



## CORPORATE SERVICES *Staff Report*

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REPORT NO: COR-2024-49

TO: Council

SUBMITTED BY: Greg Clark, Acting CAO, Director of Corporate Services

PREPARED BY: Greg Clark, Acting CAO, Director of Corporate Services

REVIEWED BY: Greg Clark, Acting CAO, Director of Corporate Services

DATE: September 23, 2024

SUBJECT: Award of Contract for RFP 2024-16 Consulting Services – Public Engagement Process for the Future of the PMP

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### RECOMMENDATION:

THAT Report COR-2024-49 Award of Contract for RFP 2024-16 Consulting Services – Public Engagement Process for the Future of the PMP be received for information.

### SUMMARY:

As per Council direction a consultant has been retained to carry out the engagement process for the Future of the Prime Ministers Path.

Staff have committed to a regular communications plan with Council to ensure timely and transparent project progress monitoring.

### BACKGROUND:

On March 25, 2024 Council approved staff follow Option #1 of CAO Report 2024-03 Prime Minister's Path: Options for Next Steps as outlined below:

### **Option #1: 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, and include creating 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.

To move forward with this work, staff recommend engaging an experienced firm that specializes in creating inclusive engagement plans for diverse communities. This firm would take the lead in shaping the work and providing guidance on the following aspects:

1. **Working Group Implementation:** The firm can 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 can assist in crafting clear and comprehensive terms of reference for the Working Group. These documents outline the group's objectives, scope, and responsibilities.
3. **Selection Process:** Drawing from their experience, the firm can propose best practices for selecting Working Group members to ensure a diverse representation.
4. **Advice to the Working Group:** The firm can provide ongoing advice and support to the working group throughout its operation. This might involve facilitating meetings, addressing challenges, promoting collaboration and assisting with research.

Fostering inclusivity is crucial for successful community engagement. By involving experts experienced in this field, the Township can enhance the effectiveness of the Working Group and achieve better outcomes.

In terms of project timing, it is recommended that the work be staged 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 to June, 2024 – Engage a firm specializing in inclusive engagement to make recommendations regarding the creation of the Working Group, Terms of Reference and mandate.
- September 2024 Establish the Working Group.

### **REPORT:**

The RFP process was successful with four submissions that were reviewed by Staff and Council members Wilkinson and Martin, with the successful submission being from Land Use Research Associates Inc (LURA).

LURA bring a wealth of experience to this engagement process, including a highly qualified team to lead and support the Township with this project.

Work will begin immediately on the first phase; Planning and Selection of Working Group Members. The overall timeline of the project forecasts final reporting back to Council in early 2025. Along the way there will be numerous opportunities to engage and communicate, look for announcements in the coming weeks.

## **Project Management**

Staff will work with LURA to develop a Project Charter and Plan that will be shared with the public and Council as a first step in starting the engagement. This project plan will form the agreement with the community on the timing and scope of the engagement. LURA will assist Township staff in developing a communication plan to support this work, including use of the Township website and other social media platforms.

Due to the significant nature of this project, Council and administration have agreed to a communications plan between staff and Council specific to this project. Ensuring that this process be as open and transparent as possible, staff are recommending providing Council with bi-weekly updates via email. These updates will include the following at a minimum:

1. Summary of work completed in the previous two weeks,
  - a. Progress on overall deliverables
  - b. Events or activities carried out with the public
  - c. Identification of potential changes to schedule
  - d. Other relevant information
2. Summary of work to be completed in the next two weeks,
  - a. Connection to overall deliverables
  - b. Planned events or activities to be carried out with the public
  - c. Changes from original planned schedule
  - d. Other relevant information
3. High level overview of work to be carried out 3-4 weeks out

Council will not be able to provide direction via these emails, this is for information purposes only. If Council feels the need to provide direction they would need to bring it to a Council meeting for debate and consideration.

Progress on the project will also be shared with the public via the Township website, ensuring that all have access to the same information. In order to streamline connection to this project a special email address has been set up, [PMP@Wilmot.ca](mailto:PMP@Wilmot.ca). This inbox will be monitored directly by staff on the project team.

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

This work aligns with the Strategic goal of creating Community Engagement.

FINANCIAL CONSIDERATIONS:

The budget for this project is already approved and the submissions were within that budget. Impacts of the recommendations will be shared as part of final reporting to Council.

ATTACHMENTS: