

**TOWN OF THREE RIVERS**  
**ELECTORAL BOUNDARIES COMMISSION**  
**TERMS OF REFERENCE**  
**November 8, 2019**

Council will appoint an Electoral Boundaries Commission to be comprised of up to three (3) individuals.

**Legislative Issues:**

The MGA addresses such Commissions in Section 39. The key elements of the provisions are:

- the Council shall ensure that the number of electors in the proposed wards shall be comparable, and in no case shall the Council permit the number of electors in a proposed ward to be more than ten per cent above or below the average number of electors in all of the proposed wards.
- the Council shall establish and appoint an Electoral Boundaries Commission to review the wards and make a report to Council setting out its recommendations, subject to above, as to the area, boundaries and names of the wards.
- The Electoral Boundaries Commission shall complete its review within 3 months of its appointment.
- a Council may, with respect to the report prepared by the Electoral Boundaries Commission,
  - (a) accept the recommendations;
  - (b) accept the recommendations in part;
  - (c) accept the recommendations with modifications; or
  - (d) reject the recommendations.

**Structure of Commission:**

The Commission shall elect a Chairperson who will be the only official spokesperson. The Chairperson will be required to make a report on the Commission's recommendations to the Council.

The business of the Commission will remain "confidential" until such time as its final report is presented to the Council at a public meeting.

Should a member of the Commission be unable to complete his/her term, the Council will appoint a replacement.

**Duties:**

1. the Commission shall undertake a review and provide recommendations to the Council concerning a ward structure, the proposed boundaries, and proposed ward names.

2. The options to be considered are eight wards with one councillor; four wards with a minimum of one councillor in each ward; and no wards at all (i.e. open ward).
3. The Commission shall submit a written report to the Council addressing and making specific recommendations on the preferred ward system, the ward boundaries and the ward names

**Timing:**

The Commission will prepare its written report and recommendations within ninety (90) days of appointment.

**Administrative support:**

The Administration will provide both meeting space and secretarial services to the Commission.

**Compensation for Commission Member(s):**

The Commission Member(s) will receive compensation in accordance with clause 8.1 of the Town's Remuneration Bylaw.