



POLICY
Division Boundary Review

Policy No.	GG-22-229
Council Approval Date	12-Oct-22
Resolution No.	22-229
Supersedes Policy No.	-
Last Review Date	11-Feb-26

1.0 PURPOSE:

1.1 The purpose of this policy is to establish a manner in which Council will review the division boundaries within the Municipality, to provide for fair representation and number of voters or population in each division of the municipality, as nearly as is reasonably practicable.

2.0 RESPONSIBILITIES:

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

3.0 IMPLEMENTATION-PROCEDURE

- 3.1 The Division Boundary Review (DBR) Committee shall be a Committee of the Whole whereby all Council members are appointed. The Administrator shall attend all DBR Committee meetings to record the meeting and provide recommendation and guidance relating to the Act.
- 3.2 DBR Committee members shall be remunerated at the Council Committee rate set annually by the Council. The Administrator shall not receive additional remuneration, as attendance is deemed a part of normal duties.
- 3.3 An initial review of the existing division boundaries shall be completed by December 31, 2022 in accordance with the Act.
- 3.4 Subsequent to and notwithstanding the initial review, events that trigger a review will be:
 - a. federal Census;
 - b. large development projects;
 - c. municipal boundary changes or restructuring; ie) merger or inclusion of an urban municipality;
 - d. petition of ratepayers as presented, in accordance to the MA, requesting a review;
 - e. by resolution of council;
 - f. an order by the Minister;
 - g. additional factors that may cause a large variance in population.
- 3.5 A review may not be held during the six (6) month period preceding an election in the municipality.
- 3.6 Upon initiation of a review, which will be done by resolution of council at the regular meeting immediately after receiving the petition, or Ministerial Order, the review will be completed within six (6) months.

3.7 In cases where a report recommends change in any/all division boundaries, a report shall be made and a date set for a public hearing, with notice to be advertised in the local paper, and posted in the municipal office, giving at least 14 days clear notice for the hearing;

3.8 In cases where the DBR Committee report shall recommend no changes to the existing division boundaries, public notice of the report shall not be given prior to the meeting.

3.9 In accordance with section 117(1)(c) of the Act, all reports of a Council Committee are available for public inspection after the report presented at a regular Council meeting.

3.10 A passed resolution of Council at a regular meeting is required to apply to the Ministry of Government Relations to alter division boundaries.

3.11 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 that 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.

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

3.13 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.

4.0 REVISION HISTORY

Effective Date: October 12, 2022 Initial Release Res 22-229

Reviewed February 14, 2024

Reviewed February 12, 2025

Reviewed February 11, 2026