

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 –

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				<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

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				<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

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				<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	<p>Phase Two Engagement</p> <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

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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

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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.

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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	