

**BYLAW 6374**

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**A BYLAW OF THE CITY OF LETHBRIDGE  
ELECTORAL WARD BOUNDARY COMMISSION BYLAW**

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WHEREAS Council passed a resolution directing the establishment of a council committee to investigate and make recommendations respecting the use of electoral wards in the City of Lethbridge;

AND WHEREAS, sections 145 and 146 of the Municipal Government Act R.S.A. 2000, c. M-26 the Council is able to pass bylaws establishing council committees and setting out the function and composition of such committees;

AND WHEREAS, section 148 of the Municipal Government Act R.S.A. 2000, c. M-26 enables Council to divide a municipality into wards for the purposes of municipal elections;

AND WHEREAS; Council has adopted Bylaw 6250, the Procedure Bylaw setting out the procedures to be followed for council committees;

AND WHEREAS, section 95 of the Freedom of Information and Protection of Privacy Act R.S.A. 2000, c. F-25, requires every public body to, by the means by which it makes decisions, appoint a FOIP Head and establish a fee schedule for answering information requests, but the fee schedule may not exceed the maximum fees set in the Freedom of Information and Protection of Privacy Regulation, AR 31/2012, as amended;

NOW THEREFORE, THE COUNCIL OF THE CITY OF LETHBRIDGE ENACTS AS FOLLOWS:

**PART I – TITLE, PURPOSE AND DEFINITIONS**

**Title**

- 1 (1) (a) This bylaw may be cited as the “Ward Boundary Commission Bylaw”.

**Purpose**

- 2 (1) The purpose of this Bylaw is to establish:  
(a) the Electoral Ward Boundary Commission as a council committee.  
(b) the Commission to examine, analyze, engage stakeholders and produce a Final Report on the use of a ward system to be submitted to Council.

**Definitions**

- 3 (1) In this Bylaw, unless the context otherwise requires:  
(a) “City” means the municipal corporation of the City of Lethbridge.  
(b) “City Clerk” has the same meaning as in Bylaw 4783, the City Clerk Bylaw.  
(c) “Commission” means the Electoral Ward Boundary Commission established by the bylaw.

## **PART II – MANDATE**

- 4 (1) To provide a detailed written report to City Council (the “Final Report”) on an Electoral Ward System for the City.
- (2) To report back on recommendations for how the City could work to encourage more participation by Lethbridge residents in the municipal political system.

### **Terms of Reference**

- 5 (1) The Commission will fulfill its mandate by considering the following questions:
  - (a) If the community would benefit from a ward system;
  - (b) If the community would benefit from a ward system, design a ward model taking into account, such factors as follows:
    - (i) Number of wards;
    - (ii) Number of councilors per ward; and
    - (iii) Hybrid (a council with councilors both at large and in a ward);
  - (c) Determine boundaries considering these factors
    - (i) Population and the number of electors per ward;
    - (ii) Future growth projections;
    - (iii) Significant natural and man-made barriers;
    - (iv) Any current trends or generally accepted best practices in ward boundary design;
    - (v) The most recent federal and municipal census data
    - (vi) The development, use of land and patterns of human settlement in the City;
    - (vii) Any other factors that are deemed to be relevant by the Commission.
  - (d) Examine and estimate what the potential budget and resource implications for Councilors and Administration in the recommended ward system would be; and
  - (e) Draft an Electoral Ward Boundary Council Policy which delineates processes and procedures for establishing, reviewing and adjusting ward boundaries for the future, and use this draft in the design of proposed system, if appropriate.
  - (f) Whether or not the Commission determines that the City requires a ward system, if in the discussions held by the Commission they discover ways that the City’s political structures may be improved, they should report back and make recommendations in their final report for the consideration of Council.
- (2) Prepare ward boundary review timelines, a public engagement plan and a communication plan within 90 days of the first meeting of the Commission.
- (3) Ensure the engagement plan adequately consults with the general public, Council and all school boards in the City.
- (4) Produce a Final Report with recommendations for Council’s consideration, which must include a summary of the results of the engagement plan no later than one year after the first meeting of the Commission.

## **PART III – MEMBERSHIP AND APPOINTMENT**

- 6 (1) (a) The Commission will be comprised of eight (8) members.  
(b) Seven (7) voting members are to be appointed from the general public by Council.  
(c) Council may consider the following skills and backgrounds in the appointment of public members:  
i. political science,  
ii. municipal governance,  
iii. legal,  
iv. general research;  
v. statistics,  
vi. urban planning,  
vii. social science,  
viii. methodology,  
ix. demography,  
x. or represent a diversity of life experiences within the City or ward systems more generally,  
xi. or any other area that Council considers appropriate;  
(d) The City Clerk is a non-voting member of the Commission;  
(e) The City Clerk shall support the appointment of members to the Commission in accordance with Bylaw 6250, The Procedure Bylaw notwithstanding this process will not be annual nor necessarily comply with the timelines in that bylaw.  
(f) The Chair and Vice Chair shall be selected by the Commission members at the first meeting of the Commission.

#### **Term**

- 7 (1) (a) The Commission and its membership will be dissolved upon the ward system review completion and the respective report presented to City Council; and  
(b) Any vacancy may be filled for the unexpired portion of the term of the person being replaced by the appointment of Council of a substitute member.

#### **PART IV – MEETINGS AND QUORUM**

- 8 (1) (a) The Commission must meet at least monthly;  
(b) The Chair may schedule meetings as required;  
(c) Quorum is established by the attendance of a majority of the voting members of the Commission at a properly called meeting of the Commission.

#### **Resources**

- 9 (1) (a) The Commission is responsible for obtaining the necessary support, within approved budget which may include, but not limited to:  
(i) Project management  
(ii) GIS/data analysis  
(iii) Public engagement and communication  
(iv) Administration

- (v) Other reasonable duties required by the Commission to fulfil its mandate
- (2) (i) The City Clerk will provide support to the Commission including preparing reports; recording minutes; providing information to the Committee.

**Budget**

- 10 (1) (a) Council has provided a budget to the Commission pursuant to a resolution of June 7, 2022.

**Honorarium**

- 11 (1) (a) Voting Members of the Commission shall receive a \$2,000.00 flat-rate honorarium for the work involved in the Commission upon completion of the mandate; and
- (b) The Chair shall receive a \$2,500.00 flat rate honorarium for the work of the Chair upon completion of the mandate.

**Freedom of Information**

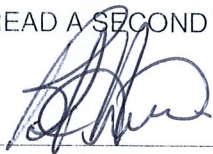
- 12 (1) (a) The City Clerk will act as the head of the Committee for the purposes of the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, as amended, and adopt a fee schedule for information requests pursuant to that legislation.
- 13 (1) (a) This bylaw comes into force upon its third and final reading.
- (b) This bylaw is rescinded upon the completion of the mandate.


READ A FIRST TIME this 26<sup>th</sup> day of July A.D. 2022

B.E Hyggen (Sgd.)  
MAYOR

B.L. Hilford (Sgd.)  
CITY CLERK

READ A SECOND TIME this 26<sup>th</sup> day of July, A.D. 2022

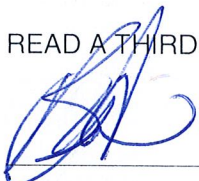
  
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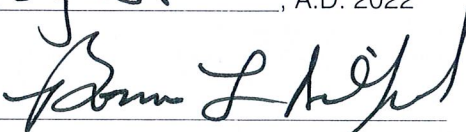
  
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MAYOR

CITY CLERK

READ A THIRD TIME this 9 day of August, A.D. 2022

  
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MAYOR

CITY CLERK