



## Council Policy

**Policy Title:** Ward Boundary Determination and Review  
**Policy Number:** CP2019-04  
**Report Number:** C2019-1195  
**Adopted by/Date:** Council / 2019 October 22  
**Effective Date:** 2019 October 22  
**Last Amended:** N/A  
**Policy Owner:** City Clerk's Office

### 1. POLICY STATEMENT

1.1 A ward boundary maintains equitable representation by Councillors across the city of Calgary.

### 2. PURPOSE

- 2.1 To establish the criteria to be considered for City-wide Reviews, Minor Reviews and Adjustments for ward boundary changes.
- 2.2 To establish the threshold for City-wide Reviews, Minor Reviews and Adjustments.
- 2.3 To provide authorization and process to the Returning Officer to conduct a Minor Review or Adjustment.
- 2.4 To provide for the establishment of a Ward Boundary Commission ("Commission").
- 2.5 To establish and define the membership and terms of reference of the Commission.
- 2.6 To provide a method for Members of Council to provide feedback to the Ward Boundary Commission and/or the Returning Officer.

### 3. DEFINITIONS

- 3.1 "Adjustments": Adjustments occur as a result of annexation or development of a community that causes new homes or streets to be split by the existing ward boundary or other minor changes to align with community boundaries.
- 3.2 "Boards Commissions & Committees" means Boards, Commissions and Committees ("BCCs") as defined in Council Policy CP2016-03 *Governance and Appointments of Boards, Commissions and Committees*.
- 3.3 "City-wide Review": City-wide Reviews are undertaken by the Commission and occur when eight (8) or more wards require adjustment, based on deviation

results, or where Council reviews its composition and results in associated ward boundary changes.

- 3.4 “Community Association Boundaries”: The boundaries of a community as set by Community Associations (these may include multiple communities to form one larger Community Association Boundary).
- 3.5 Community District Boundaries: The boundaries of a community as set by The City.
- 3.6 “Elector” means an elector as defined by the *Local Authorities Election Act*, RSA 2000 c. L-21.
- 3.7 “Minor Review”: When up to seven (7) or fewer wards require adjustment, based on deviation results.
- 3.8 “Organizational Meeting” means the annual organizational meeting of Council as defined in *The Procedure Bylaw 35M2017* as amended.
- 3.9 “Ward Boundary Commission”: Commission appointed by Council, to undertake City-wide Reviews to ward boundaries and provide recommendations to Council as set out in this policy.

#### **4. APPLICABILITY**

- 4.1 This Council policy applies to:
  - 4.1.1 Members of Council
  - 4.1.2 Returning Officer
  - 4.1.3 Ward Boundary Commission Members

#### **5. LEGISLATIVE AUTHORITY**

- 5.1 Pursuant to section 148 of the *Municipal Government Act*, RSA 2000 c. M-26, a council may divide the municipality into wards and establish their boundaries and governance structure.

#### **6. PROCEDURE**

##### **6.1 Criteria for Developing Ward Boundary Recommendations**

The criteria used when developing ward boundary recommendations in general order of priority are:

###### **6.1.1 Total Population**

All calculations will be based on the total population from the most recent civic census. The total population is intended to be relatively equal between the wards and based on allowable deviation from the mean population.

#### **6.1.2 Total Electors**

All calculations will be based on the total number of Electors from the most recent Provincial data. The total Elector count is intended to be relatively equal between the wards and based on allowable deviation from the mean total Elector count.

#### **6.1.3 Deviation**

The allowable deviation from the mean population or total Elector count is +/- 15%. The maximum allowed deviation is +/- 25%.

#### **6.1.4 Natural or Physical Boundaries**

Wherever possible, the ward boundaries will be easily identifiable to the public by utilizing natural or physical boundaries such as major roadways, escarpments, rivers, parks, etc.

#### **6.1.5 Future Growth**

The potential for growth in each ward over the next ten (10) years will be considered.

#### **6.1.6 Communities of Interest**

Wherever possible, ward boundaries will ensure communities with common interests or sharing a common roadway access are kept within the same ward.

#### **6.1.7 Community District Boundaries**

Wherever possible, the ward boundaries and The City developed Community District Boundaries will coincide.

#### **6.1.8 Community Association Boundaries**

Wherever possible, Community Association boundaries will also be given consideration, but it must be noted that these boundaries are not controlled by The City and can change at the decision of the communities involved.

#### **6.1.9 Historical Ward Boundaries (City-wide Review)**

Consideration of the historical ward boundaries in an area of the city will be given, however it is not mandatory that these boundaries be used.

#### **6.1.10 Land Use Mix (City-wide Review)**

Wherever possible, efforts will be made to equalize the distribution of commercial, rural, industrial, institutional, and green space areas between the wards without pie shaped wards, in keeping with the October 19, 1960 City plebiscite.

#### 6.1.11 **Block Shaped Wards**

Wards are to be relatively block shaped.

### 6.2 **Responsibilities**

#### 6.2.1 **Council**

- 6.2.1.1 Give direction to the Commission to conduct a City-wide Review and any related matters (e.g., Council composition);
- 6.2.1.2 Give direction to the Returning Officer to conduct a Minor Review or Adjustment and any related matters (e.g., Council composition);
- 6.2.1.3 Inform the Returning Officer or Commission of desired recommendations during the consultation process; and,
- 6.2.1.4 Consider Returning Officer or Commission recommendations.

#### 6.2.2 **Ward Boundary Commission**

- 6.2.2.1 Develop ward boundary scenarios and other matters directed by Council, in keeping with the criteria identified in this policy;
- 6.2.2.2 Recommend review timelines and a public and stakeholder engagement plan for Council's consideration;
- 6.2.2.3 Obtain public and stakeholder feedback on ward boundary scenarios and other matters directed by Council;
- 6.2.2.4 Provide Council with its recommendations; and,
- 6.2.2.5 Review this policy at the conclusion of a review and submit any recommendations for Council's consideration.

#### 6.2.3 **Returning Officer**

##### *Post-election Report*

- 6.2.3.1 Generally within eighteen (18) months of a general election, provide a report to Council highlighting potential population and Elector count deviations (+/-) that may require ward boundary changes or may be impacted in the next general election; and,
- 6.2.3.2 Recommend a Minor Review or City-Wide Review to Council, in keeping with the criteria identified in this policy.

##### *Minor Reviews*

- 6.2.3.3 Develop ward boundary scenarios and other matters directed by Council, in keeping with the criteria identified in this policy;
- 6.2.3.4 Recommend review timelines and a public and stakeholder engagement plan for Council's consideration;



- 6.2.3.5 Obtain public and stakeholder feedback on ward boundary scenarios and other matters directed by Council;
- 6.2.3.6 Provide Council with his or her recommendations; and,
- 6.2.3.7 Review this policy at the conclusion of a review and submit any recommendations for Council’s consideration.

*City-wide Reviews*

- 6.2.3.8 Report to Council, prior to appointment of the Commission, with recommendations on remuneration of Commission members; and,
- 6.2.3.9 Provide administrative and professional services to the Commission.

**7. SCHEDULES**

7.1 Schedule A: Ward Boundary Commission Terms of Reference

**8. AMENDMENTS**

Date of Council Decision	Report/Bylaw	Description

**9. REVIEWS**

Date of Policy Owner’s Review	Description



## **SCHEDULE A – Ward Boundary Commission Terms of Reference**

### **1. Composition**

The Commission shall consist of five (5) voting members as follows:

- a. One (1) person who understands The City from a political and organizational perspective, such as a former member of Calgary City Council who has not sought election in the most recent election;
- b. Two (2) electors, with an interest and expertise in political science, public policy, or urban issues;
- c. Two (2) residents of Calgary; and

One non-voting member as follows:

- d. The Returning Officer or designate.

### **2. Appointment**

Applications and nominations to be a Member of the Commission will be submitted during the annual Boards, Commissions and Committees (“BCC”) advertising and recruitment campaign. Appointments to the Commission will be made at the Organizational Meeting of Council (“Organizational Meeting”) in the year the recruitment occurs.

### **3. Term**

The term of the Council appointed Commission members is from November first in the year the members are appointed to the date the final recommendations report is presented in Council (no later than July the year prior to a general election), or any other date deemed appropriate by Council.

### **4. Commission Chair and Vice Chair**

The Chair and Vice Chair shall be selected by the Commission members at the first meeting of the Commission from amongst the Council appointed members.

### **5. Quorum**

Commission quorum is three (3) voting members.

### **6. Meetings**

The Commission will meet at the call of the Chair in compliance with the *Municipal Government Act*, RSA 2000 c. M-26 with respect to notice. The Chair may cancel meetings.



## **7. Remuneration**

Members of the Commission, other than the Returning Officer, shall receive a flat rate sum for remuneration for the work involved in the Commission. The Chair shall receive an additional sum for the work of the Chair.

Out of pocket expenses for items such as parking shall be reimbursed.

## **8. Engagement**

### *Input from Members of Council and School Boards*

The Commission shall recommend ward boundary review timelines and provide a public engagement plan for Council's consideration within the first three months of appointment to the Commission. The engagement plan will provide for consultation with Council and both school boards, the Calgary Board of Education ("CBE") and the Calgary Catholic School District ("CCSD").

### *Input from the Public*

The Commission shall provide Council with a report outlining the timelines and engagement plan within the first three months of appointment to the Commission. The Commission may use The City's *Engage Framework* to guide the consultation process.

## **9. Report Deadlines**

The Commission shall report to Council with recommendations no later than six (6) months before the beginning of an election year in the event of a City-wide Review.

## **10. Governance**

- a) The Commission shall act in accordance with Council Policy CC017, Ward Boundary Determination and Review, Council Policy CP2-16-03, Governance and Appointments of Boards, Commissions and Committees and The Procedure Bylaw 35M2017 as amended.
- b) Any records submitted to the Commission is governed by the applicable provisions of the Municipal Government Act, RSA 2000 c. M-26 and the Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25.
- c) The Commission will act in accordance with the Municipal Government Act, RSA 2000 c. M-26, Code of Conduct for Citizen Members Appointed to Council Established Boards, Commissions and Committees applicable to the position held and any other relevant Council Policies and in the best interest of The City taking into account the city as a whole, and without regard to the member's personal interests. They will consider all issues consistently and fairly, and in the light of all relevant facts, opinions and analysis of which the member should be reasonably aware. In



addition, all members will endeavor to incorporate the following Guiding Principles into the oversight and guidance they provide regarding its mandate:

- a. Accountability;
- b. Citizen-centricity;
- c. Diversity;
- d. Inclusivity and authenticity;
- e. Neutrality;
- f. Respect;
- g. Responsiveness and commitment;
- h. Timeliness; and
- i. Transparency.