

1.0 PURPOSE

- 1.1 The purpose of this Policy is to establish a manner in which Council will review the division boundaries of the **Rural Municipality of North Qu'Appelle No. 187 (RM)**.

2.0 DEPARTMENT(S) AFFECTED (SCOPE)

- 2.1 Department(s) Affected: **General Government Administration**

3.0 POLICY

3.1 Policy Principles:

The rural municipal Council may review the divisions of the rural municipality on its own initiative at any time and for any reason. Section 49.1 of *The Municipalities Act (MA)* requires that Council shall establish a policy setting out the manner in which it will review the divisions of the 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.

4.0 RESPONSIBILITIES

- 4.1 The Chief Administrative Officer (CAO) is responsible for ensuring compliance with this policy.
- 4.2 Council shall review the policy every five (5) years coinciding with Federal Census for the effectiveness of the policy in relation to its governance structure.

5.0 IMPLEMENTATION - PROCEDURE

5.1 In undertaking these responsibilities:

1. Council of the RM will undertake the review. The Council will receive regular remuneration for time spent. If Council feels it necessary, by Council resolution, a contract may be issued through a competitive process for a qualified independent body to conduct the review. At which time Council will approve a budget for costs.
2. A review of division boundaries may be triggered by the following:
 - a. an order by the Minister;
 - b. by resolution of Council;
 - c. petition of ratepayers as presented, in accordance with the MA, requesting for a review;
 - d. Federal Census; or
 - e. potential future growth or depopulation.

This review may not be held during the six months prior to an election in the municipality.

3. Factors to be considered when completing the review may include, but not limited to:
 - a. Representation by Population
 - i. population density;
 - ii. acceptable range of population variance will not exceed +20% unless it can be justified as a way to meet one of the other criteria
 - b. Representation by Electorate
 - i. boundaries will be designed as to maintain equitable parity of voting power
 - ii. non-resident electors will be considered in the determination of population in the divisions
 - iii. acceptable range of electorate variance will not exceed +-20% unless it can be justified as a way to meet one of the other criteria
 - c. Representation of Communities of Interest
 - i. boundaries will be composed of plausible groupings of communities and established settlements
 - d. Geographical and Topographical Features
 - i. the boundaries used to delineate divisions should be straightforward and easily recognizable, and
 - ii. boundaries will be contiguous in shape and as compact as possible.

4. Review Process

Upon the initiation of the review which will be done by resolution of Council at the regular meeting immediately after receiving the petition, or Ministerial order, the Council will complete the review in a 4-month time frame from that regular meeting date. An extension of two months may be granted by resolution of Council.

The Council or qualified independent body must provide a minimum of two (2) proposals of boundary divisions for Council consideration.

The initial report shall be presented at a regular meeting of Council. At that meeting, Council shall set a date for public hearing to be advertised in a paper circulating in the municipality as well as posted in the RM office and any other means deemed necessary by council, giving at least 14 days clear notice for the hearing.

Once a public hearing is complete, the Council will consider recommendations made and bring forth the revised report to the next regular meeting of Council. At that time, a decision will be made regarding the application to the Ministry to alter division boundaries.

5. The Minister's Order 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-election held in the Municipality; 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.

6. If required by the regulations, Council shall apply to the Minister to alter division boundaries in accordance with Section 49 of *The Municipalities Act*.

7. The Lieutenant Governor may make regulations respecting:
- a. the number of members to be elected;
 - b. the manner and means of determining population or number of voters;
 - c. the minimum frequency of reviews;
 - d. any requirements for the purposes of subsection 6.

6.0 DOCUMENT APPROVAL

ROLE	POSITION	NAME OF THE APPROVER	DATE APPROVED
Author	CAO & Assistant Admin	RM Council	27 September 2022
Final Approver	RM 187 Council	Resolution: #	22-523

7.0 REVISION HISTORY

EFFECTIVE DATE	REVISION LETTER	DOCUMENT AUTHOR	DESCRIPTION OF CHANGE
27 September 2022	a.	CAO & Assistant Admin	Initial release and adoption.
	b.		