



Council Composition Review Committee Meeting Agenda

Tuesday, December 3, 2024, 12:00 p.m.

McNaughton Room - 3rd Floor, City Hall

Pages

1. **Council Composition Review Committee Meeting 12-2024**
Chair: Rebecca Johnson
2. **Members**
Wayne Bahlleda
Riley Burton
Cody Fraser
Rebecca Johnson
Heather McLeod
Carlos Santander-Maturana
3. **Officials**
John Collin, City Manager
Krista Power, Director of Legislative Services & City Clerk
Dana Earle, Deputy City Clerk
Cynthia Olsen, Director – Strategy & Engagement
Stacey Levanen, Supervisor – Corporate Communications & Community Engagement
Tanis Thompson, Manager – Indigenous Relations
Susan Henton, Lead Mapping Technician
Crystal DePeuter, Council & Committee Clerk
4. **Resource Persons**
Tina Larocque, Coordinator - Boards/Committees & Special Projects
Jeff Walters, Communications Officer
5. **Disclosures of Interest**
6. **Agenda Approval**
WITH RESPECT to the December 3, 2024 meeting of the Council Composition Review Committee, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

7. Confirmation of Previous Minutes

The Minutes of Meetings 10-2024 and 11-2024 of the Council Composition Review Committee, held on November 5, 2024 and November 20, 2024, to be confirmed.

THAT the Minutes of Meetings 10-2024 and 11-2024 of the Council Composition Review Committee, held on November 5, 2024 and November 20, 2024, be confirmed.

8. Summary of Phase 2 Public Engagement Data

10 - 28

Director - Legislative Services & City Clerk Krista Power and Supervisor - Corporate Communications & Community Engagement Stacey Levanen to provide an overview of Council Composition Review Phase 2 Public Engagement. Reports received include:

- Survey Results Analysis
- Youth Engagement Summary
- Ward and At Large Townhall Summary

9. Next Steps

Discussion based on the summary of information collected during Phase 2 Public Engagement.

10. Timeline

29 - 36

Updated timeline, for information.

11. New Business

12. Next Meeting

The next meeting is scheduled for January 7, 2024 at 12:00 p.m. in the McNaughton Room, City Hall.

13. Adjournment



Council Composition Review Committee Meeting Minutes

**Tuesday, November 5, 2024, 12:06 p.m.
McNaughton Room - 3rd Floor, City Hall**

1. Council Composition Review Committee Meeting 10-2024

Chair: Cody Fraser

2. Members

Wayne Bahlleda
Riley Burton
Cody Fraser
Heather McLeod

3. Officials

John Collin, City Manager
Krista Power, Director of Legislative Services & City Clerk
Cynthia Olsen, Director – Strategy & Engagement
Stacey Levanen, Supervisor – Corporate Communications & Community Engagement
Susan Henton, Lead Mapping Technician
Crystal DePeuter, Council & Committee Clerk

4. Resource Persons

Tina Larocque, Coordinator - Boards/Committees & Special Projects
Jeff Walters, Communications Officer

5. Disclosures of Interest

6. Agenda Approval

MOVED BY: Wayne Bahlleda

SECONDED BY: Heather McLeod

WITH RESPECT to the November 5, 2024 meeting of the Council Composition Review Committee, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

7. Confirmation of Previous Minutes

The Minutes of Meeting 09-2024 of the Council Composition Review Committee, held on October 1, 2024, to be confirmed.

MOVED BY: Riley Burton

SECONDED BY: Wayne Bahlleda

THAT the Minutes of Meeting 09-2024 Council Composition Review Committee, held on October 1, 2024, be confirmed.

CARRIED

8. Phase Two: Public Engagement

Director of Legislative Services & City Clerk Krista Power and Supervisor - Corporate Communications & Community Engagement Stacey Levanen provided an update on Phase Two: Public Engagement initiatives including:

- an overview of engagements and interactions to date;
- survey uptake; and
- the level of visibility at events.

It was confirmed that data from public engagements including survey results would be presented to the committee at the December 3, 2024 meeting.

Committee members determined that a longer meeting was necessary to receive the information and extended the December 3, 2024 meeting by one hour.

8.1 Special Committee - Public Deputations

Discussion relative to the design of a special committee meeting for public deputations as part of Phase Two Public Engagement.

Director - Legislative Services & City Clerk Krista Power provided an overview of the deputation process advising that the deadline to submit

requests is November 15, 2024 and that deputants will have 10 minutes to address committee members followed by an opportunity to field questions.

Supervisor - Corporate Communications & Community Engagement
Stacey Levanen confirmed that information on the deputation meeting will be shared with the public through social media.

8.2 Open House

Discussion relative to the inclusion of a concluding open house as part of Phase Two: Public Engagement plan.

Discussion was held to determine a course of action regarding an open house for public engagement. It was determined that public engagement on phase 2 has been exhaustive and that the public will have opportunity to engage further when the recommendation goes to council for decision. The committee would not move forward on an open house at this time.

9. Preparation of Committee Report

Director of Legislative Services & City Clerk Krista Power to present a template and sample report to the committee for consideration and discussion.

Director - Legislative Services & City Clerk Krista Power presented a sample report and an overview of the decision-making process for council once the recommendation is received from the committee.

Discussion was held regarding the timeline and format for the report and presenting to council. Director - Legislative Services & City Clerk Krista Power confirmed that the by-law will need to be passed by May 2025 to ensure application to the 2026 municipal election.

Discussion was held regarding the decision-making process and criteria for committee members in determining the final recommendation. Director - Legislative Services & City Clerk Krista Power advised that decisions in committee are determined through majority vote.

It was determined that the committee would determine decision criteria, report content and format, and timeline following the phase 2 public engagement data analysis presentation on December 3, 2024.

10. Timeline

Updated timeline, for information.

11. New Business

12. Next Meeting

The next scheduled meetings for 2024 to be held in the McNaughton Room, City Hall are as follows:

November 20, 2024 at 5:00 p.m.

December 3, 2024 at 12:00 p.m.

13. Adjournment

The meeting adjourned at 12:55 p.m.



Council Composition Review Committee Meeting Minutes

Wednesday, November 20, 2024, 5:00 p.m.

McNaughton Room - 3rd Floor, City Hall

1. Council Composition Review Committee Meeting 11-2024

Chair: Cody Fraser

2. Members

Wayne Bahlleda

Riley Burton

Cody Fraser

Heather McLeod

3. Officials

John Collin, City Manager

Krista Power, Director of Legislative Services & City Clerk

Cynthia Olsen, Director – Strategy & Engagement

Stacey Levanen, Supervisor – Corporate Communications & Community Engagement

Susan Henton, Lead Mapping Technician

Crystal DePeuter, Council & Committee Clerk

4. Resource Persons

Tina Larocque, Coordinator - Boards/Committees & Special Projects

Jeff Walters, Communications Officer

5. Guests

Councillor Cathy Downer, City of Guelph

Stephen O'Brien, General Manager of the City Clerk's Office & City Clerk for the City of Guelph

6. Presentation

Meeting was called to order as an information session due to lack of quorum.

City of Guelph Councillor Cathy Downer and General Manager of the City Clerk's Office & City Clerk for the City of Guelph Stephen O'Brien provided an overview of the history of their council composition review process and the 2 Councillor per ward model in practice. The presenters responded to questions from the committee members.

Quorum was met at 5:08 p.m. during the above item.

The committee recessed at 5:44 p.m.

The committee reconvened at 6:00 p.m.

7. Disclosures of Interest

Chair discussed election to Board of Directors of the Chamber of Commerce.

The Clerk advised it would be in the member's best interest to submit a Transparency Disclosure form.

8. Agenda Approval

MOVED BY: Riley Burton

SECONDED BY: Wayne Bahlleda

WITH RESPECT to the November 20, 2024 meeting of the Council Composition Review Committee, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

9. Deputations - City Council Composition

The Chair provided an overview of the deputation process and called deputations forward in the order they were received.

Correspondence received from Shane Judge, dated October 19, 2024 requesting to provide a deputation relative to City Council Composition.

Shane Judge appeared before the committee to provide a verbal deputation. The deputant provided arguments against a ward system and proposed an alternate model to consider.

Correspondence received from Jason Veltri, dated November 13, 2024 requesting to provide a deputation relative to City Council Composition.

Jason Veltri appeared before the committee to provide a verbal deputation and responded to questions. The deputant provided arguments in favour of an all-ward system as an alternative model to consider.

Correspondence received from Vern Seymour, dated November 14, 2024 requesting to provide a deputation relative to City Council Composition, distributed separately on Tuesday, November 19, 2024.

Vern Seymour appeared before the committee to provide a verbal deputation and responded to questions. The deputant suggested adjustments to the current proposed models.

Correspondence received from Cory Bagdon, dated November 15, 2024 requesting to provide a deputation relative to City Council Composition, distributed separately on Tuesday, November 19, 2024.

Cory Bagdon appeared before the committee and provided a PowerPoint presentation updated to reflect changes to formatting with no material change and responded to questions. The deputant provided arguments in favour of an all-ward system and provided an alternate ward boundary map.


11. New Business

12. Next Meeting

The next meeting is scheduled for December 3, 2024 at 12:00 p.m. in the McNaughton Room, City Hall.

13. Adjournment

The meeting adjourned at 7:01 p.m.



COUNCIL COMPOSITION REVIEW COMMITTEE: PHASE TWO SURVEY SUMMARY

November 26, 2024



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Methodology

Citizens were invited to provide their comments on the composition of Thunder Bay City Council through a survey on Thunder Bay's Get Involved page from October 7 to October 28, 2024. A total of 563 surveys were completed, and 1,019 citizens visited the webpage to gain more information during this time. Pop-up events were also held throughout October to inform the public about the options considered by the Committee, where surveys were also distributed. This resulted in a large number of paper surveys completed. The Thunder Bay Public Library also had paper copy surveys available. These surveys are manually inputted into the Get Involved software, giving an aggregate survey result.

Emerging Comment Themes

The final question on the survey allowed users to submit any additional comments they felt were pertinent to the subject matter. Some of the written copies had additional comments listed on the side, or in the margins. These comments were inputted into the additional comments section by staff, as there is no way to enter in comments beside a specific question if no comment box is provided online.

The comments on the survey were ready by the Communications Officer assigned to the file, and then manually themed. For example, if a reference was made to a smaller City Council, this would count as a comment on that subject. Some surveys made comments under multiple themes, which is why the numbers below do not add up to the total number of surveys.

Each comment was analyzed, and the following themes emerged:

- Suggestion for a smaller City Council than proposed 63
- Agree with Option One as presented 53
- Want to be able to vote for entire Council 47
- Equity Concerns/Need for fair representation (typically supporting Option One) 30
- Issue with Option Two (unhappy) 29
- Concepts that are not possible (Assign Wards, Ranked Ballots) 24
- Neither Option is acceptable 20
- Happy with concepts as proposed/engagement 19
- Issue with Option One (unhappy) 18
- Want additional ward boundary changes 18
- Unhappy with survey (felt it was leading to Option One) 15
- Current system is best 10
- Feel more wards are required 7
- Other 51 (typically this involved a comment related to a City service, but was not directed to the content of this survey)

Survey Questions

A total of 563 surveys were completed. The surveys were completed through the online engagement page at www.thunderbay.ca/Getinvolved. Printed copies were also available at the pop-up events in October, and were also available at the Thunder Bay Public Library. A significant number of paper copies (approximately 190) were submitted.

The survey was created to determine a preference for the two options presented by the Council Composition Review Committee.

Questions from the online Survey:

1. What option do you believe will best serve Thunder Bay for a new size and composition of City Council?
2. Do you feel that Option One (Four wards) addresses the following considerations:
3. Do you feel that Option Two (All At-large councillors) addresses the following considerations:
4. I believe Option One (four wards with two councillors and two at-large councillors) will best serve Thunder Bay.
5. I believe Option Two (all at-large model) will best serve Thunder Bay.
6. The Committee heard from residents in Phase One engagement that they want fewer City Councillors, but still good representation across the City. Both options presented reduce the size of City Council from 12 to 10 Councillors, plus a Mayor. Do you believe 10 Councillors (plus a Mayor) is an appropriate size for Thunder Bay City Council?
 - i. If no, what is an appropriate number?
7. Additional Comments:

Demographics

The following demographics represent the 371 online survey participants.

- 18-24 years (2.2%)
- 25-34 years (10.3%)
- 35-44 years (10.6%)
- 45-54 years (16.0%)
- 55-64 years (25.7%)
- 65+ years (35.2%)

People who identified as male made up 48 per cent of respondents, 44 per cent identified as female, while seven per cent did not specify their gender or preferred not to say. Less than one percent identified as Non-binary or Transgender.

Please note paper surveys did not ask a question on demographics. This information only comes from registered users.

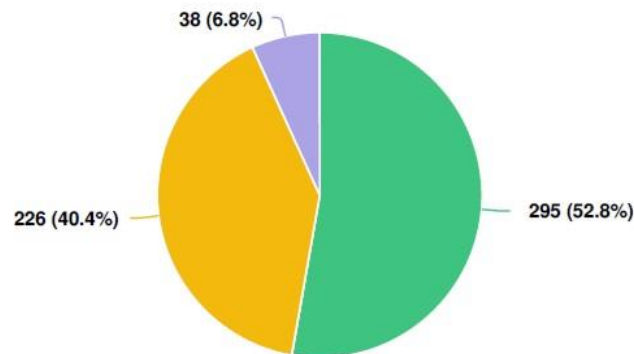
Survey Results

Please note the question numbers may not correspond to what the public saw. This is because of one question having an if/than clause, causing the numbering system to change when the full survey, and all possible questions, are viewed in the final report.

The survey results are as follows:

Q 1.

What option do you believe will best serve Thunder Bay for a new size and composition of City Council?

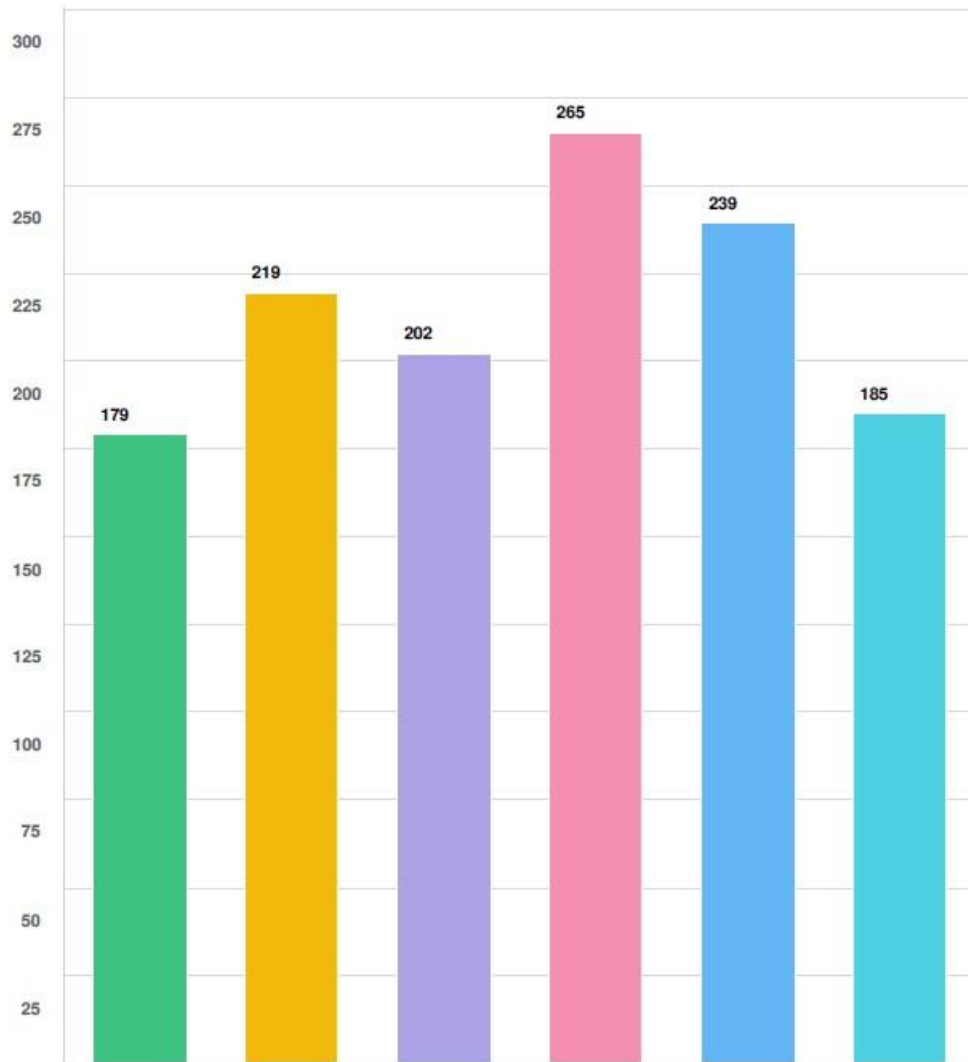


Question options

- Option One - Four wards as part of a hybrid Council containing eight ward councillors, two at-large councillors and one Mayor.
- Option Two - All At-Large Councillors and one Mayor
- Don't know

Q2.

Do you that feel Option One (Four wards) addresses the following considerations:

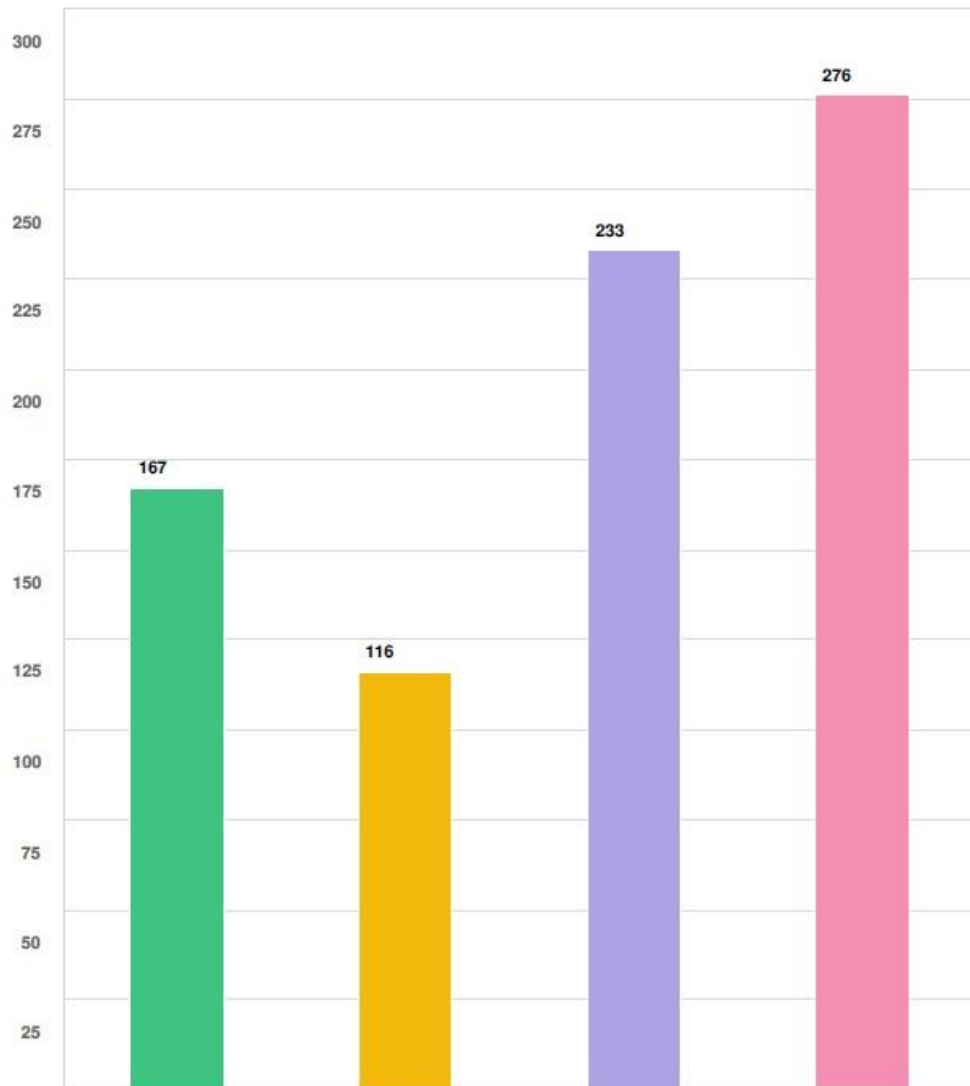


Question options

- Councillor workload
- Maintaining cohesive neighbourhoods
- Wards follow geographic boundaries
- Fair representation across the city
- Each ward has urban, rural, waterfront and commercial areas
- I do not feel this model addresses these considerations

Q3.

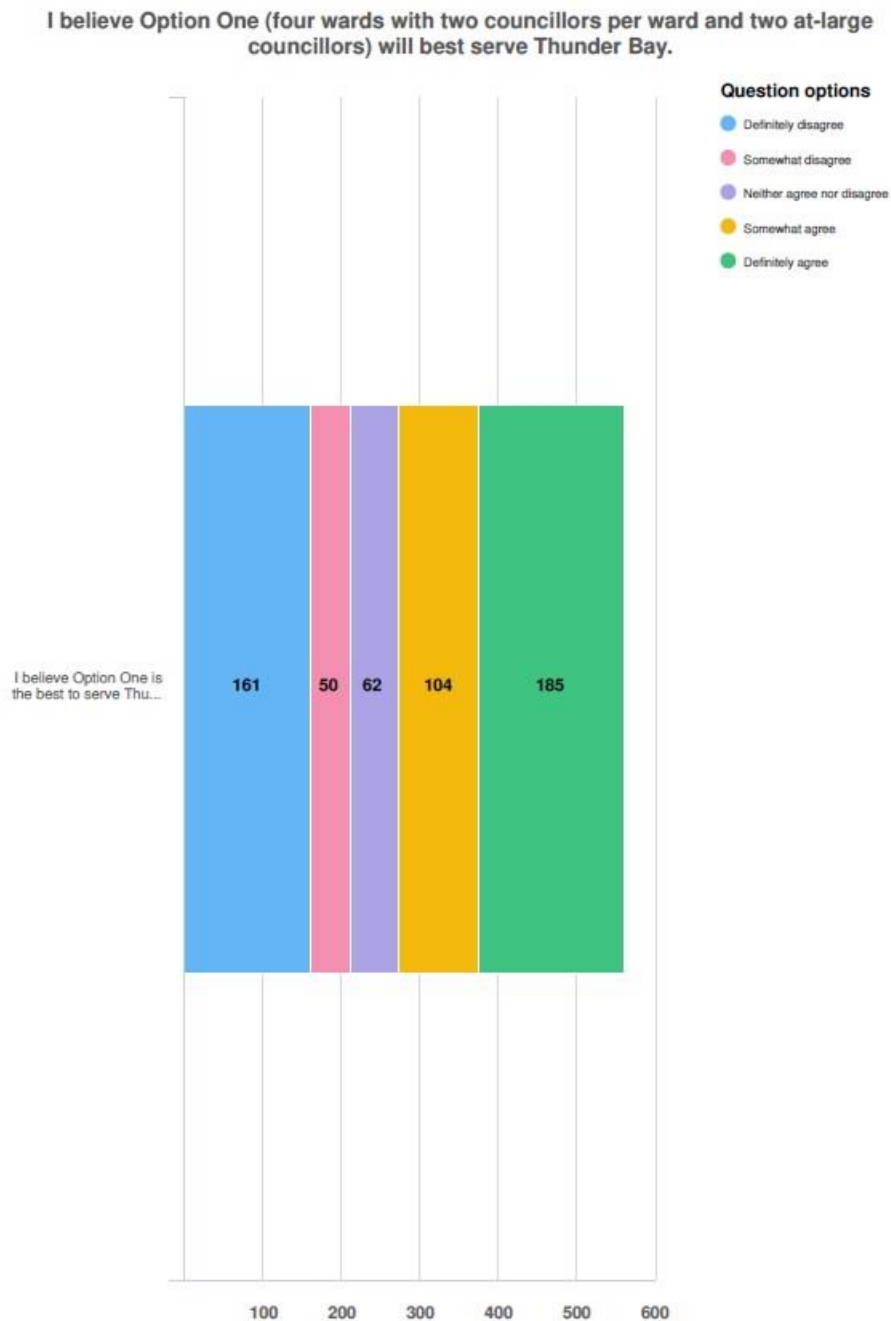
Do you think that feel Option Two (All At-Large Councillors) addresses the following considerations:



Question options

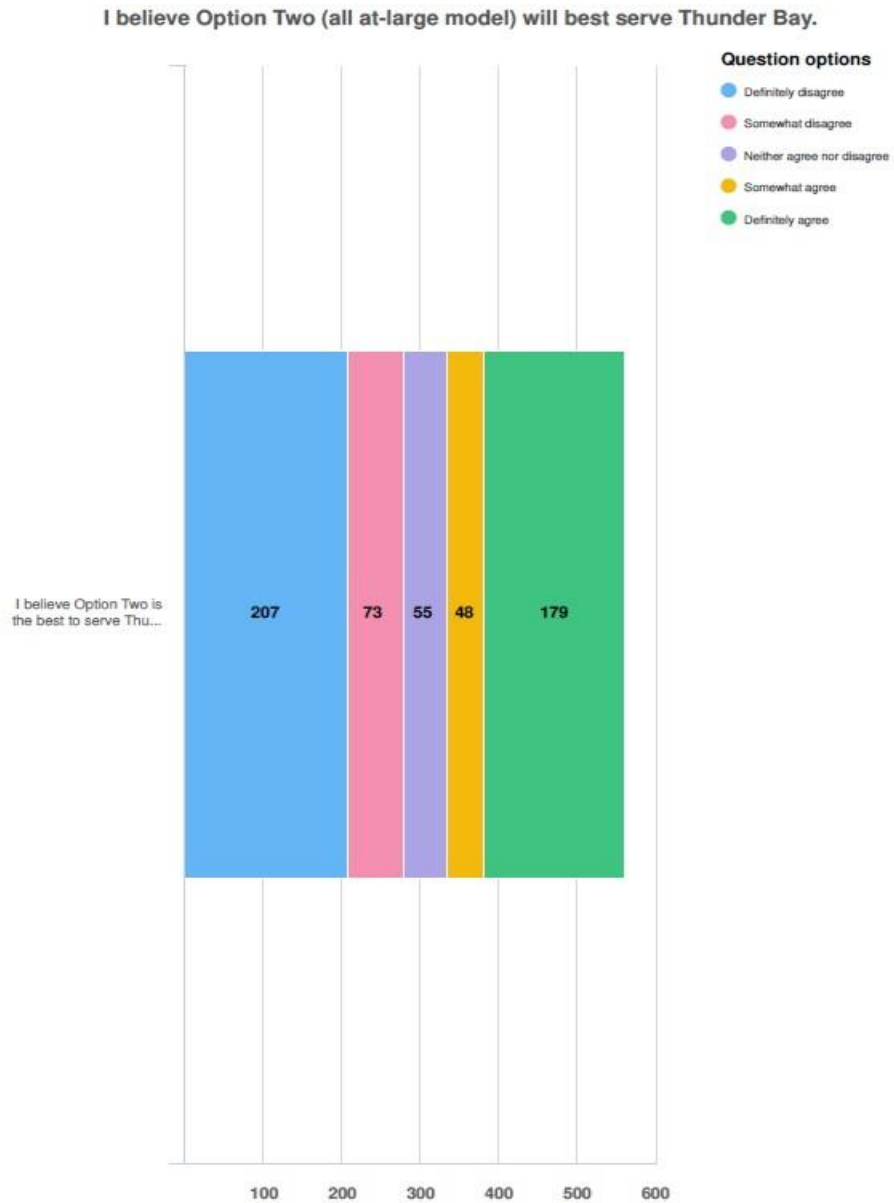
- Councillor workload
- Maintaining cohesive neighbourhoods
- Fair representation across the city
- I do not feel this model addresses these considerations

Q 4.



Based on the responses to this question, a larger proportion of the respondents definitely agree, or somewhat agree that Option One is their preferred model. Based on this question, there are 289 respondents that have a stronger positive feeling for Option One, than 211 respondents with a strong negative feeling for Option One.

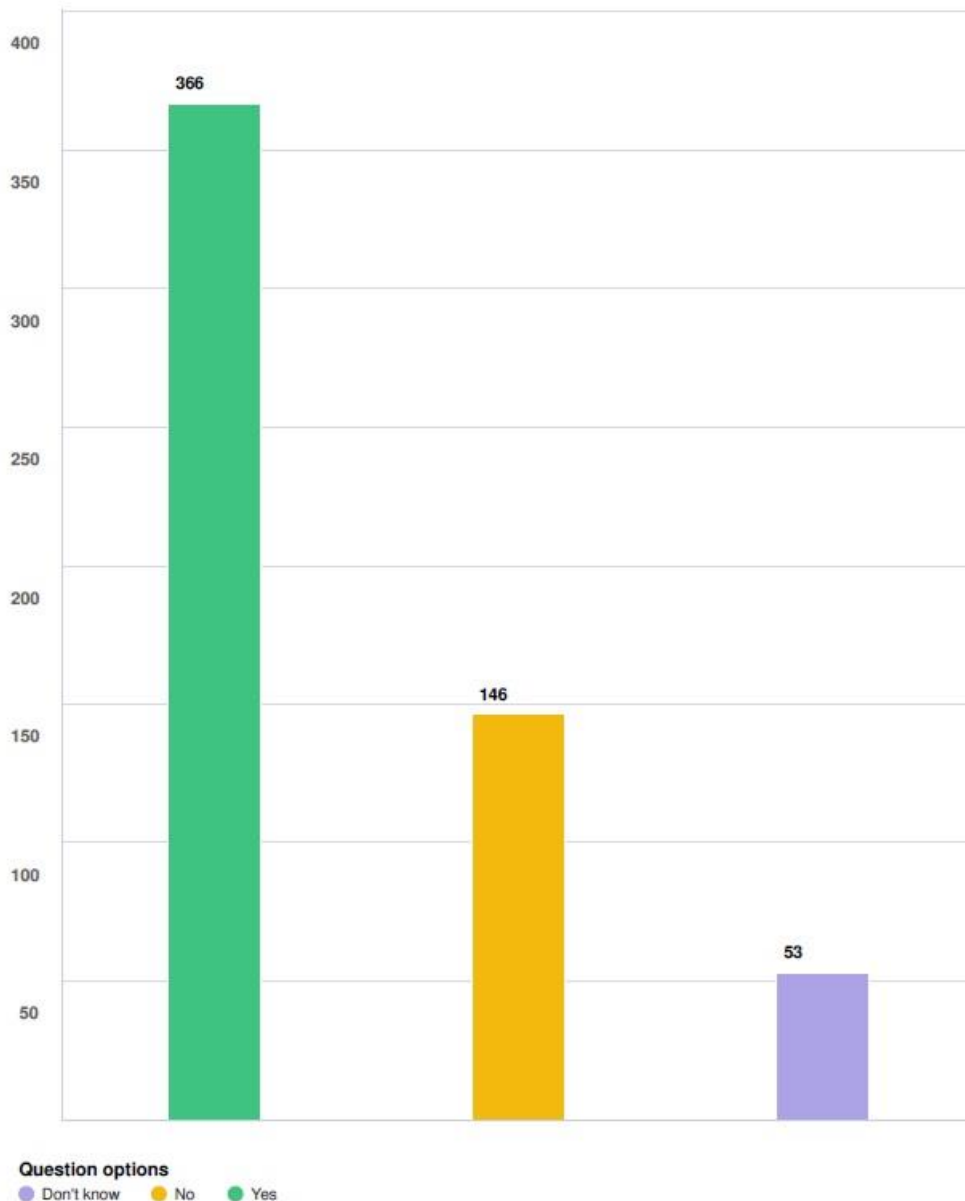
Q5.



Similar to the previous question, there is a smaller portion of the respondents that agree with the concept of an all at-large model (227), compared to those who disagree with the concept of an all at-large model (280).

Q 6.

The Committee heard from residents in Phase One engagement that they want fewer City Councillors, but still good representation across the City. Both options presented reduce the size of City Council from 12 to 10 Councillors, plus a Mayor. Do you b...



Overall, most respondents felt that 10 was an appropriate number of Councillors.

Respondents who answered 'no' to this question were prompted to answer the number of councillors they would like to see. 125 respondents provided an answer. The average response provided was 7.896 councillors.

Q 7.

Additional comments were themed and compiled in the first portion of this report.

Youth Engagement – City Council Composition

Summary

In honour of Local Government Week, the City Clerk and Deputy Clerk visited civics classes in the community and also hosted educational sessions at City Hall.

Over 240 students were included in those classes, the majority from Grade 10 civics. Students from St. Patrick, St. Ignatius, Superior, Westgate, and Matawa Learning Centre were involved.

Each presentation included an educational session about City Council, how councils are formed, the law and legal requirements, discussion about municipal, provincial and federal governments and the roles they play in delivering services across Canada. The sessions ended with a Kahoot questionnaire that included questions about the presentation as well as a poll to gauge their opinion on the council composition review.

Key themes that emerged from student engagement

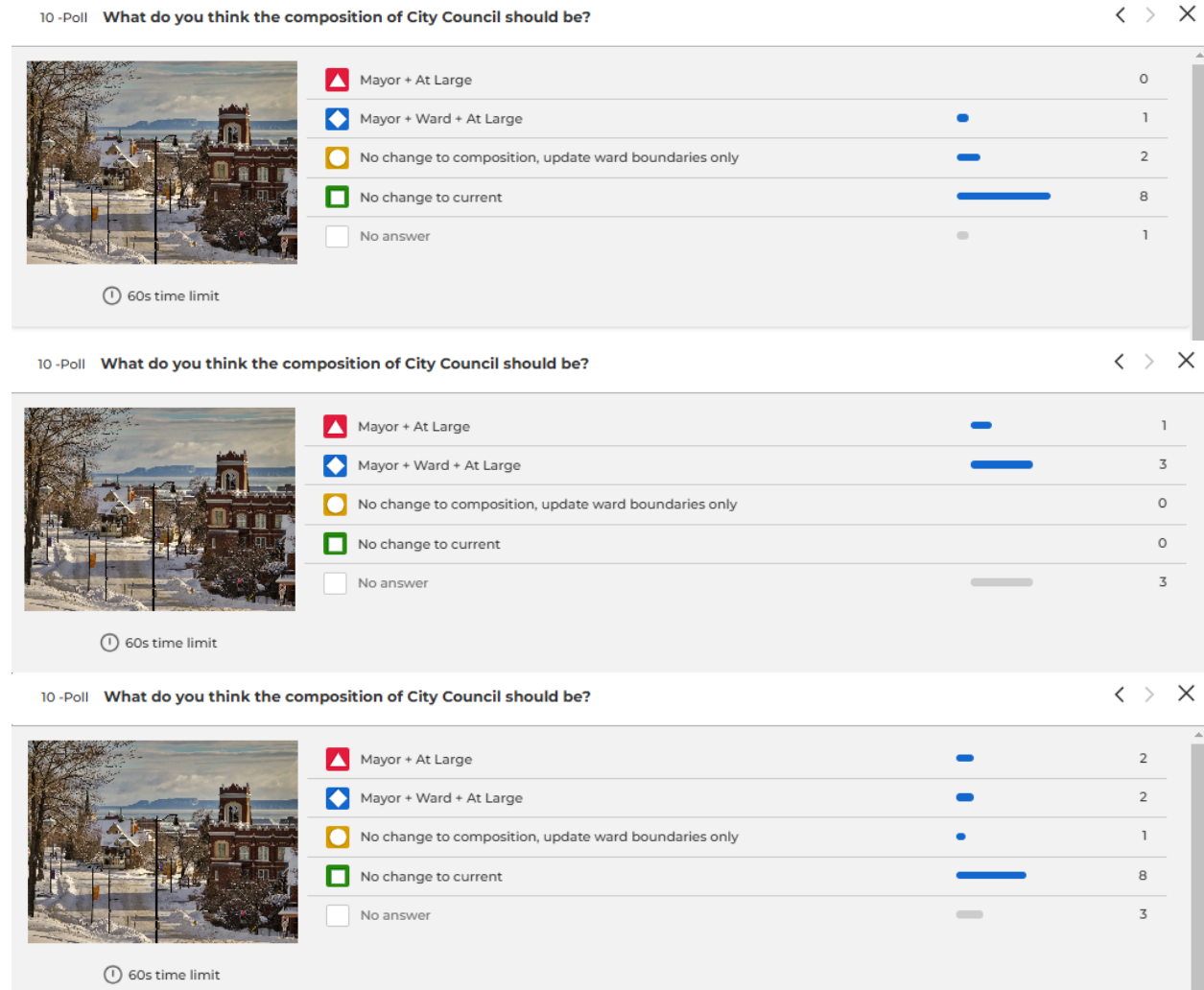
- Focus on representation, being heard in a local context
- More representation is better, did not appreciate or understand why the public would seek to decrease the size of City Council
- Being connected to your neighbourhood and where you live is important
- Knowing who to call if you have a problem is important

Kahoot – Question 10 – 173 responses

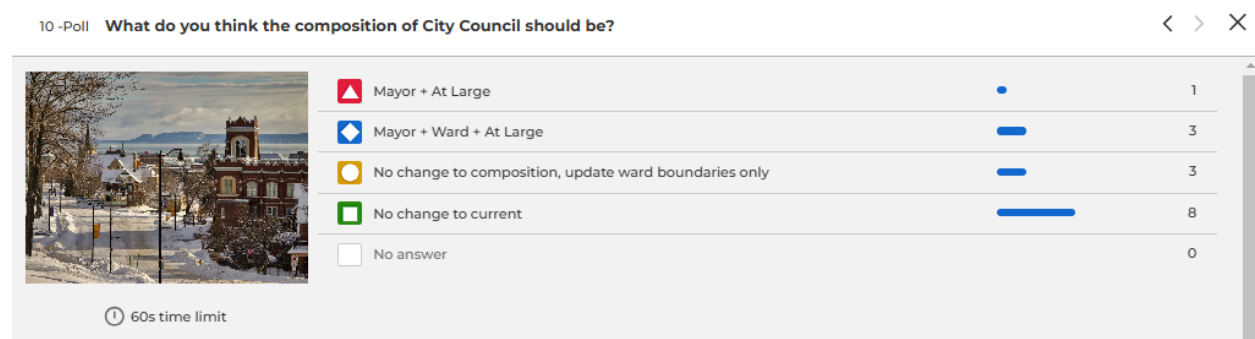
- Mayor + At Large – 22 responses – 13%
- Mayor + Ward + At Large (11 members) – 49 responses – 28%
- No change to composition, ward boundaries only – 33 responses – 19%
- No change to current composition – 69 responses – 40%
- No answer – 38

Background Information – Screenshots of Kahoot Questions by date

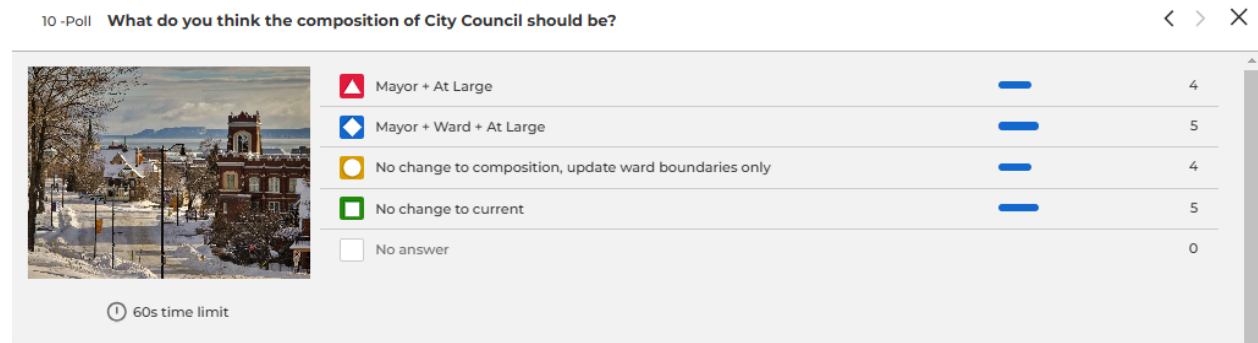
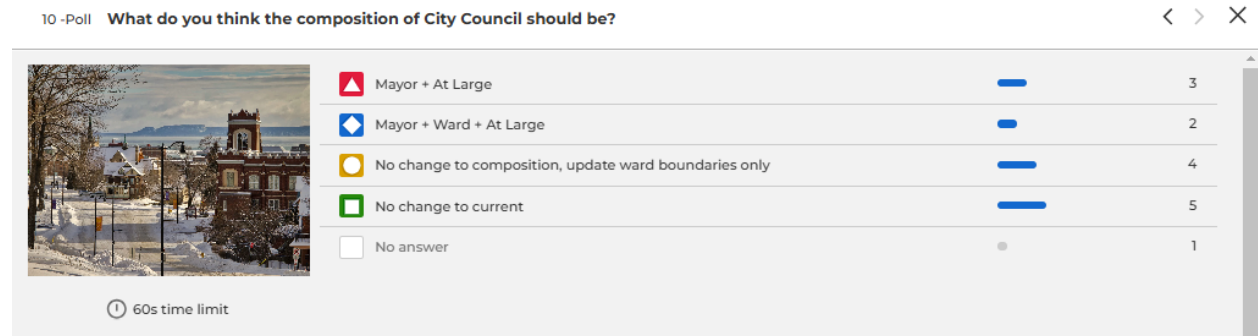
Oct 25



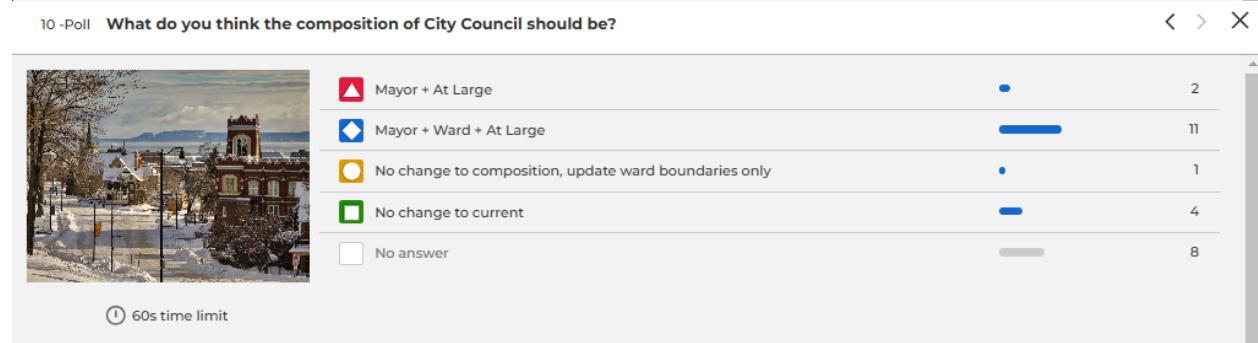
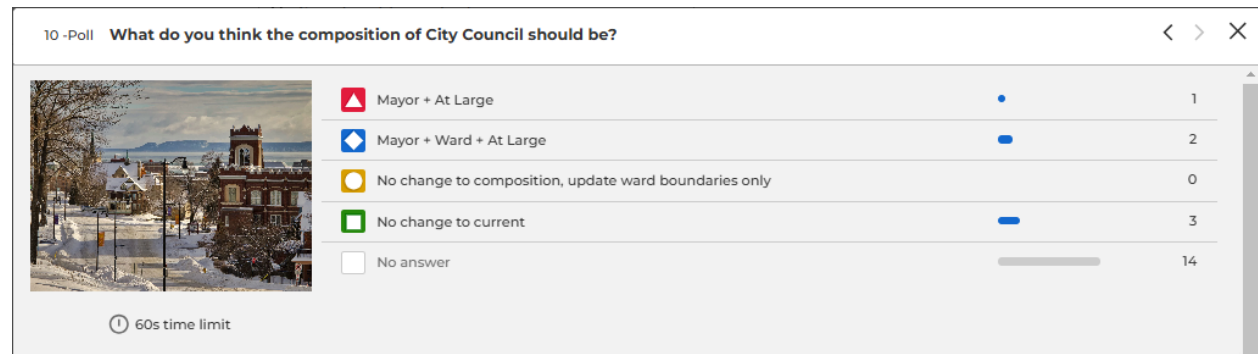
Oct 24



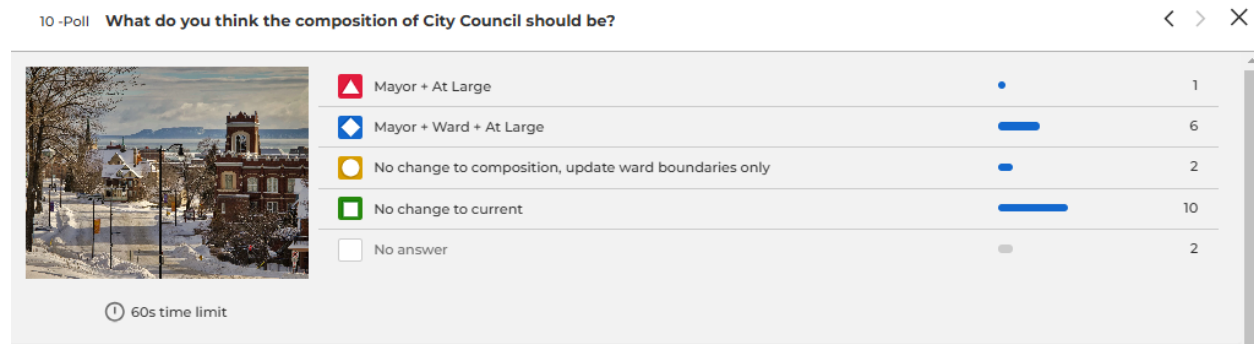
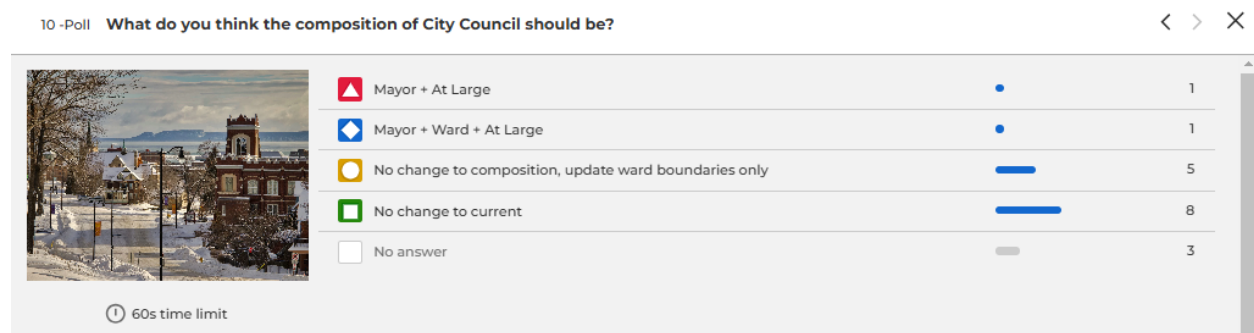
Oct 23



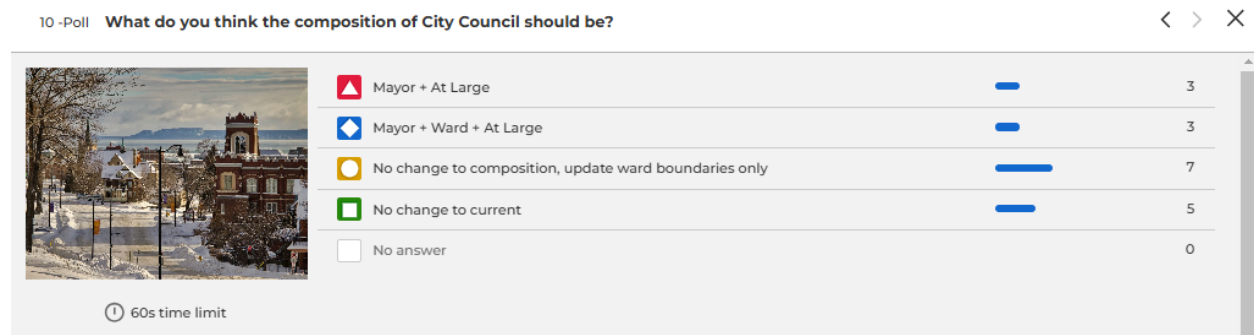
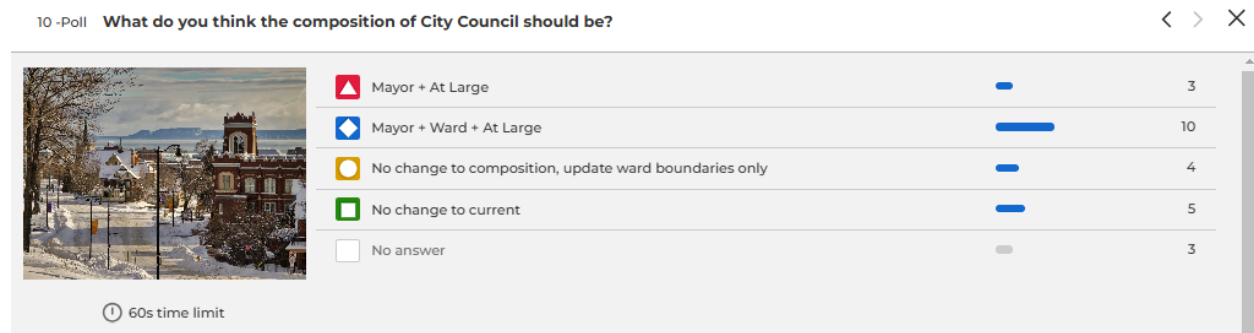
Oct 22



Oct 18



Oct 17



Council Composition Review Committee

Phase 2 Public Engagement: Ward Meetings & At Large Townhall

Feedback Report – Ward and Town Hall Meetings 2024

Presentations:

- * Red River Ward Meeting: September 18
- McKellar Ward Meeting: September 25 (19 in attendance)
- Northwood Ward Meeting: October 10 (22 in attendance)
- Westfort Ward Meeting: October 16 (18 in attendance)
- McIntyre Ward Meeting: October 24 (16 in attendance)
- At Large Townhall: October 30 (15 in attendance & live-streamed)
 - Live-streamed – 31 accessed through Council Meetings & Agendas page; Rogers & Tbaytel numbers are unknown
- Current River Ward Meeting: November 12 (35 in attendance)
- ** Neebing Ward Meeting: November 27, for information

* The Red River Ward meeting took place prior to the data collection period

* * The Neebing Ward meeting presentation will take place after the data collection period. This meeting was originally scheduled to take place during the data collection period and unfortunately had to be cancelled and rescheduled.

Key Themes:

- Ability to connect with a councillor and have interests represented is a significant factor in weighing options.
- Reducing barriers for candidates is important to increase diversity on council.
- Balance of power and number of councillors making decisions that affect the entire city a consideration.
- Loss of voice with respect to neighbourhood identity and representation a concern.

Option 1 (8 Ward Councillors / 4 Wards & 2 At Large Councillors) Feedback

- Concern with division of boundaries, including placement of downtown cores in same ward, a desire to see them split North to South vs. the proposed East to West, that urban areas of the ward will be favoured over rural, and that neighbourhoods could lose representation with the large size of the ward.
- A 4 ward system has the potential for the geographic size to be more difficult for a candidate, creating barriers to run in the municipal election.

- 2 councillors per ward will increase representation and allow constituents to connect with up to two councillors on specific issues. The councillors may advocate together or offer differing perspectives.
- An all ward system without At Large councillors would increase representation and would like to see that model presented as an option.
- All councillors including ward councillors make decisions in the best interest of the city. Ward councillors represent a specific area but are still a voice for the city. Seen as a positive for the ward system.

Option 2 (10 At Large Councillors) Feedback

- The number of decision makers elected by an individual is increased with an all At Large model and is seen as a positive.
- Concern about ability for an all At Large model to adequately represent specific areas of the city or electors in the absence of knowledge and actions typically associated with ward councillors (ex. neighbourhood ward meetings).
- Concern about exacerbated barriers for potential candidates with an all At Large model. For example, higher costs typically associated with an At Large model and tendency toward name recognition by voters.

General Feedback

- Concern that neither option results in a significant cost savings. This is countered with sentiments that the voiced preference for a reduction in council was more related to increased efficiencies.
- Would like a model that looks at a lower ratio of councillor to citizen similar to larger urban centres to reduce number of councillors in general.
- Would like to see a third option to keep current system.
- Concern about reducing the number of councillors when looking at growth for the city.

General Questions Posed

- Why is the system being reviewed?
- How will the work be divided when 2 councillors per ward? How was this model determined?
- Why are there at-large positions added to the ward system?
- Can councillors be split with both part-time and full-time positions?
- Can the final decision of council be appealed?
- Will councillors need to live in the ward they are elected in?
- How were the ward boundaries determined?
- Can a position on council be designated as Indigenous to ensure representation?

- Why is this not a question on the next ballot?
- Can the model be implemented as a trial?

Timeline – Council Composition Review Committee (CCRC)

This is a living document to assist the CCRC with planning for this project. The project is broken into two phases outlined below. This document will be updated monthly to best capture the ongoing work and ensure the CCRC is on track with timing and within the parameters of the assigned work. Administration will update and review the timeline with the Chair in advance of each meeting.

CONSULTATION

This work will involve significant consultation with the public. There will be two phases. Phase one will include an opportunity for citizens to engage in providing their feedback on how and why they interact with City Council and their vision for potential changes to their municipal council. Phase two will provide an engagement opportunity on options for changes in council composition and/or ward boundaries.

Phase One

- First step in engagement via public survey and engagement events (i.e. pop-up locations or open houses) to gather information from citizens on their expectations of their City Council.
- Information will be gathered on how often they engage with elected officials, how and where they do so and what their expectations are within those contacts.
- Part of this phase is to collect relevant data on expectations and inform the public on the framework required for municipal councils to function, the associated budget, relevant work etc.

Phase Two

- Following the completion of the first phase of engagement, a variety of work will take place to review comparator municipalities representation, and complete interviews with sitting members of council to collect their feedback.
- Once the Committee has reviewed all relevant information, options for public consideration will be developed and the engagement process to determine interest, support and understanding of these options will commence, this will involve public surveys, engagement opportunities and a report to council where deputations may be made.

Timeline – Council Composition Review Committee

Phase of Engagement	Date Range for Planning Purposes	Task	Timeline for Execution of Task	Tracking
		Council Report – Terms of Reference presented and approved		June 19, 2023 report presented, Terms of Reference ratified on July 17
		Recruitment of Members and Appointment of Members to Committee		<ul style="list-style-type: none"> Recruitment period extended additional 3 weeks due to low application numbers. Committee members appointed on September 25, 2023. First meeting held Nov 7, 2023
Phase 1	December 2023 – January 2024	Establish Committee, review TOR, review and update timeline for scope of work Phase One Engagement Planning <ul style="list-style-type: none"> Confirm 1st Phase Public engagement survey Decide on Engagement events to promote survey 	<ul style="list-style-type: none"> Jan 9, 2024 Meeting 	Committee established – Meeting schedule created, review of TOR and revised timeline of associated work –

Phase of Engagement	Date Range for Planning Purposes	Task	Timeline for Execution of Task	Tracking
				<p>this will be a living document.</p> <p>Survey confirmed (Jan 9)</p> <p>Confirmed with committee to host Pop up events during survey period (Jan 9)</p>
Phase 1	January to March 2024	<ul style="list-style-type: none"> • Launch Phase 1 public engagement survey to the public for a period of 3 weeks • Advise city council of online survey and engagement opportunities • Plan for Pop up locations • Review all data collected from Phase 1 survey • Share data collected from other municipalities for comparison of various Council composition structures 	<ul style="list-style-type: none"> • Jan 15-Feb 4 • Jan 22 COW • Jan 9 meeting • Mar 5 meeting • In advance of April committee meeting 	<ul style="list-style-type: none"> • Survey launched – Jan 15 • Media release re: survey distributed – Jan 15 • Pop up locations held at Country Market Jan 20, 55 Plus Jan 31 & City Hall lobby Feb 1 • Announcement at City Council (January 22 Committee of the Whole)

Phase of Engagement	Date Range for Planning Purposes	Task	Timeline for Execution of Task	Tracking
				<p>Meeting and Email to City Council)</p> <ul style="list-style-type: none"> Email sent to committee members with data collected from other municipalities for their information – Jan 22
Phase 1/Phase 2	April and May 2024	<p>Internal review period</p> <ul style="list-style-type: none"> Review of Data collected via engagement opportunities Review of comparator data Interviews with sitting members of council Engagement opportunity with past members of council <p>Planning for transition to Phase 2 of the project</p> <ul style="list-style-type: none"> Building of recommended changes for discussion and consultation 	<ul style="list-style-type: none"> Confirm council interviews and potential engagement with past members of council at Feb 6 meeting 	<ul style="list-style-type: none"> Interviews with sitting members of council held on March 12, March 15 and March 21 Special CCRC meeting to hear deputations held on March 14 Engagement with public at TBPL held on March 21 and March 27

Phase of Engagement	Date Range for Planning Purposes	Task	Timeline for Execution of Task	Tracking
				<ul style="list-style-type: none"> Indigenous sharing circle held on April 13
Phase 2	June & July 2024	<ul style="list-style-type: none"> Prepare options for any recommended changes to council composition 	<ul style="list-style-type: none"> Review comparator data at June 4 meeting 	<ul style="list-style-type: none"> Krista Power provided a PowerPoint presentation of comparator data from other municipalities in Ontario on June 4
Phase 2	September & October 2024	Phase Two Engagement <ul style="list-style-type: none"> Plan for public consultation for Phase 2 Determine survey timing (launch date, close date) Determine survey questions Plan date, location, time, structure of engagement event(s) 	<ul style="list-style-type: none"> Plan phase 2 public consultation, determine survey timing at Sept 3 meeting Preliminary discussion relative to phase 2 survey questions and events at Sept 3 meeting 	<ul style="list-style-type: none"> At the Sept 2 committee meeting, Administration was directed to report back on Oct 1 with a draft public survey on the approved options, and a proposal for public engagement events

Phase of Engagement	Date Range for Planning Purposes	Task	Timeline for Execution of Task	Tracking
Phase 2	October 2024	<ul style="list-style-type: none"> • Launch Public engagement survey • Host engagement event(s) 	<ul style="list-style-type: none"> • Launch phase 2 survey in October (date to be determined) • Phase 2 engagement events in October (dates to be determined) 	<ul style="list-style-type: none"> • Survey and public engagement plan finalized October 1, 2024 • Final survey wording confirmed by committee October 4, 2024 • Survey live October 7-28 • Public engagements confirmed and schedule distributed to committee • Targeted stakeholder engagements were cancelled due to lack of registrants. • Youth engaged through Local Government Week

Phase of Engagement	Date Range for Planning Purposes	Task	Timeline for Execution of Task	Tracking
Phase 2	November & December 2024	2 nd Internal review period <ul style="list-style-type: none"> Review of Data collection via engagement opportunities Review of comparator data and how it relates to the comparator data Confirmation of final options for council's consideration Legal review if required 	Nov 5 and Dec 3 committee meetings	<ul style="list-style-type: none"> Engagement opportunities continued into November including ward meetings and a November 20 special committee meeting for deputations. November 20 guests from the City of Guelph attended the committee meeting to share experience with 2 councillors per ward. Summary of Phase 2 Public Engagement to be presented on December 3.

Phase of Engagement	Date Range for Planning Purposes	Task	Timeline for Execution of Task	Tracking
Completion of Project – Release Recommendations	February/March 2025	<ul style="list-style-type: none"> • Final Report to City Council • Associated By-law changes if approved by Council • Notice to Minister of Municipal Affairs and Housing as required 	TBD	
	March/April 2025	<ul style="list-style-type: none"> • Appeal Period and associated processes (if required) 	TBD	
	January 2026 (no date change)	<ul style="list-style-type: none"> • Preparation for Municipal Election 2026 incorporating any and all approved changes 	TBD	