

Document 3

Terms of Reference for the City of Ottawa Ward Boundary Review (2019-2020)

Objective

To undertake a ward boundary review process for the City of Ottawa, including broad engagement and consultation with members of the public, communities, key stakeholders, the Mayor and City Councillors, and develop ward boundary options and recommendations for City Council's consideration.

Consultant Responsibilities

- Undertake a ward boundary review for the City of Ottawa that will withstand legal scrutiny and possible appeals to the Local Planning Appeal Tribunal (LPAT);
- 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 two-stage broad engagement and consultation strategy with Ottawa residents, communities, key stakeholders and Members of Council to elicit input on Ottawa's current ward boundaries and input on ward boundary options; and
- Develop ward boundary options and a recommended option for City Council's consideration in 2020.

The consultant may consult academics, electoral, public policy and other experts during the ward boundary review process.

Project Parameters

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

- Develops a ward boundary review process, work plan and engagement and consultation strategy that does not assume specific boundaries of wards for the City of Ottawa;
- Applies the principle of "effective representation" as outlined by the Supreme Court of Canada and applied by the courts and the LPAT in developing ward boundary options;
- Considers and reflects the principles of geography, community history, minority representation, communities of interest, physical and natural boundaries in developing ward boundary options;
- Adheres to requirements set out in relevant LPAT and court decisions about undertaking municipal ward boundary reviews;
- Considers and accommodates the City of Ottawa'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 Ottawa’s previous ward boundary reviews and associated OMB hearings;
- Considers matters raised for future consideration through the City of Ottawa’s 2004-2005 ward boundary review;
- Considers key City policies in the development of ward boundary options including the Official Plan and community revitalization plans;
- 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;
- Considers the appropriate ward boundaries; and
- Works within any additional parameters established by City Council and/or the Government of Ontario.

Key Project Timelines and Deliverables

Projected timeline:

Task	Responsible	Date
RFP Report to Council	City Clerk and Solicitor	June 2019
RFP issued to hire a consultant	City Clerk	October 2019
RFP evaluation and contract negotiation	City Clerk	December 2019 – January 2020
Public consultation on current ward boundaries (Round I)	Consultant	February 2020 – April 2020
Information Report to Council setting out new Ward boundary options	Consultant	June 2020
Public consultation on new ward boundary options (Round II)	Consultant	July 2020 – September 2020
Final report to Council with recommendations	Consultant	October 2020
Enacting by-law	City Clerk	October 2020
Give notice to the public that the by-law has passed and prepare for LPAT appeals.	City Clerk	November 2020
45-day Appeal Period ends	City Clerk	December 2020
Last day for notice(s) of appeals to be received	City Clerk	December 2020
Notice(s) of appeal to be forwarded to the LPAT by the City	City Clerk	January 2021

Expected LPAT decision (within ~6 – 10 months)	LPAT	July 2021 – November 2021
2022 Municipal Elections		October 2022