

## Appendix “A”

### **Terms of Reference for the City of London Ward Boundary Review**

#### **Objective**

The City of London will undertake a Ward Boundary Review including broad engagement and consultation with members of the public, communities, key partners, to arrive at an effective and equitable system of representation across all wards, and present to Municipal Council options for a new ward system to be in place for the 2026 Municipal Election.

The review shall consider the following:

- History of previous ward boundary changes in the City of London;
- Legal proceedings and outcomes of relevant Ontario Land Tribunal (OLT) hearings and Supreme Court case decisions;
- Future growth with the intent that any ward boundary changes will be relevant for the next three elections;
- Public participation and feedback.

#### **Consultant Responsibilities**

- Undertake a ward boundary review for the City of London that will withstand legal scrutiny and possible appeals to the Ontario Land Tribunal (OLT);
- Prepare reports that will set out alternative ward boundaries to ensure effective and equitable electoral arrangements, based on the principles identified;
- Identify plausible ward boundary options that take into account the results of the consultation process;
- Develop a ward boundary review work plan and engagement strategy;
- Undertake required electoral, public policy and other research to inform the ward boundary review process;
- Implement a broad engagement and consultation strategy with London residents, communities, key partners and Members of Council to elicit input on London’s current ward boundaries and input on ward boundary options; and
- Develop ward boundary options and a recommended option for Municipal Council’s consideration in 2024.

#### **Project Deliverables**

The consultant will be responsible to undertake a ward boundary review for the City of London within the following parameters:

- Develops a ward boundary review process, work plan, engagement and consultation strategy for the City of London;
- Applies the principle of “effective representation” as outlined by the Supreme Court of Canada and applied by the courts and the OLT in developing ward

boundary options;

- Considers and reflects the principles of geography, community history, minority representation, communities of interest, physical and geographical boundaries when generating ward boundary options;
- Adheres to requirements set out in relevant OLT and court decisions about undertaking municipal ward boundary reviews;
- Considers and accommodates the City of London’s projected growth and population shifts for at least three terms of Council, being 2022-2026, 2026-2030 and 2030-2034;
- Builds on lessons learned through other ward boundary reviews and leading electoral and public policy research and advice;
- Builds from the experience gained through the City of London’s previous ward boundary changes and associated OLT (previously OMB) hearings;
- Includes at least two rounds of broad and comprehensive public consultation – the first to provide information to support informed engagement and solicit feedback on existing ward boundaries, and the second to provide information and solicit feedback on ward boundary options; and
- Works within any additional parameters established by Municipal Council and/or the City Clerk’s Office.

### Key Project Timelines and Deliverables

<b>Timeframe</b>	<b>Activities</b>
August 2023 – January 2024	<ul style="list-style-type: none"> <li>• RFP Report to Council</li> <li>• RFP issued to hire a consultant</li> <li>• RFP evaluation and contract negotiation</li> </ul>
February – September 2024	<ul style="list-style-type: none"> <li>• Public Engagement Rounds 1&amp;2</li> <li>• Formal public consultation period, including:               <ul style="list-style-type: none"> <li>• Open houses</li> <li>• Online engagement</li> </ul> </li> </ul>
October – November 2024	<ul style="list-style-type: none"> <li>• Final Report to Council with recommendations</li> <li>• Enacting by-law</li> </ul>
December 2024	45 day appeal period ends
January 2025	Notices of appeal to be forwarded to OLT by the City
July 2025 – November 2025	Expected OLT decision