

# APPLICATION FOR ALTERATION OF MUNICIPAL BOUNDARIES

Part 1B – *The Cities Act*



**Saskatchewan  
Municipal  
Board**

This form constitutes the Application for the "Alteration of Municipal Boundaries" as required by Form A of *The Cities Regulations* to *The Cities 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](http://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 1B - APPLICATION FOR ALTERATION OF MUNICIPAL BOUNDARIES  
TO SASKATCHEWAN MUNICIPAL BOARD PURSUANT TO *THE CITIES 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

**Included**

**Material Required**

**Reference**

**Section**

- |                          |   |     |
|--------------------------|---|-----|
| <input type="checkbox"/> | Sealed certified copy of resolutions attached as Schedule 1                   | IV  |
| <input type="checkbox"/> | Map attached as Schedule 2  | V   |
| <input type="checkbox"/> | Summaries of Public Meetings, Notices and Submissions attached as Schedule 3  | VI  |
| <input type="checkbox"/> | General Data attached and properly identified as schedules to the application | VII |
|                          | <u>Taxation and Assessment Information</u> _____ attached as Schedule 4       |     |
|                          | _____ attached as Schedule ____   |     |
|                          | _____ attached as Schedule ____   |     |
|                          | _____ attached as Schedule ____   |     |
| <input type="checkbox"/> | Submit eight (8) copies and one original                                      |     |

**Section I – APPLICANT INFORMATION**

Name of City

Mailing Address

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 city applies for alteration of the city's boundaries pursuant to *The Cities Act* by: *(details of alteration – eg 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 this boundary alteration pursuant to *The Cities Act* is 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 showing in detail the proposed boundary alteration is attached as Schedule 2.

**Section VI – PUBLIC MEETINGS, NOTICES AND SUBMISSIONS**

Copies of notice of public meeting(s) required pursuant to *The Cities Act* and a written summary of the public meeting(s) held are attached as Schedule 3. Also, copies of all written submissions respecting the proposed boundary alteration received by the council are attached as part of Schedule 3.

**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 4 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 City Clerk/City Commissioner/City Manager of the City 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 Cities Act*, were carried out.
4. That the application for boundary alteration was duly authorized by the council of the City 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 4 – GENERAL DATA - TAXATION AND ASSESSMENT INFORMATION**

Applicant City'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: <i>(Please provide this information for each affected municipality)</i>				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	

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