a Final Report</b> – Develop, review and finalize TWBR Final Report (incl. options and recommendations) – Advisory Panel meeting to provide input on final report and recommendations		\$27,750	\$45,285	<b>\$73,035</b>
<b>7</b>	<b>Present and Respond to Questions on Final Report at City Executive Committee and City Council</b> – Present final report to Executive Committee and City Council			\$10,800	<b>\$10,800</b>
	<b>Total*</b>	<b>\$367,626</b>	<b>\$376,339</b>	<b>\$56,085</b>	<b>\$800,050</b>

\* \$141,160 of the total has been budgeted for costs associated with accessibility requirements, advertising and venue expenses.