

## **Appendix 2 – Terms of Reference – Ward Boundary Review**

### **Objective**

The City of Brampton will undertake a Ward Boundary Review to arrive at an effective and equitable system of representation across all wards, and present to 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
- 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 2-3 elections
- Public input
- Political representation at both the City and the Region of Peel

### **Review Criteria and Guiding Principles**

In reviewing ward boundaries, the following criteria shall be considered:

- 1) Effective representation  
Voters should be equally represented to the greatest extent possible.
- 2) Representation by population  
Population numbers should be relatively equal in each ward. The review should consider both the present inconsistency in population numbers and forecasted figures.
- 3) Population trends and growth  
The review should consider the impact of development and intensification on population.
- 4) Physical boundaries  
The review should consider physical boundaries, both natural and built.
- 5) Protection of established neighbourhoods and communities  
The review should endeavour to preserve established neighbourhoods.

## **Project Team**

It is recommended that the following departments/divisions participate as members of a Ward Boundary Project Team, which will be overseen by a committee of Council:

<b>Department</b>	<b>Division</b>
Legislative Services	<ul style="list-style-type: none"><li>• City Clerk's Office (lead)</li><li>• Legal Services</li></ul>
Planning, Building and Growth Management	<ul style="list-style-type: none"><li>• City Planning and Design</li><li>• Policy Planning</li></ul>
Corporate Support Services	<ul style="list-style-type: none"><li>• Strategic Communications</li><li>• Digital Innovation and IT (GIS Services and Digital Interactions)</li></ul>
Office of the Chief Administrative Officer	<ul style="list-style-type: none"><li>• Corporate Projects and Liaison, and Government Relations and Public Liaison (as required)</li></ul>

Other departments and staff will be consulted and engaged as required.

## ***Steering Committee Oversight***

It is recommended that a political steering committee be established to guide the review process. The Governance and Council Operations Committee could serve as the steering committee, as the ward boundary review is within the mandate of the Governance and Council Operations Committee. It is recommended that this committee provide the necessary oversight.

## **Public Consultation**

A public consultation period will form an important part of the ward boundary review. Members of the public will have the opportunity to participate in the review and provide their opinions on proposed changes.

An engagement strategy will be developed with the assistance of Strategic Communications and will include:

- Steering committee meetings
- Open houses
- Online engagement

## Timelines

The following is a general timeline for completion of a Ward Boundary Review if conducted internally:

<b>Timeframe</b>	<b>Activities</b>
May – October 2023	<ul style="list-style-type: none"> <li>Project team undertakes a ward boundary review with oversight of steering committee, in full consideration of noted criteria.</li> </ul>
November 2023	<ul style="list-style-type: none"> <li>Steering Committee and Project team reports to Committee of Council with ward boundary scenarios and options.</li> </ul>
November 2023 – January 2024	<ul style="list-style-type: none"> <li>Formal public consultation period, including:               <ul style="list-style-type: none"> <li>Steering committee meetings</li> <li>Open houses</li> <li>Online engagement</li> </ul> </li> </ul> <p>Various community engagement activities may take place through entire project</p>
February 2024	<ul style="list-style-type: none"> <li>Final report and by-law(s) presented to Council for approval.</li> </ul>
February/March 2024	<ul style="list-style-type: none"> <li>Notice of passing of by-law(s) published and 45-day appeal period.*</li> </ul>
April 2024	<ul style="list-style-type: none"> <li>Assuming no appeals, staff begin work to implement changes.</li> </ul>
May – September 2024	<ul style="list-style-type: none"> <li>City Clerk's Office and GIS staff will review all changes related to the new ward boundaries.</li> </ul>
October 2024	<ul style="list-style-type: none"> <li>Provide Elections Ontario with ward boundary change information.</li> </ul>
December 31, 2025	<ul style="list-style-type: none"> <li>By-law must be passed and any appeals resolved before December 31, 2025, or ward boundary changes would not come into effect until after the second regular election (2030).</li> </ul>

\* Within 15 days of a by-law being passed, notice will be placed advising the public that anyone can submit an appeal to the Ontario Land Tribunal (OLT) but must do so within 45 days of the by-law being passed. If no appeal is submitted during the appeal period, the by-law stands and the new ward system would come into effect the first meeting of the newly elected Council in 2026.

Appendix 3 includes an extract from Section 222 of the *Municipal Elections Act, 2001*, which includes the legislated timelines.

## Potential Delays

- Appeal to OLT – any appeal to the by-law(s) (commencing potentially in April 2024), may impact the timelines for work that staff has to complete. Completing the review early in the term, and passing a by-law early in 2024 will ensure ample time for resolution of any submitted appeals.
- Regional governance review – Council may decide to delay the start of the ward boundary review until later in 2023 when presumably more information regarding the review may become available. Starting the ward boundary review in September of 2023, would shift the project timelines such that the by-law would be passed in the summer of 2024, still providing adequate time for any appeals to the OLT to be resolved
- Use of an external consultant – If Council decides to engage an external consultant to conduct the review, the timelines would be adjusted to include a 70-day RFP process. In addition, the consultant would likely suggest changes to the timeline based on their experience and expertise. For example, some ward boundary reviews have included two separate phases of public consultation.