

Title: **Ward Boundary Determination and Review**
Number: **CP2019-04**
Effective Date: **2026 March 31**
Responsible Business Unit: **City Clerk's Office**

1. PURPOSE

1.1 The purpose of this Council Policy is to:

- a) outline the process for Ward Boundary Reviews that support the principles of effective representation; and
- b) outline the process for Ward Boundary Adjustments.

2. APPLICABILITY

2.1 This Council Policy applies to:

- a) Council;
- b) the Returning Officer; and
- c) a Ward Boundary Commission (Commission).

3. POLICY STATEMENT

3.1 Council will review and may adjust ward boundaries to achieve relative population parity and will consider other relevant criteria as set out in this Council Policy, to support effective representation.

4. ROLES AND RESPONSIBILITIES

4.1 Council:

- a) may, by bylaw, establish a Commission with a mandate to conduct a Ward Boundary Review and any related matters as directed by Council;
- b) directs the Returning Officer to conduct a Ward Boundary Adjustment; and
- c) considers Returning Officer or Commission recommendations.

4.2 The Ward Boundary Commission:

- a) executes its mandate set out in its enabling bylaw, including but not limited to:
 - i. developing ward boundary scenarios and other matters directed by Council, in keeping with the criteria identified in Schedule A;
 - ii. recommending Ward Boundary Review timelines and an engagement plan for Council's consideration;

- iii. obtaining public and partner feedback on ward boundary scenarios and other matters directed by Council;
- iv. providing Council with its recommendations; and
- v. reviewing this Policy at the conclusion of a Ward Boundary Review and submitting any recommendations for Council's considerations.

4.3 The Returning Officer:

- a) generally within 18 months of a general election, provides a report to Council highlighting potential population deviations (+/-) that may require ward boundary changes or may impact the next general election;
- b) recommends a Ward Boundary Review to Council in keeping with the criteria identified in Schedule A;
- c) conducts a Ward Boundary Adjustment as directed by Council; and
- d) provides administrative and professional services to the Commission.

5. DEFINITIONS

5.1 In this Council Policy:

- a) **Boards, Commissions & Committees** or **BCCs** as defined in Council Policy CP2016-03, *Governance and Appointments of Boards, Commissions and Committees*;
- b) **Civic Census** as defined in the *Municipal Government Act*, RSA 2000, c. M-26;
- c) **Community Association Boundaries** means boundaries of a community as set by Community Associations (these may include multiple communities to form one larger Community Association Boundary);
- d) **Federal Census** means a nationwide enumeration conducted by Statistics Canada prescribed within the *Statistics Act*, RSC 1985, c S-19;
- e) **Organizational Meeting** means the annual organizational meeting of Council as defined in Bylaw 42M2025, *Procedure Bylaw* as amended;
- f) **Ward Boundary Adjustment** means minor ward boundary changes required to align with community boundaries caused by annexation or development of a community, among other scenarios;
- g) **Ward Boundary Review** means a review undertaken by the Commission when wards require adjustment, in keeping with Schedule A; and
- h) **Ward Boundary Commission** or **Commission** means a commission appointed by Council to undertake Ward Boundary Reviews.

6. ASSOCIATED GOVERNANCE

6.1 The contents of this Council Policy are in alignment with associated governing documents:

- a) *Municipal Government Act*, RSA 2000, c M-26, as amended;
- b) Bylaw 73M94, *City Clerk Bylaw*, as amended;
- c) Bylaw 42M2025, *Procedure Bylaw*, as amended;
- d) Council Policy CP2016-03, *Governance and Appointments of Boards, Commissions and Committees*; and
- e) Council Policy CP2024-09, *Remunerations and Expenses for Public Members Serving on Council-Established Boards, Commissions and Committees*.

7. HISTORY

Action	Date	Approval	Description
Revision	2026 March 31	C2026-0082	Moved to the new template, incorporated Ward Boundary Commission recommendations, and updated that calculations will be based on the most recent Federal or Civic Census population data to ensure accuracy.
Revision	2023 June 6	C2023-0496	Rescind Schedule A: Ward Boundary Commission is now established by Bylaw 28M2023.
New	2019 October 22	C2019-1195	

Schedule A – **Criteria for Developing Ward Boundary Recommendations**

1. **Total Population:** All calculations will be based on the total population from the most recent Federal or Civic Census. The total population is intended to be relatively equal between the wards and based on allowable deviation from the mean population.
2. **Deviation:** The allowable deviation from the mean population count is +/- 15%. The maximum allowed deviation is +/- 25%.
3. **Communities of Interest:** Wherever possible, ward boundaries will ensure communities with common interest or sharing a common roadway access are kept within the same ward.
4. **District Boundaries:** Wherever possible, the ward boundaries and The City developed Community District Boundaries will coincide.
5. **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. **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.
7. **Future Growth:** The potential for growth in each ward over the next 10 years will be considered.
8. **Historical Ward Boundaries:** 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.
9. **Land Use Mix:** 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 ward, in keeping with the October 19, 1960 City plebiscite.
10. **Block Shaped Wards:** Wards are to be relatively block shaped.