

**Policy Statement:**

The purpose of this policy is to establish procedures to review the divisions of the Rural Municipality of The Gap No. 39 as per section 49.1 of *The Municipalities Act* for the purpose of providing that each division of the rural municipality has, as nearly as is reasonably practicable, the same population or number of voters.

**1. Division Review Procedures**

- a) A Division Review shall be undertaken upon Council's direction by resolution. Events that may trigger a division population review are as follows:
  - i. Variance in the Census of Population conducted by Statistics Canada;
  - ii. Completion of large scale development projects;
  - iii. Significant changes in land use within the municipality; or
  - iv. Any other event that may cause variance in population.
- b) A committee of appointed members of Council, the Division Review Committee, will undertake a review of the population or number of voters in each division. The Division Review Committee shall follow the operating procedures outlined in Part VI - Council Committees of The Council Procedures Bylaw (Bylaw No. 2/2022). Remuneration for committee members shall be set by Council annually by resolution.
- c) Additional factors that may be considered when determining if a variance in population or number of voters is acceptable:
  - i. Development and land use;
  - ii. Natural geographic boundaries and physical features of the land;
  - iii. Location of Hamlets, other communities, and special service areas;
  - iv. Accessibility of the area;
  - v. Rate of growth of the population; and
  - vi. Any other factor that the committee may find relevant.
- d) The review of population or number of voters shall be completed within six (6) months of being initiated.
- e) The Division Review Committee shall prepare a summary report indicating the findings of the review of population or number of voters and shall provide a recommendation to Council.
- f) The report shall be presented to Council at a regular meeting. Public notice shall be given seven (7) clear days prior to the report presentation. The report shall be made available for public inspection at the municipal office.
- g) Council may apply to the Minister to, by order, alter the boundaries of, eliminate or create one or more divisions, or renumber divisions in the rural municipality in accordance with section 49 of *The Municipalities Act*.

- h) The Minister's Order made in response to an application takes effect:
  - i. 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 rural municipality; or
  - ii. 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.