

Appendix A

Terms of Reference

Town of Grimsby Ward Boundary and Council Composition Review

Objective:

To conduct a review of the Town of Grimsby's ward boundaries and Council composition in order to arrive at an effective and equitable system of representation with particular reference to projected growth within the municipality. Any proposed changes are to be in place for the 2022 Municipal Election.

The review will be conducted within the following parameters:

- A review process, work plan and engagement strategy that does not assume a pre-determined number of councillors, wards or ward boundaries for the Town of Grimsby;
- Includes broad and comprehensive public consultation -- the first to provide information to support informed engagement and solicit feedback on existing ward boundaries and Council representation, and the second to provide information and solicit feedback on ward boundary and Council representation options;
- A review that is legally robust and will withstand legal scrutiny and possible appeals to LPAT;
- Adheres to requirements set out in relevant OMB/LPAT and court decisions about undertaking municipal ward boundary reviews;
- Builds on lessons learned through other ward boundary reviews and leading electoral and public policy research and advice;
- Conducts all steps in the work program including research, stakeholder consultation, and the provision of a final report and recommendations to Council by the end of May 2021; and,
- Works within any additional parameters established by Town Council.

Guiding Principles:

The reviews will have regard to the following principles:

1. Consideration of Representation by Population
 - To the extent possible, wards should have relatively equal population totals;
 - Given the geography and varying population densities and characteristics of the municipality, a degree of variation will be acceptable.
2. Protection of Communities of Interest and Neighbourhoods
 - It is desirable to recognize settlement patterns, traditional neighbourhoods and community groupings (social, historical, economic, religious and political diversities);
 - It is desirable not to fragment distinct communities.
3. Consideration of Present and Future Population Trends
 - Given the varying rates of population growth across the Town, any proposed ward designs should take account of projected population changes so that wards will be equitable for up to three (3) terms of Council.
4. Consideration of Physical Features as Natural Boundaries
 - Consideration will be given to using natural and man-made features as ward boundaries that already serve as physical boundaries of communities;
 - Where feasible, the preferred features to define a ward boundary are arterial roads, highways, railway lines, rivers and creeks.
5. The Overriding Principle of “Effective Representation”
 - The specific principles are all subject to the overriding principle of “effective representation” as enunciated by the Supreme Court of Canada in its decision on the Carter case.

Deliverables:

The consultant will be responsible for the conduct of all aspects of the project including, research, public consultation, formulation of options, and the preparation of the final report and recommendations for the consideration of Council.

The consultant will:

- Develop a work plan in consultation with staff;
- Examine relevant OMB/LPAT cases and best practices in other municipalities;
- Prepare a guide on the ward boundary and Council composition review process for publication on the Town website;

- Prepare communication information/notices relating to the reviews, as required;
- Gather information and undertake research;
- Prepare and conduct interviews with Members of Council, staff, members of the public and other key stakeholders;
- Review housing and population statistical data and associated GIS base mapping and evaluate the existing ward structure and Council composition;
- Conduct broad and comprehensive public consultation -- the first to provide information to support informed engagement and solicit feedback on existing ward boundaries and Council representation, and the second to provide information and solicit feedback on ward boundary and Council representation options;
- Develop options/alternatives in an interim report to Members of Council prior to public consultation;
- Prepare and present to Council a final report on recommended options/alternatives, and related materials, for their consideration

The Town Clerk will be responsible for overseeing the contract for the Consultant, and shall provide general assistance to the consultant.

The Town will provide support to the Consultant as follows:

- Provide general assistance
- Compile housing and population statistical data and associated GIS base mapping
- Provide assistance with printing services, GIS mapping, communications, correspondence and other services as arranged between the consultant and the Clerk.
- Maintain a web page on the Reviews with the support of the IT Administrator
- Provide GIS services for mapping purposes
- Provide Planning Department support for the gathering of information on development trends, population growth, communities of interest; etc.
- Assist the consultant in meeting all the legislative requirements for the implementation of any approved ward boundary changes.
- Prepare by-law for adoption at Council

The Clerk will establish and finalize a timetable with the Consultant to complete the project by the end of May 2021.