

APPLICATION FOR ALTERATION OF MUNICIPAL BOUNDARIES

Part 1A – *The Municipalities Act*



**Saskatchewan
Municipal
Board**

This form constitutes the application for the "Alteration of Municipal Boundaries" as required by Form E of *The Municipalities Regulations* to *The Municipalities Act* in combination with the requirements of section 18 of *The Municipal Board Act*.

ABOUT THE FORM

This form is to be completed for the review of applications for the alteration of boundaries when the affected municipalities do not agree to the proposal or where the minister requests that the committee review any boundary alteration applications made to the minister. *The Municipalities Act* and *The Cities Act* provide councils with the authority to apply to the committee or minister to alter municipal boundaries where affected municipalities do not provide a supportive resolution to the sponsoring municipality's proposal.

Part 1A is the form for municipalities applying pursuant to *The Municipalities Act* and Part 1B is the form for cities applying pursuant to *The Cities Act*.

ADDITIONAL INFORMATION

For additional information on the municipal boundary alteration process, please visit the SMB's website at www.smb.gov.sk.ca or contact:

Secretary, Municipal Boundary Committee
Saskatchewan Municipal Board
480 – 2151 Scarth Street
REGINA SK S4P 2H8
Telephone: (306) 787-6221
Fax: (306) 787-1610

FOR FURTHER INFORMATION CALL THE COMMITTEE SECRETARY AT THE PHONE NUMBER INDICATED ABOVE.

Next Steps After the Application is Filed

The following is a general process that may be modified to apply to specific situations that may occur in municipalities.

- 1) The committee shall provide a copy of all material provided to it by the applicant municipality to the municipalities affected by the proposed boundary alterations.
- 2) Any written presentations to be made by the affected municipalities shall be forwarded to each other and the Board within 14 days of the date set for the public hearing on the application.
- 3) The committee shall request comments from the minister as required in Section 18(4) of *The Municipal Board Act*. These comments shall be shared with the parties to the application.
- 4) If a public hearing is deemed necessary with respect to the proposed alteration of municipal boundaries, the chair to the committee shall set the date, time, and place for such hearing.

- 5) The committee secretary shall cause notice of same to be published in accordance with Section 18(7) of *The Municipal Board Act*.
- 6) **At any time prior to the public hearing, the Committee may arrange for a facilitated meeting with the affected municipal councils. Any costs associated with this facilitation will be the responsibility of the applicant municipality.**

Matters Considered by the Committee

The Saskatchewan Municipal Board Municipal Boundary Committee, in its review of applications for alteration of boundaries shall take into consideration the current or prospective matters outlined in section 18(4) of *The Municipal Board Act*, as indicated below:

- (a) Land use planning
- (b) Tax sharing
- (c) Local boards and commissions
- (d) Municipal services
- (e) Municipal capital works
- (f) Mill rates and assessments
- (g) Disposition of land or improvements that is owned by or leased to a municipality, local board or commission
- (h) Disposition of assets and liabilities
- (i) Municipal electoral boundaries
- (j) Grants or other assistance from the government of Saskatchewan or Canada
- (k) Local school divisions
- (l) Transportation, communication and utilities and rates for those things
- (m) Local improvements in the area affected
- (n) Hospital, library and other inter municipal bodies
- (o) Bylaws
- (p) Any other matters that the minister or the board considers relevant

Should there be a hearing all parties should be prepared to discuss these items.

PART 1A – APPLICATION FOR ALTERATION OF MUNICIPAL BOUNDARIES TO SASKATCHEWAN MUNICIPAL BOARD PURSUANT TO *THE MUNICIPALITIES ACT*

Send this completed application form to:

Secretary, Municipal Boundary Committee
Saskatchewan Municipal Board
#480-2151 Scarth Street
REGINA SK S4P 2H8

	CHECKLIST: Mark ☒ Appropriate Boxes	Reference
Included	Material Required	Section
☐	Sealed certified copy of resolutions attached as Schedule 1	IV
☐	Map attached as Schedule 2	V
☐	Public Meetings, Notices and Submissions attached as Schedule 3	VI
☐	Minutes of public meeting(s) held pursuant <i>The Municipalities Act</i> attached as Schedule 4	VI
☐	General Data attached and properly identified as schedules to the application	VII
	<u>Taxation and Assessment Information</u> attached as Schedule 5	
	_____ attached as Schedule _____	
	_____ attached as Schedule _____	
	_____ attached as Schedule _____	
☐	Submit eight (8) copies and one original	

Section I – APPLICANT INFORMATION

Name of Municipality		
Mailing Address	Town / City	Postal Code
Contact Person Name		Contact Person Position
Contact Person Telephone Number	Contact Person Fax Number	Contact Person Email Address

Section II – PROPOSAL

The council of the above named municipality applies for the alteration of the municipality's boundaries pursuant to *The Municipalities Act* by: *(details of the alteration – e.g. adding to or withdrawing territory, merger, inclusion, etc.)*

Section III – REASONS (Attach additional sheets if required)

The reasons for the request are:

(1)

(2)

(3)

(4)

(5)

Section IV – RESOLUTIONS

(1) A certified copy of a resolution of the council requesting the boundary alteration is identified and attached as Schedule 1.

(2) The council of _____ of _____ has not consented to this proposal.
(Name of municipality affected by proposed alteration)

Accordingly, a certified complementary resolution of the council is **not** attached. (Please provide a copy of any correspondence or minutes of any related meeting(s) in respect to this matter)

Section V - MAP

A map or plan showing in detail the boundaries of the proposal including a legal description of any proposed boundary changes to the municipalities affected by the application and changed by the proposal as verified by the administrator of the municipalities affected by the proposal is attached as Schedule 2.

Section VI – PUBLIC MEETINGS, NOTICES AND SUBMISSIONS

Copies of notices of public meetings required pursuant to *The Municipalities Act* and any written submissions respecting the proposal received by the council are attached as Schedule 3.

Minutes of the public meeting(s) held pursuant to *The Municipalities Act* are attached as Schedule 4.

Section VII – GENERAL DATA

The total area affected by the proposed alteration contains:

No. of hectares [acres] of land		No. of dwellings and lots:	Dwellings _____ Lots _____
No. of permanent population			

The subject area is currently zoned _____ under the affected municipality's:

- ☐ Development Plan and Zoning Bylaw
☐ Basic Planning Statement and Zoning Bylaw;
☐ Zoning Bylaw; or
☐ Interim Development Control Bylaw.

It is intended that the subject area will be zoned _____ after the proposed alteration takes effect under the applicant municipality's:

- ☐ Development Plan and Zoning Bylaw;
☐ Basic Planning Statement and Zoning Bylaw;
☐ Zoning Bylaw; or
☐ Interim Development Control Bylaw.

If either municipality(ies) is a member of a District Planning Commission, please provide the name and address of the Commission's Secretary

Contact Person Name		Contact Person Position	
Mailing Address	Town/City		Postal Code
Contact Person Telephone Number	Contact Person Fax Number		Contact Person Email Address

The applicant municipality presently provides the following services to the subject area *(Please provide a brief description and attach a separate page if necessary and identify as a schedule to this application):*

The municipality affected by the proposed alteration presently provides the following services to the subject area *(Please provide a brief description and attach a separate page if necessary and identify as a schedule to this application):*

Upon the effective date of the approved application, the municipality receiving the subject land intends to provide or undertake to provide the following services to the area *(Please provide a brief description and attach a separate page if necessary and identify as a schedule to this application)*:

Taxation and Assessment Information for all affected municipalities: *(Please complete the attached Schedule 5 to this application to provide detailed information-on mill rate factors, base/minimum tax, breakdown of taxable assessment by categories i.e. residential, commercial, multi-residential, etc)*

The total taxable assessment valuation of the area affected by the proposed alteration, including land and improvements is

Special arrangements pertaining to the subject area now existing between the municipalities and/or landowners involved are *(Please provide a brief description and attach a separate page if necessary and identify as a schedule to this application)*:

Special arrangement between the municipalities and/or landowners involved to commence at the effective date of the approved application are *(Please provide a brief description and attach a separate page if necessary and identify as a schedule to this application)*:

Section VIII – DECLARATION

I, _____, being the Administrator/Clerk for the municipality of _____, Saskatchewan

Certify that:

1. I have personal knowledge of the matter herein deposed to.
2. The statements contained within this application are true.
3. That the preliminary proceedings required by *The Municipalities Act*, were carried out.
4. That the application for boundary alteration was duly authorized by the council of the municipality of _____.

I make this solemn declaration believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

DECLARED before me at the _____
of _____ in the Province of Saskatchewan
this _____ day of _____, 20____.

A commissioner, etc. (or as the case may be)

Signature of Declarant

SCHEDULE 5 – GENERAL DATA - TAXATION AND ASSESSMENT INFORMATION

Applicant Municipality's Name:				Base or Minimum Tax						Total Tax Levy
				Land		Improvements		Combined		
Property Class: (List the subclass)	Taxable Assessment	Mill Rate Factor	Uniform Mill Rate	Amount	Quantity	Amount	Quantity	Amount	Quantity	

Affected Municipality's Name: (Please provide this information for each affected municipality)				Base or Minimum Tax						
				Land		Improvements		Combined		
Property Class: (List the subclass)	Taxable Assessment	Mill Rate Factor	Uniform Mill Rate	Amount	Quantity	Amount	Quantity	Amount	Quantity	Total Tax Levy

Additional Information:

After each property class are columns for related base and minimum tax. In each category (base or minimum tax) input the dollar amount council has authorized to be levied for base or minimum tax and the quantity (number) of properties affected by the base or minimum tax. Total tax levy for each of these line items will be:

- (land amount x quantity) + (improvements amount x quantity) + (combined amount x quantity) = total tax levy