

Attachment E - Terms of Reference for a Newmarket Ward Boundary Review – Consultant Led

Objective

To undertake a ward boundary review process for the Town of Newmarket. This includes broad engagement and consultation with Newmarket residents, communication with key stakeholders, and to develop ward boundary options and recommendations for Council's consideration.

Consultant Responsibilities

- Undertake a ward boundary review for Newmarket that is legally robust and will withstand legal scrutiny and possible appeals to the Local Planning Appeal Tribunal (LPAT);
- 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 the public, communities, key stakeholders, the Mayor and councillors to elicit input on Newmarket's current ward boundaries and input on ward boundary options; and
- Develop ward boundary options and a recommended option for Council's consideration.

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 within the following parameters:

- Develops a ward boundary review process, work plan and engagement and consultation strategy that does not assume a specific boundaries of wards;
- Applies the principle of "effective representation" as outlined by the Supreme Court of Canada and applied by the courts and the Ontario Municipal Board (OMB)/Local Planning Appeal Tribunal (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 OMB/LPAT and court decisions about undertaking municipal ward boundary reviews;
- Considers and accommodates Newmarket's projected growth and population shifts for a reasonable period of time;
- Builds on lessons learned through other ward boundary reviews and leading electoral and public policy research and advice;
- Considers key Town policies in the development of ward boundary options including the Official Plan, Secondary Plan;

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- 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;
- Works within any additional parameters established by Town Council
- Presents preliminary and final recommendations.