



## OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER *Staff Report*

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REPORT NO:

TO: Council

SUBMITTED BY: Sharon Chambers, CAO

PREPARED BY: Sharon Chambers, CAO  
Donna Kell, Manager of Communications and Strategic Initiatives

REVIEWED BY: Sharon Chambers, CAO

DATE: April 8, 2024

SUBJECT: Township of Wilmot Engagement Framework: For Prime Ministers Path and Ongoing Engagement

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### RECOMMENDATION:

THAT Report CAO-2024-06 be received by Council for information;

THAT Council appoint Councillors \_\_\_\_\_ and \_\_\_\_\_ to participate on the RFP review team to hire a consultant to facilitate the creation of the Prime Ministers Path Working Group and the development of an engagement strategy.

### SUMMARY:

This report provides an overview of proposed elements to be included in a Request For Proposals to select a consultant to facilitate next steps for the Prime Minister's Path engagement.

Staff are requesting that Council appoint two Council representatives to the RFP review team to review the RFP document before release and to select the successful proponent.

**BACKGROUND:**

On February 26, 2024, Council received and considered staff report CAO-2024-03 – Prime Minister's Path: Options for Next Steps, which provided three options for Council's consideration for the future of Prime Ministers Path, including:

- Option #1: Maintain Current Direction and Create a Working Group Comprised of a Balanced Representation of the Individuals and Communities within Wilmot Township
- Option #2: Engage Further on the Prime Ministers Path Project to Assess Community Support for Establishing the Working Group or Explore Alternative Approaches for Citizen Engagement and Decision-Making.
- Option #3: Conduct a Referendum (question on the ballot)

Council directed staff to return to Council on March 25, 2024, with additional detail regarding Option #2. On March 25, 2024, Council approved the following:

THAT Report CAO-2024-04 regarding Additional Information Relating to Option 2 Outlined in CAO Report 2024-03, be received as information, and further,

THAT Council directs staff to proceed with Option #1 as outlined in CAO Report 2024-03.

**Option #1: Description**

As described in CAO Report 2024-03, Option #1 is to Maintain Current Direction and Create a Working Group Comprised of a Balanced Representation of the Individuals and Communities within Wilmot Township.

This option would follow the previously given Council direction of July 5, 2021, to create a working group comprised of a balanced representation of the individuals and communities within Township of Wilmot to discuss, develop and suggest plans for the implementation of next steps centred in community cohesion and healing, including engagement with Indigenous representatives.

Further, this option advances the work done by the First Peoples Group on behalf of the Township, using a collaborative approach to help to determine a path forward for the Prime Ministers Path statues.

**REPORT:**

To move forward with the creation of the PMP Working Group, staff recommended that the Township issue a Request for Proposals to hire an experienced firm that specializes in creating inclusive engagement plans for diverse communities.

This RFP would seek a firm to take the lead in shaping the work and providing guidance on the following aspects:

### **Creation of the Working Group:**

1. Working Group Implementation: The firm shall offer insights on how to establish an effective working group. This includes defining the group's purpose, structure, and composition, citing best practices and case studies of similar working groups.
2. Terms of Reference and Mandate: The firm shall assist in crafting clear and comprehensive Terms of Reference for the Working Group. These documents will outline the group's objectives, scope, and responsibilities.
3. Selection Process: Drawing from their experience, the firm shall propose best practices for selecting Working Group members to ensure a diverse representation.
4. Advice to the Working Group: The firm shall provide ongoing advice and support to the Working Group throughout its operation. This will involve facilitating meetings, addressing challenges, promoting collaboration and assisting with research.

### **Support for the Working Group/Other Activities**

- Development of a community engagement plan using visioning exercises and value discussions with Working Group.
- Development of a two-year community engagement framework to apply to all projects led by the Township of Wilmot, including recommending public participation techniques for various levels of community engagement, as identified in the International Association for Public Participation (IAP2) Spectrum of Public Participation.
- Public engagement training for the Working Group, Council and the Corporate Leadership Team using IAP2 principles as a basis. Training may take place generally, as one group, or in smaller groups with varying levels of detail.

### **Qualification Requirements**

- Experience in working with contentious issues, including those of national significance, and has led successful engagement that includes matters related to Canada's Indigenous communities.

The engagement consultant would benefit from knowledge and understanding of the social environment surrounding statues and monuments in North America, including:

- [Truth and Reconciliation Commission of Canada: Calls to Action](#) (municipalities and museums)

- National thought leadership regarding monuments—[Bloomberg Harvard City Leadership Initiative—Reckoning with History: Confederate Monuments in American Cities](#)
- First Peoples Group—[FINAL REPORT: Results, Considerations & Recommendations from the Prime Ministers Path Public Engagement Process](#)
- Statue decisions in other municipalities—City of Kitchener ([Queen Victoria statue](#)), City of Kingston ([statue of Sir John A Macdonald](#))

### **Proposed Timelines:**

The proposed timeline will stage the work in conjunction with the Township's strategic planning process, as follows;

- March to August 2024 – Undertake strategic planning process to develop a vision and goals for the community, based on robust community engagement.
- April 12 – RFP drafted
- April 15 to 19 – Draft RFP reviewed by Team
- April 22 – RFP posted on BidsandTenders.ca
- May 3 – RFP closes
- May 10 – RFP awarded
- End of May – Consultant to submit Working Group framework and engagement plan including proposed timelines for the creation of the working group and proposed work plan.

### **Request for Proposal Review Team**

To ensure collaboration in developing the working group and engagement strategy for Wilmot, staff recommends that two members of Council be appointed to the RFP review team.

### **ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:**

Engaging with the community on the permanent home for the Prime Ministers Path statues support the goals of Community Engagement, Quality of Life and Responsible Governance. It aligns with the Township's values of Health and Wellbeing, Community, Legacy, Accessibility and Inclusivity, Forward-thinking and Balance.

**FINANCIAL CONSIDERATIONS:****Total Estimated Costs**

Range from \$45,000 to \$60,000

There is existing funding available for engagement regarding Prime Ministers Path. Pending certain conditions, including diversity and inclusion requirements, the grant can be used for engagement, which meaning Options #1 would be fully funded within the existing budget.

**Total Funding Available**

Capital budget \$116,000

Includes Canada Heritage Multiculturalism Program Grant of \$45,000  
(Consultant identified as First Peoples Group) Available into June 2024

**ATTACHMENTS:**

[Prime Ministers Path: Additional Information Relating to Option 2 Outlined in CAO Report 2024-03 \(escribemeetings.com\)](#)

[Prime Minister's Path: Options for Next Steps \(escribemeetings.com\)](#)