



## RM OF LUMSDEN NO. 189

### POLICY

Title: **Division Boundary Review**

Effective: February 17, 2023

Amended:

#### **Background:**

Section 49.1(2) of *The Municipalities Act* enacts that Council shall establish a policy setting out the manner in which it will review the divisions of the rural municipality for the purpose of providing that each division of the RM has, as nearly as is reasonably practicable, the same population or number of voters.

#### **Purpose:**

The purpose of this policy is to establish guiding principles and criteria upon which consideration is to be given when determining if a Division Boundary Review is required. This policy shall establish regulations setting out the triggering events, manner and frequency in which the Rural Municipality of Lumsden No. 189 will review divisional boundaries. As required by legislation, the municipality will provide that each division has, as nearly as is reasonably practicable, the same population or number of voters. The policy shall promote transparency and accountability through the divisional boundary alteration process.

#### **Definitions:**

**Division** means a certain specific geographic area of the RM that is established as an electoral district for the purpose of electing a member(s) of Council.

**Division Boundary Review (DBR)** means a comprehensive process by which Divisions are reviewed, resulting in recommendations to either maintain, reduce, increase or adjust the division boundaries in accordance with Section 49.1 of *The Municipalities Act*.

**Effective Representation** means having approximately the same number of residents per member of Council for each division to ensure that residents have equivalent access to, and representation by, each division councillor. At this time, population within an Organized Hamlet will be excluded from all calculations as Organized Hamlets have the ability to request to become a division unto themselves with full representation at the RM Council table.

**Electoral Quota** is the optimal population to be represented per member of Council for each division, determined by dividing the total population of the RM by the total number of divisions (excluding populations within Organized Hamlets as well as divisions established to represent Organized Hamlets).

**Electoral Range** is an acceptable plus or minus (+/-) variation from the electoral quota.

**Geographic Boundary** means a natural or man-made feature that can serve as a division boundary.

**Guidelines** means the criteria as set out in this policy by which effective representation will be assessed.

**RM** means Rural Municipality of Lumsden No. 189 or the geographic area of the Rural Municipality of Lumsden No. 189, as the context requires.

**Guidelines:**

1. The Council will establish a Council Committee or other body to undertake the DBR. If a Council Committee is chosen, it shall be composed of the Reeve, two Councillors and the CAO.
2. Events that trigger a DBR may be:
  - a. An order by the Minister;
  - b. By resolution of Council;
  - c. A petition from ratepayers as presented in accordance with *The Municipalities Act*; or
  - d. A restructuring or amalgamation of the municipality.
3. Factors to be considered when completing the review may include, but are not limited to:
  - a. Representation by Population (population density);
  - b. Number of Properties;
  - c. Miles of Road to be monitored and maintained or area to be covered;
  - d. Natural Geographic Boundaries and Physical Features including arterial roads, provincial highways, watercourse and railway lines;
  - e. Assessed Value in a geographic area; and
  - f. Industrial and Commercial Developments.
4. Division boundaries will be contiguous and simple in shape.
5. The DBR must be completed within 6 months of being initiated.
6. A DBR will not be initiated during the six (6) months preceding an election in the RM.
7. The Committee, or other body, will determine the division boundaries with an acceptable range of population variance not to exceed (+/-) 15% of the Electoral Quota unless it can be justified to meet one of the other criteria stipulated in Section 3 of the Guidelines.

**DBR Committee Report – Content:**

The Report will include the following information:

- Reason for conducting a division boundary review;
- Estimated population in each of the current divisions (note, that Organized Hamlet population is excluded);
- Estimated population in each of the proposed divisions (if boundary alteration is recommended);
- Map depicting current division boundaries;
- Map depicting proposed division boundaries alterations (if any); and

- Recommendation for Council to either alter or preserve divisional boundaries based on the report's analysis and findings.

#### **Report Presentation to Council and to the Public:**

The Committee, or other body, will present the report to the RM Council at a regular meeting. The report will be open for public inspection for 30 days following the Council meeting. Copies of the report will be available in the municipal office as well as on the RM's website. The CAO will bring attention to the report's availability through social media, advertising in a local newspaper, posting notice in the municipal office and other communication determined to be effective.

#### **Application to Ministry for Division Boundary Alteration (if applicable):**

After the 30-day public inspection period, Council may apply to the Province of Saskatchewan to alter the division boundaries in accordance with section 49 of *The Municipalities Act*.

#### **Effective Date – Subsection 49.1(7):**

The Minister's Order, specifying the RM's division boundary alteration, will take effect:

- a) If the application is made 180 days or more before a general election, with respect to that general election and all subsequent general elections and by-elections held in the RM; or
- b) If the application is made less than 180 days before a general election, with respect to all general elections and by-elections commencing with the second general election after the report is filed.