Municipal Boundary Extension Criteria

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1. INTRODUCTION

As communities in British Columbia grow and develop, local governments evolve in response to local demands. As part of this evolution, municipal boundaries change to reflect changes in community governance and services.

The Local Government Department, of the Ministry of Community Services, is responsible for the review and implementation of changes to municipal boundary extensions. The purpose of this material is to describe the criteria and process that guide the ministry in fulfilling this responsibility.

This material describes the policy and process for municipal boundary extensions and criteria for their approval. It will assist local governments, the public and other interested parties in understanding and contributing to the process.

The municipal boundary extension criteria apply to any municipal boundary extension, whether the area is small or large, with many residents or none.

The scope of this material does not include major restructuring of municipal boundaries. The ministry’s restructuring study and assistance programs facilitate major restructuring of municipal boundaries.

Inquiries may be directed to:

Local Government Structure Branch  
Ministry of Community Services  
800 Johnson Street  
PO Box 9839 Stn Prov Govt  
Victoria BC  V8W 9T1  
Phone: (250) 387-4054

Toll free through Enquiry BC:  
Call 604-660-2421 in Vancouver or 1-800-663-7867 elsewhere in BC and request a transfer to 250 387-4054 in Victoria
2. POLICY AND LEGISLATION FRAMEWORK

Policy Principles

The ministry’s approach to municipal boundary extensions is guided by four policy principles that underlie the legislative provisions for boundary extensions.

**Municipal initiative:** Municipal governments usually initiate and take the lead role in defining the rationale for a boundary extension proposal, consulting with affected jurisdictions, communicating with citizens, and providing information to the ministry.

**Provincial approval:** The ministry advances municipal boundary extension proposals to the Minister and Cabinet based on these criteria. The provincial Cabinet, through an Order in Council, approves municipal boundary extensions.

**Citizen consent:** Provincial legislation and ministry policy is that citizens of the municipality, and those citizens living within a proposed boundary extension area, must have an opportunity to object or consent to the proposal.

**Inter-jurisdictional collaboration:** While the municipality initiates, and the province approves, inter-jurisdictional collaboration is the basis for managing the boundary extension process. This ensures that affected jurisdictions are informed and they have the opportunity to have their interests considered.

The provincial government recognizes municipalities as an order of government within their jurisdiction, which are accountable and responsible to residents. Local governments are responsible for their relationships with their citizens and with other local governments. The ministry will assist only when local efforts at reaching consensus are unsuccessful.

**Legislation**

Jurisdiction for the system of local government is constitutionally defined as a provincial responsibility. This includes the legislative definition of the nature of local government, the processes for creating, and the criteria for changing the boundaries of individual local governments.

The legislative provisions governing municipal boundary extensions are contained in section 20 of the *Local Government Act.*
Section 20 of the **Local Government Act**:  

20. (1) On the recommendation of the Minister, the Lieutenant Governor in Council may, by supplementary letters patent, extend the area of a municipality to include land not in a municipality.

(2) The Lieutenant Governor in Council may specify in the supplementary letters patent that, for the purpose of preparing, completing, returning, confirming and authenticating the assessment roll of land and improvements in the extended municipality, the land and improvements included by the extension are deemed, for a specified period before or after the extension, or both, to be included in or excluded from the municipality.

(3) Before making a recommendation referred to in subsection (1), the Minister must

(a) notify the council of the proposed recommendation, or

(b) have received from the council a request for the extension.

(4) In either case referred to in subsection (3), the council must give public notice of the extension in at least 2 consecutive issues of a newspaper and once in the Gazette.

(5) A council

(a) may submit the question of the proposed extension to the electors of the municipality for assent, and

(b) must submit the question of the proposed extension to the electors of the municipality for assent if at least 10% of those electors request this within 30 days of the last publication of the notice under subsection (4).

(6) The Minister may direct that a vote on the question of including an area in a municipality under this section be taken in that area in the form specified by the Minister and, for these purposes, section 9 applies.

RS1979-290-22; 1993-54-7; 19
3. ROLES AND RESPONSIBILITIES

The Ministry

The ministry is the steward of the municipal boundary extension process. As such, the ministry establishes guidelines for the process and ensures the guidelines are met. The ministry has the following role and responsibilities in boundary extensions:

- to establish the legislative framework for the process and adapt the legislation over time as necessary;
- to provide clear direction to municipalities, regional districts, citizens, and other interests about the process;
- to review each municipal boundary extension proposal and assess the impact on key provincial and local interests, particularly regional districts;
- to resolve issues related to boundary extension proposals, through advice, facilitation, or other methods;
- to develop the legal instruments required to implement boundary extensions, including appropriate conditions and transitional measures, for Cabinet consideration, and advise the municipality and other interests of Cabinet’s decision; and
- to meet statutory requirements outlined in the *Local Government Act*.

Throughout this process, local governments, citizens and other interests can expect the ministry:

- to be fair and professional;
- to provide timely and efficient processing of municipal boundary extension proposals;
- to clearly communicate expectations; and
- to provide high quality advice on process and best practices.

The ministry is responsible for reviewing and processing boundary extension proposals submitted by local governments. However, the ministry also encourages municipalities, regional districts and other interested parties to work together to establish a planning framework for future boundary extensions.
The Municipality

Under the Local Government Act, the province can only approve a municipal boundary extension that has been initiated by a municipality. Fundamental to these criteria is that a municipality has the lead role in undertaking a boundary extension.

The role and responsibilities of the municipality are:

- to initiate a boundary extension proposal;
- to submit a proposal for a municipal boundary extension to the ministry, with all necessary documentation;
- to communicate with, and provide information to, citizens of the area proposed for inclusion within the municipality;
- to provide the ministry with information on the opinion of residents within the proposed boundary extension area;
- to consult other local governments, engage in discussions required to address issues that may be raised, and provide the results of this consultation to the ministry;
- to meet the legislative requirements for advertising;
- to communicate with municipal citizens, including the holding of a municipal vote, if applicable; and
- to make policy decisions in relation to the municipal interests, relating to boundary extensions, including any conditions of implementation.

Generally, the role and responsibilities described above reflect the municipality’s lead in the boundary extension process. By initiating a boundary extension, the municipality accepts these obligations, and other parties can expect the obligations to be fulfilled.

The Regional District

The legislation governing municipal boundary extensions does not provide a formal role for the regional district. However, the ministry recognises that the regional district is the local government and service provider for the unincorporated areas adjoining municipalities. Consequently, the regional district has an interest in a boundary extension proposal, and should have a role in the process. Regional district interests in regard to a particular boundary extension must be heard, and the municipality should make its best efforts to accommodate those interests.
The Province approves municipal boundary extensions and as such the regional district is not in the position of approving or rejecting a boundary extension proposal. The regional district does not have a veto on municipal boundary extensions.

The role and responsibilities of the regional district are:

- to review a boundary extension proposal when requested by the municipality;
- to provide comments to the municipality, particularly in relation to regional district services that may be affected by the proposal; and
- to participate in discussions required to resolve any issues raised by the review of a proposal, particularly in relation to regional district services.

The regional district may determine the method by which it wishes to respond to a municipal boundary extension proposal. This may include either administrative comments, or a regional district board resolution, or both. Individual electoral area directors are encouraged to address any concerns that they may have through the regional district board to the municipality, rather than addressing them directly to the ministry.
4. THE MUNICIPAL BOUNDARY EXTENSION PROCESS

Prior to any formal consideration, ministry staff can provide advice to a municipality about any aspects of a potential boundary extension proposal.

There are five stages in the municipal boundary extension process.

**Stage 1: Municipal Consideration**

- A municipality may initiate a boundary extension on its own accord, or in response to a request by a property owner or resident located outside the current boundary.

- Where the municipality receives more than one request from the same general area, the municipality should determine the potential for a block of parcels to become the basis of the boundary extension proposal.

- Regardless of the source of the proposed boundary extension, the municipality should confirm, usually by council resolution, that it is willing to consider the proposal.

- Once the municipality determines that it wishes to advance the proposal, the following actions should be undertaken by the municipality:

  a) define the precise area that is the subject of the boundary extension based on the technical criteria;
  b) provide information on the proposal to and obtain the opinion of owners/residents within that area;
  c) consult with the regional district;
  d) consult with other local governments, service providers, and other agencies, as applicable (i.e. improvement district, Land Reserve Commission); and
  e) identify and discuss any issues or concerns that may arise.

It is ministry policy that the affected regional district be consulted on municipal boundary extension proposals. Where a municipal boundary extension proposal may be of interest to another municipality, an improvement district, or another form of local government, this policy is extended to those local government bodies. This allows for discussion of issues between local governments, before a proposal is submitted to the ministry.
In the event that this consultation identifies an issue, which remains unresolved, the municipality will report the consultation results in the submission.

**Stage 2: Submission to the ministry**

Once Stage 1 is completed, the municipality may submit the proposal to the ministry.

For a boundary extension proposal to be considered complete, the municipality should submit the following:

- a council resolution indicating that the municipality wishes to proceed with the proposal;
- a map (at as clear scale as possible) showing the precise location of proposed boundary, based on the technical criteria;
- a brief explanation of the rationale for the proposal;
- information on communications with, and the opinion of, owners/residents within the area of the boundary extension proposal;
- a map indicating which owners/residents are in favour or opposed;
- the results of consultations with the regional district and other agencies, including discussion of identified issues;
- consideration of specific conditions related to implementation; and
- other relevant background information.

The submission should be sent to:

Local Government Structure Branch  
Ministry of Community Services  
800 Johnson Street  
PO Box 9839 Stn Prov Govt  
Victoria BC V8W 9T1  
Phone: (250) 387-4054

**Stage 3: Ministry consideration**

- The ministry will acknowledge the submission, and confirm that the basic technical criteria have been met. If the proposal does not meet the criteria, the municipality will be advised that the proposal cannot be considered further, and the ministry will provide advice as appropriate.
• The ministry will refer the proposal to the Ministry of Transportation for consideration of the proposed location of the boundary in relation to local roads.

• As needed, the ministry will discuss with other agencies any specific interests identified in the proposal submitted.

• At the earliest opportunity, the ministry will prepare an administrative report on the proposal. This report will review all aspects of the proposal, in relation to the criteria described in this policy paper. The report will be addressed to the municipality, with copies to other interested parties.

• The administrative report will identify any outstanding issues and indicate the next step(s) in the process.

If there are one or more unresolved issues at the time the municipality submits the proposal, the ministry will acknowledge and review the issue.

Assuming that the issue is within the scope of the boundary extension process, the ministry may address the issue in the following ways.

1. The ministry may provide advice on possible alternative approaches to resolve the issue, and request the municipality undertake further discussions with those interested in the issue. In particular, the advice may be in relation to:
   a) further information that may be useful to address the issue;
   b) alternatives for local service arrangements (Appendix 3); or
   c) special provisions that may be included as conditions of implementing the boundary extension.

2. The ministry may facilitate discussions to address the issue.

3. The ministry may provide a higher level of dispute resolution assistance through appointment of a facilitator, fact finder, or mediator. The local governments involved would be required to formally request and accept this level of assistance.

The objective is to resolve the outstanding boundary extension issues based on agreement between the local governments. Where direction is required from the Minister on a particular issue, the ministry will obtain that direction.

In the event that a process to address issues has been undertaken, but there remains no agreement between the local governments involved, the ministry
will forward the proposed boundary extension for a decision by the Minister and Cabinet.

Stage 4: Statutory advertising

- If there are no outstanding issues, or if discussions about outstanding issues are continuing, the ministry will advise the municipality it may proceed with the statutory advertising under Section 20(4), *Local Government Act*. (Appendix 4.)

- The ministry recognises the right of the municipality to undertake the statutory advertising before this stage. However, it is recommended that it be done after the administrative report. This is intended to avoid any implications from premature advertising. For example, the advertising may need to be repeated due to elapsed time between the advertising and the implementation date of the boundary extension, or because the precise boundary changes, as a result of further consultation.

- The municipality undertakes the statutory advertising requirements under Section 20(4) of the *Local Government Act*.

- Following completion of the statutory advertising and the subsequent period for submission of a petition by municipal citizens, the municipality provides the ministry with a council resolution and a declaration that the statutory requirements have been met.

- If a petition leads council to hold a municipal vote, the results of the vote must be submitted to the ministry.

Stage 5: Implementation

- After the municipality has completed the statutory advertising requirements, outstanding issues have been resolved, and the citizen consultation criteria have been evaluated, the ministry will draft Supplementary Letters Patent (SLP) to implement the proposal.

- In the case of complex SLP, a draft will be sent to the municipality, and regional district (if applicable), for review. The SLP is finalized and forwarded to the Minister and Cabinet for consideration.

- If Cabinet approves the boundary extension, notice is given of the date of the approval of the Order in Council authorizing the change.
5. BASIC TECHNICAL CRITERIA

In order for a municipal boundary extension proposal to be considered, it must meet certain technical criteria. These criteria reflect technical factors such as: mapping, legal certainty, property assessment and taxation, and jurisdiction for local road maintenance.

Contiguity

- The area proposed to be included into the municipal boundary must be contiguous with the existing municipal boundary.

- Contiguous includes any distance for which the area of the proposal is adjoining the existing boundary, but does not include:
  a) an area adjacent to a municipal boundary that follows a right of way that is part of an ‘umbilical’ boundary configuration; or
  b) an area that is only connected to the existing municipal boundary at the corners of the areas.

- Though an area may be contiguous, it must not fully enclose another area that would remain outside the municipal boundary. The only possible exception to these criteria is an Indian Reserve.

- An exception may be made by way of a “satellite” boundary configuration in limited cases, such as:
  a) in the case of a major industrial site, such as a utility, saw mill or mine; or
  b) an area owned by the municipality and used for industrial/commercial purposes, such as an airport or recreational facility.

Legal Parcels

- The proposed municipal boundary should not divide legal parcels.

- An exception may be made where the proposed new boundary is the same location as one or more of the following:
  a) a proposed parcel boundary that is accurately defined (surveyed);
  b) a clearly defined part of a large parcel that recognizes a natural feature or an administrative boundary; or
  c) a major right of way, but usually not a local road right of way.
Local Roads

Efficiency in relation to local road maintenance jurisdiction (i.e. municipality or Ministry of Transportation) is a primary consideration for municipal boundary extensions.

Municipal boundaries in relation to local roads should meet the following criteria.

- The boundary should not follow the centre line of a road-right-of-way, and should include the entire road within the municipality.

- Where a boundary extension area is in the vicinity of an existing boundary location following the centre line of a road, the situation shall be adjusted to include the entire road within the municipality.

- Roads and road-rights-of-way adjacent to the boundary extension area should be included.

- Roads that provide access from the municipality to the boundary extension area should be included.

- Notwithstanding the above, where inclusion of a road is illogical from the perspective of road maintenance jurisdiction, the road will be excluded from the municipality. The objective is to avoid situations where the road maintenance jurisdiction is not continuous.

- Where an Indian Reserve is located outside of the municipal boundary, and the local public roads through the Reserve are isolated from the provincial road maintenance jurisdiction, the roads may be included into the municipality by a boundary following the road-right-of-way.

Indian Reserves

Indian Reserves will not be included within municipal boundaries by a boundary extension unless the First Nation specifically requests inclusion. If a boundary extension proposal abuts an Indian Reserve, or includes roads that access or traverse an Indian Reserve, the municipality should consult with the First Nation.

Definition of Blocks

- To effectively consider boundary extensions, the ministry prefers to see one proposal for a logical block of parcels, rather than a number of incremental boundary extensions over time to include the same area.
• Various factors can define a block, the most frequent being the local road network, so that all parcels within an area bounded by intersecting local roads are included.

• Local service area boundaries (existing or future) and natural features are also used to define blocks.
6. CITIZEN CONSULTATION CRITERIA

Owners/residents within the municipality

- Section 20(5) of the *Local Government Act* includes an opportunity for direct involvement of municipal electors in the municipal boundary extension process.

- The legislation provides that the municipality must hold a vote on a proposed boundary extension if requested by ten per cent of municipal electors, in response to the statutory advertising.

- The municipality is fully responsible for municipal elector involvement, including the costs of holding a vote.

- A boundary extension proposal cannot proceed if municipal electors withhold consent.

Owners/residents within the proposed boundary extension area

- The *Local Government Act* does not require the consent of owners/residents located within the area of the boundary extension.

- A boundary extension will not be implemented where it is clear that a majority of owners/residents within the area of the boundary extension object.

- An exception to this may be made where overriding provincial or local interests exist, as documented by the municipality in its submission to the ministry. Examples of such interests include resolving public health concerns and resolving environmental protection issues.

- It is the municipality’s responsibility to design the appropriate process to obtain the opinion of owners/residents within the area of the proposed boundary extension. The municipality is expected to provide the necessary information to owners/residents as a basis for their opinion. (Appendix 2.)

- Primarily, the ministry will rely on current information submitted by the municipality regarding the opinion of owners/residents. Information provided directly by owners/residents to the ministry will also be considered.
Vote within the proposed boundary extension area

- Section 20(6) of the *Local Government Act* provides that the Minister may determine that a vote should be held. The municipality will be consulted if consideration is given to holding a vote.

- If a municipal council desires a vote in the proposed boundary extension area, it can request that the Minister order a vote under Section 20(6).

- A vote will only be considered where the area of the proposed boundary extension includes a minimum of 300 to 400 residents.

- Generally, a vote in a proposed boundary extension area is reserved for situations involving a substantial population, and where the municipality, through an alternative citizen consultation process, cannot effectively obtain the opinion of residents/owners.
Appendix 1. Relationship between boundary extension proposals and development approval process

The municipal boundary extension process is *independent* of processes that consider development approval or land use planning. While the rationale for and objections to a proposed boundary extension may be based on land use planning issues, the ministry will not evaluate land use planning issues as part of the boundary extension review process.

The ministry sees the relationship between municipal boundary extensions and development approval processes as follows.

- Land use is a local government jurisdiction. In recognition of the autonomy of local government, consideration of a municipal boundary extension will not presume a future decision of a local government about local land use planning and development approval decisions.

- The legislative consultation requirements and associated processes for development approvals and land use bylaws are the appropriate mechanism to address local land use issues, regardless of which local government has jurisdiction over a particular area.

As local governments have land use jurisdiction, municipalities and regional districts are encouraged to consider municipal boundary extensions as part of an integrated approach to land use, services and infrastructure planning.

Section 24(2) of the *Local Government Act* provides that the applicable land use bylaws (adopted by the regional district) of an area remain in place as bylaws after a boundary extension. The council, in accordance with all the applicable provisions of the *Local Government Act* governing land use, can then amend those bylaws.

It is recommended that the municipality obtain the details of applicable land use bylaws, as part of its consultation with the regional district. It is not necessary to submit that information as part of the submission to the ministry.
Appendix 2. Obtaining opinion of owners/residents

It is the responsibility of the municipality to provide information to, and obtain the opinion of, owners/residents in a proposed boundary extension area. This Appendix suggests best practices to guide municipalities in meeting this responsibility.

The nature and extent of the public consultation varies with the size of the proposed boundary extension. It is the responsibility of the municipality to determine the appropriate process to fit each proposal.

**Small area boundary extension**: Includes 1 to (about) 10 parcels, and is usually requested by the owners.

- Municipality should have a letter of consent from each owner.
- Municipality should provide information on an individual basis, if requested.

**Medium area boundary extension**: Includes about 10 to 50 parcels, and is usually requested by some (but not all) owners. Note: this may result from criteria relating to the definition of blocks.

- Municipality should provide an opportunity for all owners/residents to express an opinion on an individual basis. This could be done through either an individual mailing or some form of petition process.
- Municipality should provide information either: on an individual basis, if requested; or through a mail (or other) distribution to all owners/residents.
- Municipality may also use a public meeting (various options for format).

**Large area boundary extension**: Includes more than 50 parcels, and is usually requested by some owners. The municipality is considering a large area because those requests are scattered through a large area, and because they cannot be considered independently.

- Municipality should provide an opportunity for all owners/residents to express an opinion on an individual basis (individual mailing or petition); and/or through a public forum designed to allow individual comments.
- Options for such a forum include public meeting, open house, discussion at a council meeting, etc.
• Municipality should provide information for public distribution, whether distributed on an individual basis or in conjunction with a public forum.

Owners versus Residents:

The public consultation will generally focus on owners of parcels within the proposed boundary extension area. In particular, the municipality is likely to use ownership information (from the BC Assessment Authority) as the basis for individual distribution. However, the municipality should recognize and address situations where residents may be different from owners. An example of this is in mobile home parks.

Information to be provided to Owners/Residents:

Where the municipality develops information for distribution to owners/residents within the proposed boundary extension area, the following items should be included, with a level of detail determined by the municipality:

• the reasons the municipality is considering the boundary extension;
• the general property tax implications (for example, a comparison of tax rates inside and outside the municipality, or a sample property tax calculation);
• if the reasons for the boundary extension include the provision of municipal water or sewer infrastructure service, general information about the costs, process and timing of providing the service;
• other significant implications related to local service delivery and service cost recovery; and
• any important council policy items that relate to the boundary extension proposal (for example, transitional measures).

Information Submitted to the Ministry:

In submitting the boundary extension proposal to the ministry, the municipality should provide the following:

• for small and medium area proposals, copies of the correspondence from owners/residents; and
• for medium and large area proposals, a summary of the public consultation process that has been undertaken by the municipality, and the results of that consultation.
The summary of results of the public consultation process can be submitted to the ministry in one or more of the following:

- a map showing the opinion for each parcel (this is very useful for medium and large areas);
- a numerical summary of the opinions received;
- copies of individual submissions from owners/residents, cross-referenced to map location, if that is not obvious;
- a copy (or summary) of a petition or public meeting report, if those methods are used to determine opinion; and
- a copy (or summary) of other material that relates to the opinion of owners/residents.
Appendix 3. Regional District Service Impact Considerations

When a municipal boundary is extended, the area of the boundary extension is (by definition) excluded from the regional district electoral area. The area is also excluded from regional district service areas, unless the municipality is a participant in the service.

For larger boundary extensions, or for extensions that include substantial assessments, the possible consequence is a significant financial impact on the remainder of the service area. There are a number of considerations in this situation.

- Where the area of a municipal boundary extension includes a significant percentage of the property assessment base, then consideration will be given to special measures to mitigate the financial impact.

- The primary test for determining “significance” is that the assessments in the boundary extension area must be (at least) in the range of 5 to 10 per cent of the service area. The secondary test is the actual amount of property taxation revenue involved (in relation to the requisition for the service), and the dollar impact on the remainder of the service area. Each service of the regional district is to be considered individually.

- The existence of a significant impact on regional district services is not a reason to reject implementation of the boundary extension. It is, however, an indication of the need for special mitigation provisions.

- Special mitigation provisions are to be designed through discussion between the municipality and the regional district, with advice or facilitation by the ministry, as needed.

- Special mitigation provisions will be included in Supplementary Letters Patent, unless otherwise agreed.

- Regional district services that are electoral area-wide (such as grants in aid, electoral area administration, or regulatory services, where the service area consists of one or more entire electoral areas) will generally not be subject to consideration of mitigation measures. The focus of these provisions is intended for local services such as fire protection, water, recreation, etc.

When a municipality consults with the regional district, it is the responsibility of the regional district to identify the financial impact on services. If there is the possibility of significant impact, the regional district should provide the following information, as applicable:
• the total taxable assessments within the boundary extension area;
• a list of the specific current services that would be impacted by the boundary extension, with the current total requisition for each of those services, and with comments about the nature of the expenditures for the service (for example, debt vs. operational costs);
• the percentage of taxable assessment within the area compared with the total within the identified service areas;
• the estimated dollar amount of the requisition for each service identified that can be attributed to the boundary extension area; and
• a general (that is, order of magnitude) estimate of the increase in the (residential) tax rate that would be required to recover the financial amount for the identified electoral area services, assuming no change to the requisitions. Comments about the potential for reducing the amount of requisition as a result of the reduction in the service area would also be appropriate.

Where it is established that special mitigation measures are appropriate they will be designed with reference to the following options and considerations.

• **Service participants:** Is it an option to maintain the service financing by establishing the municipality as a participant?

• **Debt:** Transitional provisions should account for debt contributions from the boundary extension area.

• **Operational costs:** Can the service be continued for the remainder of the service area with a reduction in operating costs so that there is no financial impact?

• **Contractual arrangements:** Can the financial impacts be managed through a contract for service between the municipality and the regional district?

• **Variables for transitional provisions:** Variables include the amount of money involved, the number of years for which they will apply (except possibly for debt, they will rarely be permanent), the possibility of a phased in approach, and governance arrangements.
Appendix 4. Sample Statutory Notice

PUBLIC NOTICE
CORPORATE NAME OF MUNICIPALITY
PROPOSED EXTENSION OF BOUNDARIES

Take Notice That under section 20 of the Local Government Act, the Council of the City of XXXX intends to petition the Minister of Community Services (and Minister Responsible for Seniors’ and Women’s Issues) requesting the extension of the area of the municipality to include the following described lands:

(Insert map showing road network and parcels to be included in the boundary extension)

And Further Take Notice That if a request of at least one-tenth in number of the electors of the municipality is received by the undersigned within 30 days of the last publication of this notice in a newspaper, the question of the extension of the area of the municipality to include the aforesaid lands will be submitted for the assent of the electors.

And Further Take Notice That any resident, or owner of land, within the area herein described, having objection to the inclusion of his/her property within the municipality should notify the municipality of his/her objections, if an objection has not previously been submitted.

And That this is the first of two publications of this notice in a newspaper/this is the second and last publication of this notice in a newspaper.

Corporate Name of Municipality
Name of Administrator
Title of Administrator
Appendix 5. Sample Declaration

DECLARATION

CANADA ) IN THE MATTER OF

PROVINCE OF BRITISH COLUMBIA ) the extension of the boundaries of

TO WIT: ) the municipality of ______________

We, Mayor and Corporate Officer, of the Municipality of ______________ in the Province of British Columbia DO SOLEMNLY DECLARE THAT

There has been no petition received in response to the notice of Council’s intention to petition the Minister of Community Services (and Minister Responsible for Seniors’ and Women’s Issues) to extend the boundaries of the Municipality of __________ as it appeared in the Gazette under issue of Month, Day, Year, and in the local newspaper (Name) under issues of Month, Day, Year.

AND WE make this solemn Declaration conscientiously 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 Name of Municipality, ____________________________
in the Province of British Columbia ____________________________

this ___ day of Month, A.D. Year. ____________________________

Mayor’s signature

Corporate Officer’s signature

____________________________
A Commissioner for taking Affidavits in and for the Province of British Columbia