

Municipal Boundary Alteration Application Checklist

Below is a summary checklist of all the documents needed for a boundary alteration application to the Minister.

- Application (*The Municipalities Regulations: Form E; The Cities Regulations: Form B*)
- A map or plan showing in detail the proposed alteration in boundaries, including a legal description of the proposed boundary change, verified by the administrators of the municipalities affected by the proposal
- A certified copy of a resolution of the council requesting the proposed alteration
- A copy of the councils' reasons for their position in support of or in opposition to the application /statements of issues still in dispute or resolved
- A certified copy of a complementary resolution of the council of each other municipality affected by the proposed alteration
- Copies of reports or records with respect to any attempt at prior mediation in relation to the application within the previous year (if applicable)
- Copies of public notices any objections, and minutes of public meetings in relation to the application
- Written summary of public meeting; copy of written submissions
- Evidence of Notice to assessed owners, affected municipality, school division
- An outline of plans for future growth or development of the municipality as a result of the boundary alteration
- A statement setting out the population, total taxable assessment, total number of dwellings and lots for each municipality involved in the boundary alteration is required (for the entire municipality). The number of dwellings, population and taxable assessment for the area being annexed is requested as part of the additional information form, which should accompany an application form. (Population and dwelling unit data can be found from Statistics Canada Community Profiles website)
- Additional Information Form