

**DATE:** January 18, 2016  
**REPORT NO:** RFD-C-02-2016  
**SUBJECT:** Ward Boundary Review  
**CONTACT:** Carolyn Langley, Clerk

**OVERVIEW:**

This report is requesting that Council approve hiring Dr. Robert J. Williams to conduct a ward boundary review for the Township of West Lincoln.

**RECOMMENDATION:**

1. That, Report RFD-C-02-2016 dated January 18, 2016 regarding "Ward Boundary Review" be received; and,
2. That, the Tendering and Purchasing Policy requirements be waived and that staff be authorized to retain the services of Dr. Robert J. Williams to conduct a ward boundary review for the Township of West Lincoln at a cost of \$ \$13,000.00 plus HST and disbursements to be financed from the Capital Reserve; and,
3. That, the Terms of Reference attached as Schedule A to this report be approved.

**ALIGNMENT TO STRATEGIC PLAN:**

Strategic Objective # 3 provides that we increase civic engagement and community involvement through enhanced partnerships, good governance and leadership. It provides in part, that citizen participation is key for people in communities to voice their opinions and to be heard in decision-making processes that affect their quality of life and their experience of place.

**BACKGROUND:**

The Township of West Lincoln has not conducted a review of our current ward system and composition of Council since 1997. In 1997, a proposal was put forward to create 4 wards and reduce the size of the Council to 5; however, the motion was lost and the following motion was subsequently adopted by the Council of the day:

That, the Director of Corporate Services Report RFD-C-2.97, dated January 27th, 1997, regarding the size and composition of Municipal Councils under Bill 86, be received for information and that no further action be taken at this time.

Given that the population continues to increase and the inequity between each ward is growing, particularly in relation to Ward 3, it is appropriate that this issue be revisited.

**CURRENT SITUATION:**

The Municipal Act provides the authorization to divide or re-divide the municipality into wards or to dissolve existing wards; it also provides authorization for a municipality to change the composition of its council.

Now that our urban boundary expansion process has been completed and a new urban boundary has been established, it is appropriate to undertake a ward boundary review and establish a more equitable distribution of representation for our residents. The ward boundary review process may generate discussions and/or a review relating to the composition/size of Council.

**GUIDING PRINCIPLES:**

The Ward Boundary Review Study should be conducted in consideration of the following principles in order to provide an effective and equitable system of representation:

- representation by population,
- protection of communities of interest and neighbourhoods,
- use of natural physical features or natural barriers as boundaries where possible,
- variations in population density
- future population growth projections,
- development of a ward structure that will accommodate growth and population shifts for at least three (3) Municipal Elections (2018, 2022, 2026).

**PROCESS:**

The consultant will be expected to prepare and guide the ward boundary review process.

The Ward Boundary Review will include numerous components, including but not limited to:

- develop a work plan in consultation with staff
- Examine relevant OMB cases and best practices in other municipalities
- Prepare a guide on the ward review process for publication on the Township website
- gather information and undertake research,
- Prepare and conduct interviews with Members of Council and staff
- compile housing and population statistical data and associated GIS base mapping,
- evaluate existing ward structure,
- develop OPTIONS/alternatives discussion paper and forward by email to Members of Council prior to public consultation,
- Convene and manage three public consultation sessions on the Options/Alternatives discussion paper (one in each ward - 3 meetings)
- Prepare and submit a presentation to Council, including final report on recommended option/alternative, and related materials, for their consideration
- Prepare by-law for adoption at Council

It is noted that Council will review all the information and recommendations and will make the final decision regarding adoption of a by-law. Once the by-law is adopted, the municipality must provide notice of its passing within 15 days and the by-law can be appealed to the OMB.

The entire process, including possible appeals to the OMB, may take up to a year and must be completed by no later than December 31, 2017 in order to be in place for the 2018 election. It is felt that this process should be undertaken in 2016 due to possible upcoming changes to the Municipal Election Act which may require staff's attention.

***“The Township of West Lincoln will be a community that values our heritage, preserves our environmental and natural resources, fosters entrepreneurial spirit and provides excellent quality of life”***

**ELIGIBLE VOTER AND POPULATION INFORMATION:**

The following information from MPAC (Municipal Property Assessment Corporation) is provided which shows the inequity of eligible voters during the 2014 election, specifically as of September 15, 2014.

**ELIGIBLE VOTERS:**

| <b>Ward</b> | <b>Total Eligible Voters:</b> | <b>Percentage</b> |
|-------------|-------------------------------|-------------------|
| One         | 2,429 at Sept 15/14           | 22 %              |
| Two         | 3,513 at Sept 15/14           | 32 %              |
| Three       | <u>5,095</u> at Sept 15/14    | <u>46 %</u>       |
| TOTAL       | 11,037 at Sept 15/14          | 100%              |

A review of eligible voter information from MPAC as of January 6, 2016 shows an increase in population of approximately 1075 voters; however, the percentages remained exactly the same.

**TERMS OF REFERENCE:**

Attached as Schedule A hereto, are proposed terms of reference that should be adopted as a guiding document for this review.

**RECOMMENDED CONSULTANT:**

Staff is recommending that Dr. Robert James Williams be retained to conduct the ward boundary review for the Township of West Lincoln. Dr. Williams holds a Ph.D. in Political Science and is a Professor Emeritus of Political Science, University of Waterloo. Dr. Williams has extensive experience dealing with ward boundary reviews and has undertaken reviews for the City of Kitchener, City of Markham, Town of Milton, Town of New Tecumseth, Town of Oakville, Town of Whitchurch-Stouffville and the City of Windsor and worked in conjunction with Watson and Associates on reviews for Pelham, Barrie, Bradford West Gwillimbury, Clearview, and Gravenhurst. Dr. Williams has been an advisor to Municipal Clerks on ward boundary matters and has also testified as an expert witness before the OMB; this combined with the many studies/reviews he has undertaken, has provided him with significant expertise in the area of ward boundary reviews. Dr. Williams has also been sole sourced as the consultant for other ward boundary review projects and comes highly recommended.

**FINANCIAL IMPLICATIONS:**

The cost estimate submitted by Dr. Williams is \$13,000.00 plus HST and disbursements. There will also be the need for additional support staff to work with Dr. Williams as well as advertising costs, etc. A contingency amount was included in the budget for unforeseen / required expenditures. The anticipated cost of the ward boundary review is within the amount allocated within the Capital Reserve.

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**INTER-DEPARTMENTAL COMMENTS:**

Staff has reviewed this report with the CAO, the Director of Planning and the Treasurer/  
Director of Finance.

**CONCLUSION:**

Staff recommend that Dr. Robert J. Williams be retained to conduct a ward boundary review  
for the Township of West Lincoln and that the Terms of Reference attached as Schedule A to  
this report be approved.

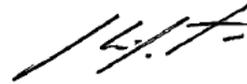
**Respectfully prepared by:**

**Reviewed and submitted by:**



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**Carolyn Langley, Clerk**



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**Chris Carter, CAO**

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quality of life”***

## Background

There are currently three wards in West Lincoln. The following chart outlines the number of eligible voters on September 15, 2014.

| ELIGIBLE VOTERS: |                            |             |
|------------------|----------------------------|-------------|
| Ward             | Total Eligible Voters:     | Percentage  |
| One              | 2,429 at Sept 15/14        | 22 %        |
| Two              | 3,513 at Sept 15/14        | 32 %        |
| Three            | <u>5,095</u> at Sept 15/14 | <u>46 %</u> |
| <b>TOTAL</b>     | 11,037 at Sept 15/14       | 100%        |

## Authority to Act

The Ontario *Municipal Act* section 217 authorizes the Council of a lower-tier municipality to establish the number of councillors and to determine whether they “shall be elected by general vote or wards or by any combination of general vote and wards.” The Act also authorizes the municipality “to divide or redivide the municipality into wards or to dissolve the existing wards” (section 222 (1)). The proposed ward boundary review is intended to provide Council with the information needed to determine whether a change is necessary and, if so, what that change might bring about.

## Objective

To conduct a review of the ward boundaries in the Township of West Lincoln in order to establish an effective and equitable system of representation with the expectation to have the revised ward or other structure in place for the 2018 municipal election.

## Guiding Principles

The Ward Boundary Review Study should be conducted taking into consideration the following principles:

- representation by population,
- protection of communities of interest and neighbourhoods,
- use of natural physical features or natural barriers as boundaries where possible,
- variations in population density
- future population growth projections,
- development of a ward or other structure that will accommodate growth and population shifts for at least three (3) Municipal Elections (2018, 2022, 2026).

## 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 cases and best practices in other municipalities
- Prepare a guide on the ward review process for publication on the Township website
- Prepare communication information/notices relating to the ward boundary review, as required,
- gather information and undertake research,
- Prepare and conduct interviews with Members of Council and staff
- review housing and population statistical data and associated GIS base mapping,
- evaluate existing ward structure,
- develop OPTIONS/alternatives discussion paper and forward by email to Members of Council prior to public consultation,
- Convene and manage three public consultation sessions on the Options/Alternatives discussion paper (one in each ward - 3 meetings)
- Prepare and submit presentation to Council, including final report on recommended option/alternative, and related materials, for their consideration
- Prepare by-law for adoption at Council

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

The Township 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 Ward Boundary Review with the support of from 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.

### **Time table**

The Clerk will establish and finalize a timetable with the Consultant to complete the project by the end of 2016.