



Council Composition Review Committee Meeting Minutes

**Tuesday, October 1, 2024, 12:00 p.m.
McNaughton Room - 3rd Floor, City Hall**

1. Council Composition Review Committee Meeting 09-2024

Chair: Rebecca Johnson

2. Members

Wayne Bahlieda
Riley Burton
Cody Fraser
Rebecca Johnson
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
Alain Joseph, Acting 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

There were no disclosures announced at this time.

6. Agenda Approval

MOVED BY: Cody Fraser
SECONDED BY: Wayne Bahlieda

WITH RESPECT to the October 1, 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 08-2024 of the Council Composition Review Committee, held on September 3, 2024, to be confirmed.

MOVED BY: Cody Fraser
SECONDED BY: Riley Burton

THAT the Minutes of Meeting 08-2024 Council Composition Review Committee, held on September 3, 2024, be confirmed.

CARRIED

8. Debriefing of City Council Presentation

There was discussion relative to the presentation provided by Chair Rebecca Johnson to City Council during the September 23, 2024 Committee of the Whole meeting.

9. Phase Two: Public Engagement

At the September 3, 2024 Council Composition Review Committee meeting a resolution was passed directing Administration to develop a proposal for public engagement, and to report back at the October 1, 2024 committee meeting.

Director of Legislative Services & City Clerk Krista Power provided an overview of planned engagement sessions including the following:

- Pop ups with hardcopy and online survey capacity
- Targeted engagement at Thunder Bay Public Library
- Presentations at ward meetings
- Open house

The committee discussed a special committee meeting for public deputations selecting the evening of November 20, 2024 as the date.

The committee discussed the value of an open house and will reassess at the November 5, 2024 committee meeting.

Director of Legislative Services & City Clerk Krista Power advised that presentations will also be provided to local schools during Local Government Week. This feedback will be collected and provided to the committee separate from the public engagement process.

The meeting paused at 12:31 p.m. during the above noted discussion for a duration of approximately 15 minutes to accommodate a fire drill.

10. Communications Tactics

Phase two communications tactics, for information.

11. Survey Questions

At the September 3, 2024 Council Composition Review Committee meeting a resolution was passed directing Administration to draft a public survey on the approved options, and to report back at the October 1, 2024 committee meeting.

Supervisor – Corporate Communications & Community Engagement Stacey Levanen and Communications Officer Jeff Walters provided an overview of the updated phase two survey based on committee member feedback received prior to the October 1, 2024 meeting.

There was discussion that provided further feedback on the wording and relevance of questions. The following changes were confirmed:

- remove comparator reference from question 6;
- add a comment box to question 6;
- switch the phrases in the title;
- remove phrase indicating city administration recommendation from landing page;
- add an explanation on how option 2 addresses concerns on landing page;
- add language to emphasize that the process is non-partisan on landing page;
- move the line indicating what most cities follow to option 1 instead of the general preamble on landing page.

Supervisor – Corporate Communications & Community Engagement Stacey Levanen advised that promotion for the October 7, 2024 survey launch date will

begin October 3, 2024. The survey will run October 7- October 28 and will be accessible online through Get Involved. Paper copies will also be available at City Hall and Thunder Bay Public Libraries.

MOVED BY: Cody Fraser

SECONDED BY: Heather McLeod

WITH RESPECT to the Phase Two Public Engagement Survey, we recommend that the agreed changes be referred to Administration for action;

AND THAT Administration provide the final draft of survey questions to the committee for a 24-hour review period prior to release.

CARRIED

12. Timeline

Updated timeline, for information.

13. New Business

14. Next Meeting

The next meeting is scheduled for Tuesday, November 5, 2024 at 12:00 p.m. in the McNaughton Room, City Hall.

15. Adjournment

The meeting adjourned at 1:16 p.m.