

Memo

To: Council

From: William Tigert, Clerk

Date: October 4, 2023.

RE: Update of Project – Ward Boundary Review and Deputy Mayor selection process

BE IT RESOLVED THAT Council receive the Memo entitled Update Ward Boundary Review and Deputy Mayor Selection Process , for information.

Council approved funding within the 2023 operating budget that includes project number PLN 04-23, Ward Boundary and Council Composition Update and Selection Process for Deputy Mayor ("the study"), in the amount of \$51,000.00.

At the regular meeting held April 5th, 2023, Council directed staff to seek competitive bids. Staff undertook a call for proposals and four proposals were received. The selection team reviewed the proposals and selected the one submitted by Andrew Sancton Consulting. The cost estimate of the proposal is \$40,250 - well under the budget amount established for the project.

Preliminary discussions have taken place between the consultants and the administrative group that will be overseeing the project. Staff wanted to provide an update and share the proposed schedule and timeline to refresh Council on the project and upcoming consultations.

Below please find the proposed schedule agreed upon with the consultants. There is flexibility for adjustments to the schedule as required by either or both parties.

Phase 1: Project Launch

Task 1.1 – Project parameters (September 2023)

Task 1.2 – Documentary research (September 2023)

Phase 2: Preliminary Analysis

Task 2.1 – Population analysis (October 2023)

Task 2.2 – Evaluation of existing ward boundaries and council structures (October 2023)

Task 2.3 – Development of alternative council and ward boundary models (Nov. 2023)

Task 2.4 – Preliminary Report (December 2023)

Phase 3: Consultation

Task 3.1 – Stakeholder interviews (January 2024) - Council and Senior Leadership Team

Task 3.2 – Public consultation (February-March 2024) – Public and stakeholders

Phase 4: Final Analysis

Task 4.1 – Final analysis (April 2024)

Task 4.2 – Final Report (May 2024)

For Council information and benefit the approved proposal has been attached. Should members of Council have any questions please reach out to the Chief Administrative Officer or the Clerk.