

City of Toronto

Request for Quotation

Support for a Public Consultation for a Proposed Demonstrations Bylaw to Protect Vulnerable Institutions

1. Invitation

The City of Toronto is seeking a consultant, community-based organization or a partnership of organizations (hereinafter referred to as the “Partner”) to coordinate in-person and virtual public consultation sessions in April 2025 that are planned as part of a broader engagement on a [proposed demonstrations bylaw to protect vulnerable institutions](#).

The key aims of this work are to provide both broad public engagement and targeted consultations with groups and organizations, Indigenous, Black and equity-deserving communities on the development of a [proposed demonstrations bylaw to protect vulnerable institutions](#) that will be presented to Toronto City Council, informed by public feedback. Targeted groups may include community groups and organizations, civil liberties groups, faith-based groups, and human rights groups.

The consultation will gather input around the following:

- Public experiences with demonstrations in Toronto
- Public perspectives on the areas the bylaw might apply to
- Public perspectives on vulnerable institutions
- Important things for the City to consider in developing, implementing and applying a bylaw in Toronto

All input from the consultation will be summarized and utilized to inform the development of the proposed bylaw that will be presented to City Council in May 2025.

2. Overview

The consultation will be in two overlapping phases:

- **Phase I: Public Survey (led by the City):** The City of Toronto will be releasing a public feedback survey from March 13, 2025 – May 1, 2025 to gather input and perspectives broadly from the public.
- **Phase II: Targeted Engagement & Virtual Public Sessions (coordinated by the Partner):** In April 2025, the Partner will support targeted consultation meetings as well as virtual public engagement sessions. These meetings will discuss, verify and validate what has been heard in Phase I (as received to date) and further explore considerations on the development of a bylaw.

The Partner who leads this work will collaborate with City staff on Phase II of the consultation to:

- Coordinate, promote and lead in-person and virtual meetings with members of the public, targeted to parties / groups.

- At minimum, 1 in-person and/or 1 virtual meeting with at least 10 participants per meeting for at least 10 identified community groups.
- These groups would include Black, Indigenous and equity-deserving community members as well as community groups and organizations, civil liberties groups, faith-based groups, and human rights groups.
 - The City will assist with identifying and contacting groups with input and recommendations from the Partner.
 - In-person meetings may be planned for locations across the city of Toronto and the City will assist with in-person venues as needed.
 - It is anticipated that the sessions will be individualized (e.g. one targeted group per session).
- Plan, host and facilitate 2 virtual public sessions (open to the public across the city);
- Communicate with targeted and potential interested community groups to encourage participation, which could include personal invitations.
- Regularly connect with City staff (via emails or virtual meetings). At a minimum, 3-5 meetings with City staff are expected. Activities include:
 - co-planning and coordinating the overall engagement strategy;
 - sharing information about scheduled meetings and methods;
 - summarizing participation and feedback collected to date; and
 - co-promoting all engagement opportunities with networks.
- Provide to the City all feedback from public consultations as raw data/meeting notes and as a prepared report of findings and themes from the meetings
- Participate in/contribute to a post-consultation meeting with City staff to debrief on engagement successes and areas of improvement.

Note: community meetings and public sessions must be held by May 1, 2025.

3. Skills and Competencies

The Partner will ideally have the following skills and experience:

1. Demonstrated experience in community development and engagement with City divisions, community-based organizations, and community initiatives, with a focus on the participation of Indigenous and Black and other equity-deserving communities as well as community groups and organizations, civil liberties groups, faith-based groups, and human rights groups.
2. Demonstrated experience with developing and providing safe spaces for community engagement and in in-depth exploration of sensitive topic areas with diverse communities.
3. Demonstrated experience in working with diverse groups that include Persons with Disabilities, Indigenous, Black, Racialized and 2SLGBTQ+ communities, including:
 - a. Demonstrated commitment to anti-racist/anti-oppressive practices, with specific focus on Black, Indigenous, and racialized communities.
 - b. Demonstrated commitment and practice of an Anti-Black Racism and Anti-Indigenous Racism analysis.
 - c. Agreement to comply with [City of Toronto Human Rights and Anti-Harassment Policy](#), and the City's [Vision Statement of Access, Equity and Diversity](#).
4. Capacity to offer oversight to staff and/or volunteers.
5. Access to and capacity to utilize the required tools and technologies to deliver the planned engagement activities.

6. Willingness to work in close collaboration with City of Toronto staff on the implementation of the full scope of this work.
7. Experience and demonstrated ability to manage the service (administrative oversight, processes, and procedures) outlined herein.
8. Be in good standing with the City of Toronto.
9. Comply with the City of Toronto Anti-Racism and Equity Guidelines – please refer to the document: [“City of Toronto Grants Policy – Anti-Racism, Access and Equity Policy Guidelines”](#).

4. Scope of Services and Budget

The selected Partner will deliver the following:

- Confirmation of dates and locations of the minimum number of engagement sessions;
- **10 Targeted Community Meetings:** Convene 1 in-person and/or 1 virtual community consultation meeting with at least 10 participants per meeting with at least 10 identified community groups;
 - These groups would include Black, Indigenous and equity-deserving community members as well as community groups and organizations, civil liberties groups, faith-based groups, and human rights groups.
 - The City will assist with identifying and contacting groups with input and recommendations from the Partner.
 - In-person meetings may be planned for locations across the city of Toronto and the City will assist with in-person venues as needed.
 - It is anticipated that the sessions will be individualized (e.g. one targeted group per session).
- **2 Virtual Public Meetings:** Plan, host and facilitate 2 virtual public input sessions. (Note: these sessions would be open to any member of the public. The City will provide guidance on meeting content as well as input into safety/harm mitigation considerations of the virtual space, including requirements to register. The Partner is responsible for hosting and facilitation of the meetings);
- Recommendations and suggestions for meeting content, question design, meeting activities as applicable (Note: Due to the time-sensitive nature of this consultation, the City will provide draft meeting content, messages, etc. that may be tailored to the needs of specific targeted audiences or groups.);
- Data and notes collected during the consultation meetings provided to the City in raw and report forms (Note: the City will consult with the Partner to identify best method of submitting data and notes collected);
- Community engagement session participant feedback submitted as applicable (Note: the City will provide the community organization(s) with feedback questions);
- Proposals for other methods of public engagement to reach target audiences as applicable;
- A communications plan for reaching targeted groups (The City will provide messaging, communications and creative marketing support); and,
- A final report including raw data/meeting notes, participant quotes, summary findings and themes, in an AODA compliant version.

The budget for this scope of services is up to \$85,000.00

5. City Responsibilities

The City will provide the following for this project:

- A staff liaison;
- Strategy and direction to overall project;
- Communications and marketing (including translation and interpretation);
- Consultation messaging, background information, raw and summary data from the survey;
- Co-development, with the Partner, of the virtual public sessions;
- Support to identify potential participant community groups, community spaces, and related contacts;
- Access to City staff advisors for information and participation in meetings if required and as staff capacity exists; and
- Assistance with meeting places, equipment, technology for in-person meetings if required. If in-person meeting spaces outside of City-owned and free community spaces are required, the City will supply applicable facility booking fees at its own discretion. The City will be the final decision-maker on locations and costs associated with in-person venues.

6. Partner Responsibilities

The Partner will provide the following for this project:

- Coordinate, promote and lead in-person and virtual meetings with members of the public, with targeted outreach to parties / groups.
 - Convene 1 in-person and/or 1 virtual community consultation meeting with at least 10 participants per meeting with at least 10 identified community groups;
- Planning and facilitation of 2 virtual public sessions;
- Expert advice on the content and structure of the meetings, in collaboration with the City. Due to the time-sensitive nature of this consultation, the City will provide draft meeting content, messages, etc. that may be tailored to the needs of specific targeted audiences or groups;
- Collaborate on and review with the City the invitations to members of the public;
- Lead interactive engagement activities for virtual and in-person meetings;
- Recommend, and potentially provide, technology platform for virtual meetings;
- Preparation of meeting materials in collaboration with the City;
- Provision of meeting supplies as applicable (e.g. supplies for interactive activities, signboards, etc.) and barrier reduction items such as honorariums and food as applicable;
- Facilitate all meetings as specified in scope of services, based on approach approved by the City;
- Provide adequate number of facilitators and note-takers for all meeting activities;
- Provide feedback via debrief / summaries (emails and/or phone calls or meetings) throughout the consultation period to allow for adjustments to activities;
- Provide interim reporting of key themes, updates and data on an ongoing basis, with an interim report of key findings by May 2, 2025; and,

- Provide all raw, anonymized data and a final report of findings (not inclusive of data collected and analyzed by the City through the survey) by May 6, 2025. An AODA-compliant version can be received by May 13, 2025.

7. Quote Deliverable

The quote must:

- demonstrate that the Partner has the skills and experience to provide the services described in the Terms, including staffing for facilitation and note-taking for all meeting dates;
- specify proposed sub-contractors or consultants that will be involved;
- identify the primary staff contact and name the key staff that will be assigned to the project;
- provide two or three references;
- include a proposed high level work plan; and
- include the total cost of services with a breakdown of per-hour costs and hours required for each activity listed in scope of services. Cost to be provided in Canadian dollars including taxes.

Questions on this request for quotation can be directed to Megan MacLean, Manager Public Consultation, at megan.maclean@toronto.ca and must be received by 12pm ET on March 17, 2025. Submitted questions and answers will be distributed to all quotation request recipients on March 18, 2025.

The quote must be provided by 5pm ET on March 20, 2025 by email to: Megan MacLean, Manager Public Consultation at megan.maclean@toronto.ca.

An acknowledgement email will be provided by the City of Toronto within 1 business day of submission of the quote.

Onboarding of the Partner is expected to commence March 24, 2025.

8. Background Information:

Relevant Council Direction:

At its meeting on December 17 and 18, 2024 (2024.CC24.2), Toronto City Council adopted the following decision: *“City Council direct the City Manager, in consultation with the City Solicitor, applicable City divisions, the Toronto Police Service and other applicable stakeholders, to report to City Council in the first quarter of 2025, informed by public consultations and a constitutional legal expert opinion on the Charter Rights implications from the City Solicitor, with a proposed by-law, with an emphasis on protecting vulnerable institutions such as places of worship, faith-based schools and cultural institutions, that supports the City's commitment to keeping Torontonians safe from hate and protects Charter rights that address impacts of demonstrations that target people based on their identity as prohibited under the Ontario Human Rights Code.”*

Where could a City bylaw apply?

If adopted by City Council, a bylaw would apply to public areas owned by the City of Toronto near and connected to vulnerable institutions. Examples of these areas include streets and sidewalks.

The bylaw would not apply to private property, property owned by other governments, and it is not intended to prohibit peaceful and lawful demonstrations.

What is a “demonstration”?

As defined in the City’s [Policy Framework - City Response to Demonstrations](#), demonstrations refer to public gatherings where people assemble around a common purpose as a form of peaceful assembly and expression. Unlike other organized events, the City does not issue permits for demonstrations on publicly accessible City property. Examples of demonstrations include (but are not limited to) protests, rallies and vigils. The [Canadian Charter of Rights and Freedoms](#) protects a number of rights and freedoms, including the freedoms of expression and peaceful assembly.