



RM of Loon Lake #561

Policy Type:	General Government
Policy Title:	Division Boundary Review
Policy Number:	100-18

Authority:	
<i>Council Resolution #</i>	<i>150/22</i>
<i>Amended</i>	<i>284/22</i>

**Purpose:**

To outline the process that will be taken to review the Division Boundaries within the RM of Loon Lake No. 561.

**Background:**

The province is requiring all Rural Municipalities review the existing voters division boundaries to ensure there is approximately the same number of voters or permanent population in each division.

**Policy:**

1. The Council will by resolution at a regular meeting, establish a Division Boundary Review (DBR) Committee and appoint its members.
2. The Division Boundary Review (DBR) Committee will be the entire Council for the RM of Loon Lake. The Administrator shall attend all DBR Committee meetings to record the meeting and provide recommendation and guidance relating to the Act.
3. DBC Committee members shall be remunerated at the Council Committee rate set in policy 100-08 Payment of Election Officials. The Administrator will not receive additional remuneration, as attendance is deemed a part of normal duties.
4. DBR Committee meetings will operate in accordance with the Council Procedures Bylaw.
5. An initial review of the existing division boundaries will be completed by December 31, 2022 in accordance with the Act.
6. The DBR Committee will establish an acceptable variance between divisions and if the boundary locations should be based on permanent population or number of voters in each division.
7. Subsequent to and notwithstanding the initial review, events that trigger a review will be:
  - a. Multi-parcel subdivision.
  - b. Municipal boundary changes or restructuring ex. amalgamation or inclusion of an urban municipality;
  - c. Establishment of an organized hamlet or special service area.
8. Factors that may be considered in determining an acceptable variance of representation, voters, or population in the division boundaries:
  - a. Geographical separation;
  - b. Extended periods of vacancy in residential property (seasonal);
  - c. Other circumstances as deemed necessary by the DBR Committee.

9. The DBR Committee will provide a report and its recommendations at a regular Council meeting.
  - a. In the case that the DBR Committee report recommends changes to any or all of the division boundaries, public notice of the report will be given (30) clear days prior to the meeting.
  - b. In the case that the DBR Committee recommends no changes to the existing boundaries, public notices of the report will not be given prior to the meeting.
10. In accordance with section 117(1)(c) of the Act, all reports of a Council Committee are available for public inspection after the report is presented at a regular Council meeting.
11. A passed resolution of Council at a regular meeting is required to apply to the Ministry of Government Relations to alter division boundaries.
12. The Ministers order will take effect:
  - a. Upon its passing, if the application is made 180 days or more prior to a general election, with respect to the general election and all subsequent general elections and by-elections held in the municipality, or
  - b. With the second general election after the report is filed, if the application is made less than 180 days before a general election, with respect to all general elections and by-elections.

#### **Effective Date/Repeal**

This policy will come into effect on June 8, 2022 unless otherwise specified and will be implemented as outlined in this policy. This policy repeals and replaces all resolutions and any policies pertaining to Seasonal Road Maintenance that have been consolidated into this policy and replaces all past practices. This policy may only be amended or repealed by resolution of Council.