

Instruction Guide for completing the Local Government Committee Application Form LGC-2501-LI for Local Improvements 5(1)(c)

According to section 3(1) of *The Local Improvements Act*, a work or service or any combination of works or services may, by bylaw, be undertaken by a municipality as a local improvement if any land specially assessed for the work or service is benefited by it.

The council may pass a bylaw for undertaking a local improvement:

- (a) on receipt of a petition to the council requesting it;
- (b) on the initiative of the council;
- (c) on the initiative of the council, owners have no right to petition

A municipality shall apply to the board for approval to undertake a local improvement if the local improvement is initiated pursuant to clause 5(1)(c).

1. Before applying for approval of the board pursuant to subsection 8(1) of *The Local Improvements Act*, the council shall first cause notice of the proposed local improvement to be made. A record of consultations must be contained in the application. (For further information, please refer to section 15 of the Act and section 4 of the Regulations).

The Local Improvements Act: <https://publications.saskatchewan.ca/api/v1/products/610/formats/860/download>

The Local Improvements Forms Regulations: <https://publications.saskatchewan.ca/#/products/1245>

Before giving a notice of intention, the council shall cause a report to be prepared that includes information with respect to the proposed local improvement as prescribed in section 6(1) of *The Local Improvements Act*.

2. In reviewing the application, the board in its discretion may confirm the eligibility of the work or service as a local improvement, with reference to whether land to be specially assessed is benefited, and either:
 - (a) approve the financial agreements for undertaking it, including making any requirement to obtain an agreement with some or all of the owners of benefited land to prepayment of a portion of the estimated cost of the proposed local improvement; or
 - (b) refuse to approve it

The board may conduct a hearing into any proposed local improvement to be carried out under 5(1)(c).

3. On conducting the hearing, the board may:
 - (a) overrule the decision of the council with respect to the proposed local improvement; or
 - (b) approve the decision of the council with respect to the proposed local improvement and attach any conditions to the approval that the board considers appropriate in the circumstances; and the decision of the board is final and binding on the council.

The procedure for a hearing pursuant to this section is provided in *The Municipal Board Act*.

4. Please submit the form electronically along with the required documents listed in Section 2 of the application form.

Your application will be considered received when the SMB has received the completed application form *and* all required documents. During the review process, the SMB may contact municipalities for additional information if needed. Generally, you can expect a response from us within 21 days after we have received all required information.

SECTION 1: Applicant Contact Information

The *Applicant* is the person authorized by a municipality to make an application to the Local Government Committee (LGC).

SECTION 2: Required Documents

This section outlines the documents that support the application.

(1) Draft Resolution to Adopt Local Improvement Report

That the Report prepared by Administrator, (Name of the Administrator), with respect to the proposed local improvement listed below, be adopted; that application be made under clause 5(1)(c) of *The Local Improvements Act*, 1993 to the Saskatchewan Municipal Board, Local Government Committee, to undertake this work as a local improvement at the estimated cost of \$000,000.00:

Work	Location	From	To
e.g. Road Paving	Oxbow Dr.	Valleyview Rd.	Tait Dr.

and, that the land described above is specially or directly benefited by reason of this local improvement differently from or greater than that generally received by the landowners in the municipality.

Administrator

(SEAL)

(Please ensure the work description and location of work matches the information on the Preliminary Assessment Schedule).

(2) Preliminary Assessment Schedule (PAS)

When preparing PAS, please download and use SMB's Excel Template, which can be found through [Preliminary Assessment Schedule.xls](#).

Please note that "Estimated Property Owners' Share" refers to the share that benefits the land directly **including municipally owned property**. "Estimated Municipal Share" is the share that council decides to contribute to the work because the work benefits the entire municipality to some degree.

SECTION 3: Application Details

This section provides insight into the type of local improvement a municipality is applying to undertake and additional information about the application.

If any assessed lands are owned by the municipality, highlight them on the work map and indicate both the assessable frontage and the corresponding dollar amount. If an alternative method of special assessment is used. Kindly specify the method.

Exemption Details: refers to section 24 of the Act.

FINANCIAL DETAILS:

This section asks for specific details about allocation of the cost and how it will be financed.

If the borrowing is required, the term of borrowing cannot exceed the lifetime of the project, work or service.

SECTION 4: Additional Comments

Please provide any relevant information that you were not able to enter in other fields.

Section 5: Authorization

The *authorized* person should complete, sign and date the application form.

SECTION 6: Application Submission

Print and save a copy of your application form before submitting the application to the LGC. ***Remember to attach to the submission email the Required Documents listed in Section 2 as well as any supplemental information.***