



DIVISION BOUNDARY REVIEW POLICY

PURPOSE

This policy is to create procedures in which divisions within the Rural Municipality of Milton No. 292 are reviewed to determine if each division had, as nearly as is reasonably practicable, the same population or number of voters in accordance with section 49 of *The Municipalities Act*.

PROCEDURE

1. By resolution at a regular meeting, the council shall establish a Division Boundary Review (DBR) Committee and appoint its members annually.
2. The DBR Committee shall be a Committee of the Whole, where all council members are appointed. The Administrator shall attend all DBR Committee meetings to record the meeting and provide recommendations and guidance.
3. DBR Committee members shall be remunerated at the council committee remuneration rate set annually by the council. The Administrator shall not receive additional remuneration, as attendance is a part of regular duties.
4. DBR Committee meetings shall operate in accordance with the Council Procedure Bylaw.
5. The following events will trigger a division boundary review:
 - a. A completed Federal Census;
 - b. Large development projects;
 - c. Municipal boundary changes or restructuring (e.g., the inclusion of an urban municipality);
 - d. Incorporating a new municipality;
 - e. Additional factors that may cause significant variance in the population.
6. All reviews must be completed within six (6) months of being initiated.
7. The DBR Committee will provide a report and its recommendations at a regular Council meeting.
8. In accordance with section 117(1)(c) of *The Municipalities Act*, all reports of a DBR Committee will be available for public inspection for thirty (30) days after the report and recommendations are presented to the council.

9. Once the public inspection is closed, the council may apply to the Ministry of Government Relations to alter the boundaries in accordance with section 49 of *The Municipalities Act*.
10. The Minister's order will take effect:
 - a. If the application is made one hundred eighty (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 rural municipality; or
 - b. If the application is made less than one hundred eighty (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.
11. The municipality may request the Minister of Government Relations to establish a "Special Service Area" by order, which may be assigned different tax rates and service levels.
12. The Lieutenant Governor may make regulations respecting:
 - a. The number of members to be elected;
 - b. The manner and means of determining the population or number of voters;
 - c. The minimum frequency of reviews;
 - d. Any requirements for the purposes of subsection 6 of this policy.

Resolution No. 2022-285

Date: September 14th, 2022