

Memo



To: Regular Meeting
From: **Corporate Services**
Date: 2024-04-15
Subject: Boundary Extension – Public Engagement Summary, Submission Package Information, and Updates

Purpose

For Council to review the public engagement summary and submission package information, and to receive some general updates regarding the Boundary Extension. This is Council's last review prior to submission as per Resolution: R097/23/04/17 (see below).

Background

After receiving delegations between January and April 2023 from the Copper Sky Living developer, Council, at the April 17, 2023, Regular meeting passed the following resolution:

R097/23/04/17

THAT the City of Grand Forks proceed with the proposed 94.52 hectare (233.57 acre) boundary extension proposal;
AND THAT the City of Grand Forks staff be authorized to assist in the development at the cost of the developer, as well as sign and submit the proposal to the Provincial Government.

Following Council's direction, staff, at the cost of the developer, hired an independent contractor (ISL Engineering and Land Services Ltd.) to conduct a series of public engagement opportunities ranging from one-on-one interviews with property owners in the affected extension area to hosting an open house on February 21, 2024, for everyone that was interested (for more information on the open house, please see below). At the same time, various area partners such as the RCMP, School District, the Regional District of Kootenay Boundary (RDKB), and First Nations, were consulted to gather as much information as possible on how this potential extension could impact the various organizations and their interests.

ISL has now prepared the attached "What We Heard" (WWH) report to summarize the public engagements that were conducted over the past few months. We have also attached portions of the final submission package to the Province regarding the Boundary Extension project. The attached information also includes items and reports that were previously provided to Council. Due to privacy reasons, the full WWH and submission packages are not attached to this report; however, were provided to Council in a secure format previously where possible.

Affected Landowners

The following table outlines the feedback gathered from the various Affected Landowners:

	Opposed	Could Support If	Acknowledged/No Comment
Residential Property Owners	10	3	5
Corporate Property Owners	0	0	3
Crown Land	0	0	1
TOTAL	10	3	9

As previously indicated by the affected residents, concerns were focused primarily on:

- Taxation and affordability
- Costs of maintaining services in the new development
- Requirements for potential connectivity to City utility services
- Traffic increase, loss of space and privacy
- Other land within the City is available for development
- Safe access to the development
- The developers' lands are currently used for hiking trails; impacts on wildlife

Some of the Affected Landowners also inquired about the potential for subdivision of their lands and what the requirements would be within City limits to subdivide and develop.

Details on all feedback received can be found in the attached WWH report.

Other Feedback Gathered from the Public

11 written responses from City residents have been received. Those responses indicated some support by City residents for housing development with the caveat that low to moderately priced homes are needed in Grand Forks; however, the additional tax revenue is supported. Concerns similar to the above items by the affected landowners were also raised, as well as:

- Why was Copper Ridge not included in the extension?
- Approval process and if residents understand that process
- Potential impacts on the aquifer and the overall availability of water
- Environmental concerns regarding an additional wastewater treatment facility

20 RDKB residents also provided feedback throughout the process. In general, the same concerns were raised as from the affected landowners and from City residents, although some also supported the extension and proposed development. Additional concerns raised focused more on the following:

- What if the extension happens and the development does not
- Size of lots should remain 1/2 acres minimum for development
- No opportunity for RDKB residents to vote or being consulted
- Long term impacts on landfill, roads, water/sewer, and other infrastructure
- Additional vehicle emissions from additional car traffic
- Concern that there is not enough Emergency Services personnel to support additional housing units
- Potential policing costs and taxation impacts

Overall, the following table outlines a rough breakdown of the feedback received by emails/letters, and from written forms at the open house.

		Opposed	N/A or Unclear	Could If	For/Support	Total
City Residents	Emails/Letters	4			1	5
City Residents	OH Forms	1	2	1	2	6
City total		5	3	1	2	11
RDKB Residents	Emails/Letters	11 (12)*			2	13 (14)
RDKB Residents	OH Forms	1 (2)*	1	2	1	5 (6)
RDKB total		12 (14)	1	2	3	18 (20)

* - 1 duplicate feedback from same property exists

First Nations Feedback

8 First Nations were provided information packages. Four did not respond. Splitsin First Nations has recommended that no development occur until an archeological assessment is complete. The developer had previously indicated that they had already undertaken a preliminary assessment. The Okanagan Indian Band and the Penticton Indian Band referred any comments to the Osoyoos Indian Band (OIB). The OIB had indicated that they required funding to undertake the review and it would require 60 additional days to complete; as such, a payment was issued, and the cheque was delivered on November 6, 2023. To date, no response has been received.

Agencies Feedback

Various agencies also provided input, below is a summary of the feedback received. (a full list of comments is available in the WWH report)

Agencies	Response
Grand Forks Fire / Rescue	<ul style="list-style-type: none"> Continued access to Observation Mountain. Secondary road for egress The water supply and flows to meet Fire Underwriters and NFPA standards. Potential interface situation with 500-800 units that will require specialized firefighting equipment and training.
BC Ambulance (BCEHS)	<ul style="list-style-type: none"> No changes to the service delivery.
Grand Forks Irrigation District (GFID)	<ul style="list-style-type: none"> the northeast quadrant of the extension boundary includes the GFID water reservoir and serves the Copper Ridge subdivision for water supply.
Interior Health South	<ul style="list-style-type: none"> Cannot forecast impacts to Interior Health.
Grand Forks RCMP	<ul style="list-style-type: none"> would not affect the RCMP call volume as they currently provide service to Electoral Areas C and D. increased policing needs including number of staff, detachment and maintenance to communities with a population over 5,000 people would result in increased cost to the City.
School District 51	<ul style="list-style-type: none"> no additional comments were provided.
Fortis BC	<ul style="list-style-type: none"> 2 notifications sent - no response received
Regional District of Kootenay Boundary	<p>Properties and value</p> <ul style="list-style-type: none"> current assessed value of \$10.3 million in comparison to \$848 million for all of Area D. represents 1.2% of the Area D assessed value. <p>Services</p> <ul style="list-style-type: none"> Services not impacted as a result of proposed boundary extension. There are 17 RDKB services where both Grand Forks and Area D participate including: <ul style="list-style-type: none"> general government services, planning and development, feasibility studies, economic development, waste management, emergency preparedness, 911 communications, recreation, Areana, Curling Rink, Aquatic Centre, Animal Control, Economic Development, Mosquito,

	<p>Library, Boundary Integrated Watershed, and Transit. There will be no change to individual taxpayer for these services.</p> <ul style="list-style-type: none"> ○ The only RDKB service where Grand Forks participates but not Area D is the 001-MFA which is only a municipal financing service that has no tax requisition. There will be no change to the individual taxpayer for this service. • Services impacted by the proposed boundary extension, to which properties within the proposed extension area will no longer contribute. There are nine services where RDKB participates, but not Grand Forks include: <ul style="list-style-type: none"> ○ Building and plumbing inspection, Fire Protection, Administration, Grant in aid, Boundary Museum, Noxious weed control, Regional Parks and Trails, Heritage Conservation and House numbering. ○ The dollar amount ranges from \$6233 for the Fire Service down to \$40 for the House Numbering Service. <p>Estimated Tax Rate Increase</p> <ul style="list-style-type: none"> • Not all the services had a requisition rate calculated. The tax rate for a \$100,000 home would increase from \$67.40 to \$68.21 for the Rural Fire Protection service. This is assuming that the same 50/50 split is maintained between the City Grand Forks and RDKB that applies under the existing service contract. • The tax rate for a \$100,000 home for the Area D Regional Parks and Trails Service would increase from \$5.84 to \$6.01. Given that the extension area represents only about 1% of the Area D tax base, there will be other variables that will have a more significant effect on the tax rate changes. <p>Potential to Reduce Service Requisition</p> <ul style="list-style-type: none"> • There is minimal ability to reduce the amount of required tax requisition due to the reduction in the service area, as there are only 22 folios in the extension area. This change would not cross any threshold requiring a change to the cost of service delivery.
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Open House Update



The City hosted the public Open House regarding the Boundary Extension on February 21, 2024 between the hours of 3pm and 7pm. The attendance was excellent with 99 members of the public attending, many of which stayed for 45 minutes or more. Members of Council, ISL Staff, and City staff engaged with the public in a meaningful way that provided lots of one-on-one discussion opportunities to gather additional feedback about the potential impacts of the project.

Post-It Board

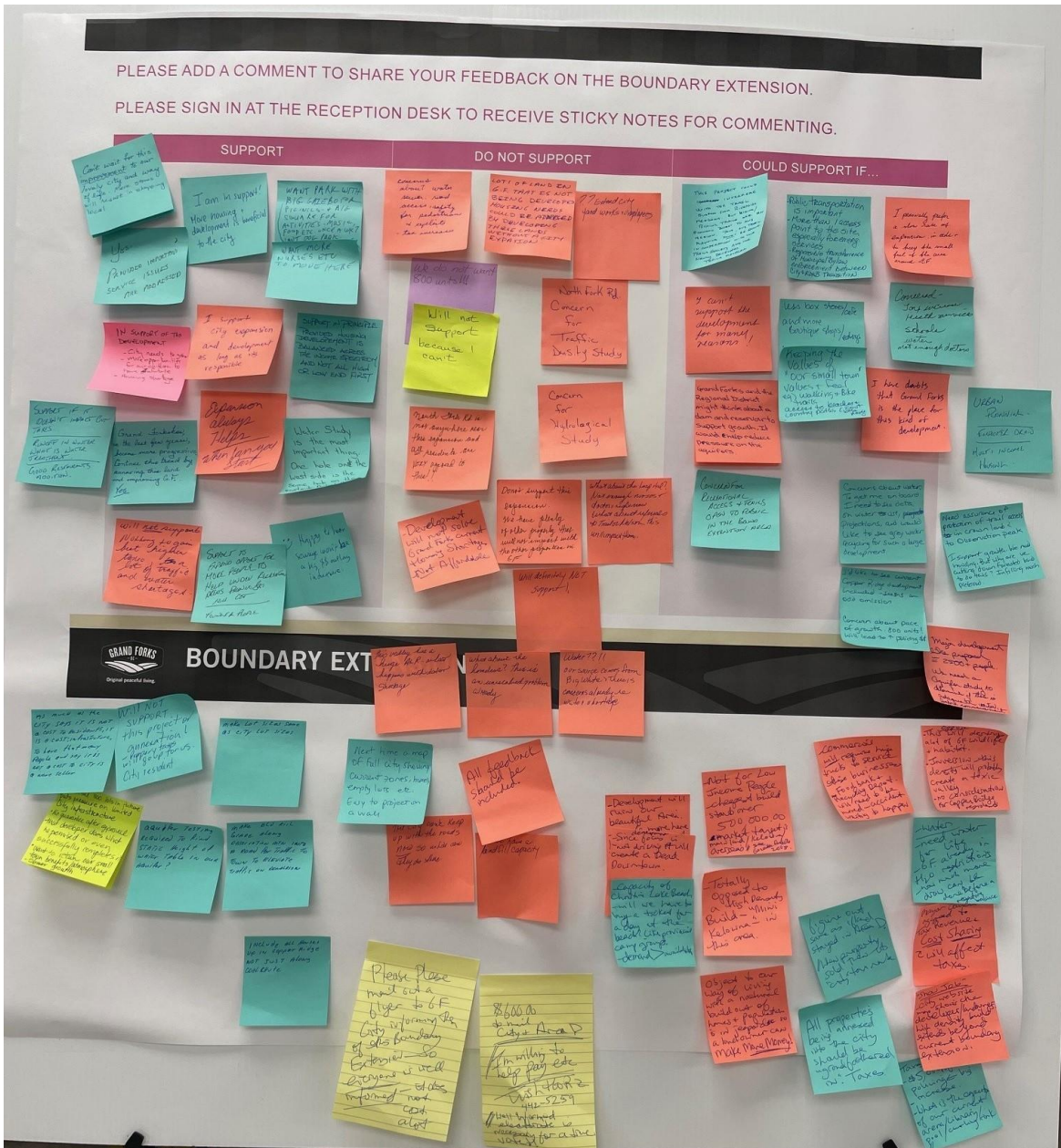
Below is a picture of the Post-It Board that showcases the various notes that the public used to express their thoughts.

Turquoise coloured post-it notes were provided to City residents.
Peach coloured post-it notes were provided to RDKB residents.
Yellow coloured post-it notes were provided to Affected Landowners.

The post-it notes were distributed at the sign in desk and as such should accurately reflect the geographical representation on the board.

3 visual categories were established for the Post-It Board – “Support, Do Not Support, and Could Support If...”. Although the majority of the notes that were placed on the board in the upper half were in the correct area, there were some in the bottom section that were clearly in the wrong category, and as such, the board as displayed in the picture is not a full accurate reflection of the responses provided. However, visually it appears that RDKB residents are generally not in favour of the extension or could support the extension if certain items were met; while Grand Forks City residents appear to be supporting the extension, or could support the extension if certain items were met.

More details can be found in the “Open House: Grand Forks Resident Feedback” and “RDKB Resident Open House Feedback” documents.



ISL provided the following Post-It Board Summary based on the information provided:

	Opposed	N/A or Unclear	Could Support If	For/Support	Total
City Residents	5	10	6	12	33
RDKB Residents	16	12	6	3	31

Boundary Adjustment Request Update

At the February 12, 2024, COTW meeting a delegation presented a request to excluded properties along North Fork Road from the Boundary Extension submission to the Province. Subsequently, Council further discussed this topic at the Regular meeting on the same day and passed the following motion:

R028/24/02/12

THAT Council instructs Staff to ask the Province if they could identify any of the properties in the boundary extension area that could be excluded from the proposed extension without having to restart the process.

The Province's response to the initial request redirected the issue back to the City, indicating that the City could submit a different proposal but the City be urged to review Appendix 2 of the Municipal Boundary Extension Process Guide. (The full guide is attached for reference)

From previous discussions with the Province in the spring/summer of 2023, it was always indicated that based on the Guide, that an inclusion of both Scenario A and Scenario B would meet the minimum submission guidelines. (see map attached)

As per Appendix 2 of the Guide, the "area being brought into the municipality should be continuously adjacent, or contiguous, to the existing municipal boundary". Another important section under Appendix 2 would be the "Local Roads" requirements:

A major consideration for municipalities when developing a boundary extension proposal is the efficient operation of the local road network. Following the boundary extension, any roads not designated as arterial or provincial, are transferred from the Province to the municipality, which assumes responsibility for maintenance and future upgrades.

The municipal boundary extension proposal should meet the following criteria:

- *the boundary should follow one side of a road right-of-way, and include the entire road within the municipality;*
- *roads that provide access from the municipality to the boundary extension area should be included;*
- *roads and road rights-of-way adjacent to the boundary extension area should be included; and,*
- *where a boundary extension area is in the vicinity of an existing boundary that follows the centre line of a road, the boundary shall be adjusted to include the entire road within the municipality.*

Where the inclusion of a road is not suitable from the perspective of road maintenance jurisdiction, the road will be excluded from the municipality to avoid situations where the road maintenance jurisdiction is not continuous.

Regardless of the previous information provided, Staff submitted 3 alternate options, that reduced or eliminated the impacts on Scenario B residents, to the Province for a brief review if these were at all feasible to be removed.

After a preliminary review of the options, and based on the Provincial guidelines, removal of any of the properties would result in a donut hole as the road (Northfork Road) should be included as part of the extension. However, the Province continues to gather feedback and review in-house with other departments and will provide an update if any of the other options could be used.

Technical Review

Given the initial response received, the past discussions, and the specifications in the Guide, an exclusion of either Scenario A or B, or both, would most likely not be considered for approval by the Province as it would not meet all or some of the requirements for an extension, and subsequently could stall or delay the boundary extension process. For the submission package, the additional information provided by the Province indicates that Coalshute Road would become a City road, as would a section of Northfork Road (most likely from the Donaldson Drive Intersection to the Copper Ridge entrance), and the City's proposal for the extension would include this provincial requirement with the caveat that the entire Northfork Road should continue to be maintained by the Province (as the road continues further up the Granby valley, and the Province has already jurisdiction from the Highway to Donaldson Drive). The Ministry of Transportation and Infrastructure would then further review this as part of the Provincial review and provide feedback regarding future maintenance and operational needs.

Summary

Following Council's resolution to prepare a Boundary Extension proposal for submission to the Province for a 233.57 ha extension, and given the above information and feedback, at this time, altering the original boundary extension outline is not recommended.

Next Steps

As directed in the above resolution from April 17, 2023, Staff will be submitting the package to the Province for their initial review as a next step, unless Council believes that the collected information is not sufficient and wants Staff to collect specific additional information, or if Council would like to stop the entire project at this point for another reason. For reference, please see the options at the end of the report.

If Council has no objections to proceed with the submission, the following next steps are anticipated (a detailed Tentative Timeline can also be found below):

1. Finalize package and submit for Provincial Review
2. If approved by the Province, the proposal advances to electoral review.
3. If approved by the electorate, the final submission will be made to the province.
4. If approved by the Province, the Boundary Extension will be implemented.

Tentative Timeline

Activity	Public Engagement	Tentative Date
Kick off Meetings		August 2023 - complete
Develop Communications and Engagement Plan		August 2023 – complete – will continue to evolve
Develop Communications Materials		August / September 2023 complete – will continue to evolve
Landowner Resident Information Package – Initial contact		September 2023 - complete
Engagement with Local Governments / Indigenous Communities / etc. as per provincial requirements in Step 1 – First Nations engagement extended by 60 days	Yes (specific)	September / October / November / December 2023 / January 2024
Landowner Resident Information Package – Full package		October 2023
Landowner Interviews (for affected property owners)	Yes (specific)	November / December 2023
Deadline for written feedback for first phase of engagement		December 14, 2023
In Person Open House	Yes	February 21, 2024
What we heard Summary		April 2024
Council Meeting to determine if all information has been collected for submission to the Province		April 2024
Combine all information and Submit to the Province (Step 2 of Provincial Guide)		April / May 2024
Ministry Review (Step 3) – unknown time frame		TBD
Communications Material Update		Continuous
Virtual Information Session	Yes	TBD
Prepare Information Packages for electoral Approval		TBD
Electoral Approval Process (timeline depending on Ministry Review) (Step 4)	Yes	TBD
Prepare Package for final Provincial Approval		TBD
Submission to the Province (Step 5)		TBD

Attachments

1. What We Heard – Summary
2. WWH Appendix 1 – Council Resolution
3. WWH Appendix 2 – Landowner (samples), Agency, and First Nation Notifications; Open House information
4. WWH Appendix 3 – Agencies and First Nations Responses, Grand Forks Residents and RDKB Residents Open House Summaries, News Articles
5. Other Provincial Information – Previous Council Reports, Facebook Posts
6. Municipal Boundary Extension Process Guide
7. Map of Scenarios

Options

1. Council could choose to instruct Staff to complete additional work before the package is submitted. If Council chooses this option, Council should specifically outline what additional information they desire as legislative engagement requirements have now been met.
2. Council could choose to stop the Boundary Extension project at this time and instruct Staff to not submit the proposal.
Potential Resolution: THAT Council instructs Staff to not proceed further with the Copper Sky Boundary Extension project and not to submit the proposal for Provincial Review

Report Approval Details

Document Title:	240415 - Boundary Extension - What We Heard Summary, Submission Package Information, and Updates.docx
Attachments:	<ul style="list-style-type: none">- GF Boundary Extension WWH Summary.pdf- Appendix 1 - Council Resolution - 20230417 - Boundary Extension.pdf- Appendix 2 - Landowner, Agency, and First Nations Notification, Open House Information.pdf- Appendix 3 - Agencies and First Nations responses, City Residents and RDKB Residents OH Summaries, News Articles.pdf- Provincial Information - Previous Council Items, Social Media Posts.pdf- municipal_boundary_extension_process_guide.pdf- Boundary Extension Map with Scenarios.png
Final Approval Date:	Apr 8, 2024

This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Duncan Redfearn was completed by assistant Daniel Drexler

Duncan Redfearn



Municipal Boundary Extension - City of Grand Forks

ENGAGEMENT SUMMARY

ISL ENGINEERING AND LAND SERVICES

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Municipal Boundary Extension Engagement Summary

Overview of the Project

The City of Grand Forks is exploring a boundary extension for a 94.52-hectare (233.57 acre) area currently located in the Regional District of the Kootenay Boundary (RDKB), North of Coalchute Road. Approximately 22 properties are proposed for inclusion within the municipality. The proposed municipal boundary extension is being explored to support the provision of a wider range of housing choices available to current and future residents in the community. The following engagement report provides a summary of the consultation activities, key themes of what we heard for landowners and key interested parties, copies of all communication and feedback received.

Engagement Overview

A Boundary extension is a provincially regulated process including a process to obtain the opinion of residents and property owners within the area of the proposed boundary extension. Following presentations by a developer in January and April of 2023, in September 2023, the City of Grand Forks launched the first phase of public engagement to provide further information on the project to the public, and engage landowners located within the proposed boundary extension area, First Nations communities, and the Regional District of Kootenay Boundary to share information about the proposed boundary extension process, and to collect input and address questions, comments, concerns, and opportunities.

As part of the engagement activities, the project team developed communication materials including a project website hosted on the City of Grand Forks website (<https://www.grandforks.ca/2023-boundary-extension/>), prepared and delivered landowner information packages for the 22 properties to be included in the boundary extension, hosted landowner meetings, prepared and delivered referral letters for First Nations and other interested parties (agencies, service providers). A feedback mechanism through a dedicated email address (boundaryextension@grandforks.ca) was also established and publicly distributed.

Round 1 Engagement

A boundary extension is a provincially regulated process which includes engaging all affected parties and providing information on existing infrastructure and service delivery, sharing the financial impacts of expanding services through a boundary extension and collecting questions, comments, and concerns.

From September 2023 – February 2024, the project team shared information to raise awareness about the proposed boundary extension, collected and responded to questions and provided opportunities for interested parties, landowners, and others to provide feedback. The following outlines the activities, dates, and key components.

Engagement Activity	Date	Components
Project Website	September 2023 – current	Overview of the project, maps, FAQs, key contacts
Social Media Posts	October 6, 2023	Boundary Extension Council update
	October 24, 2023	Consultation update - Engagement with First Nations, Services, Affected Landowners
	November 15, 2023	Consultation update - Landowner Interviews
	December 13, 2023	Interviews with Landowners concluding. Open house in planning stage.
	January 22, 2024	Open house details - Hearing from residents of Grand Forks
	February 18, 2024	Open house reminder - link to pamphlet
	February 20, 2024	Open house tomorrow
Landowner	September 15 – 30, 2023	Information letters sent to landowners informing of the Boundary Extension project – Sent via Canada Post or via email
	October 28 – November 1, 2023	First Information package and invitation to meet – Sent via Canada Post
	November 21, 2023	Second information package and invitation to meet – Sent via registered mail to property owners who did not respond to the first package. (Appendix 2.4. registered letter registry)
Agency	September 15, 2023	Grand Forks Irrigation District, Province of BC (as Landowner) referral letter sent by email.
	September 18, 2023	First Nations Referral emails sent
	September 18, 2023	Nations Connect consultation to First Nations
	September 26, 2023	Fire, Ambulance (BCEHS), RCMP, School District 51, FortisBC, RDKB. referral letter sent by email.

Engagement Activity	Date	Components
	September 29, 2023	Interior Health Authority
Commercial Properties	March 18, 2024	Southfield Real Estate, Burlington National Santa Fe Railway, Copperland Development Ltd. – all via email and phone calls.
Open House	February 21, 2024	<p>Community Open House: 100 + attendees with representation from the City of Grand Forks, Affected Landowners and RDKB residents.</p> <p>Participants were provided the option to sign in to capture their names and who they represented. The following numbers represent those who signed in or completed a feedback form.</p> <ul style="list-style-type: none"> • Grand Forks residents: 35 signed in and 6 completed a feedback form. • Affected Landowners: 10 signed in, 0 completed a feedback form • RDKB residents: 41 signed in, 6 completed a feedback form <p>Additional verbatim feedback by each group during the Open House</p>
Council Updates	May 9, 2022	Committee of the Whole (COTW) – Presentation by Developer
	January 9, 2023	COTW – Presentation by Developer
	February 13, 2023	COTW – Boundary Extension Information – General summary of the overall project and potential boundary extension process
	April 17, 2023	COTW – Presentation by Developer Regular Meeting - Council Resolution (see Appendix 1.)
	August 14, 2023	COTW – Anticipated Project Timeline
	September 11, 2023	Regular Meeting – Discussion Points on Tax Rate Limits and future potential Land Use
	October 10, 2023	Regular Meeting – Decisions regarding Tax Rate Limits and future potential Land Use
	December 11, 2023	COTW – Timeline Update and Open House planning
	February 12, 2024	COTW – Q&A from Developer, Legislative Tools available to Council, Timeline Update
	March 25, 2024	Regular Meeting – Summary of Public Engagement and Next Steps



Settle down.

What We Heard

Extension Area Landowners





Property owners located within the proposed boundary extension area were mailed information letters informing them of the boundary extension process, followed by personalized information packages. Those that followed up and requested a one-on-one interview were contacted by phone to arrange the individual interviews and invited to attend the open house and submit written feedback.

- Information letters & packages delivered and received by eighteen residential landowners, three corporate property owners and one crown property.
- Acknowledgement letters signed by 4 residential landowners, 2 corporate property owners
- Interviews (residential landowners)
 - Nine opted for a group meeting versus individual meetings
 - Two participated in virtual interviews
 - One participated in a phone interview
- Five residential landowners did not provide feedback / comments
- Three residential landowners would potentially support the boundary extension
- Ten residential landowners are opposed to the boundary extension

Landowners: Residential	
	<p>Taxation</p> <ul style="list-style-type: none"> • Concern for increased taxes • Concern if the development doesn't happen residents will be left paying the taxes • Increased taxes do not offset cost of living costs • Not supportive of increased taxes with no additional services • Cannot afford increased taxes • Some landowners are on fixed incomes and cannot afford increased taxes
	<p>Exemption</p> <ul style="list-style-type: none"> • Landowners on North Fork Road requested an exclusion from the boundary extension • Legalities of the boundary expansion is it required for their property to be included.



Settle down.

	<p>Land use / Development</p> <ul style="list-style-type: none"> • Questions on the ability to subdivide if property is part of the city • Concerns that the proposed development of 800 homes won't actually be affordable • There are other areas in Grand Forks that have the ability to be developed • Concerns about who is paying for services (water, waste) within the new development and whether that is put onto city residents
	<p>Water, sewer, garbage</p> <ul style="list-style-type: none"> • Question on whether water, sewer, garbage services would be included should property become part of city • Concerns about where the water will be coming from for the proposed development, and if there would be enough water to support additional homes • No new services provided by the city that property owners currently have from the RDKB.
	<p>Emergency services</p> <ul style="list-style-type: none"> • Concerns that current health services would not be able to support new residents in proposed development • Concerns about wildfire with forests behind property • Concerns that increased population in city with new development would increase costs of police • Concerns that proposed development would only be accessed from one road and that at least one other access is required for emergency services (e.g., fire)
	<p>Rural lifestyle</p> <ul style="list-style-type: none"> • Concerns about traffic increase and speeding along North Fork and Coalshute Roads and potential impacts with wildlife and safety of people walking/biking/with strollers/kids • Concerns about loss of space and privacy, as well as noise pollution with proposed development • Land for proposed development is currently being used for hiking. • Potential impact on wildlife being disturbed with proposed development • Mental health concerns as a result of landowners quality of life being impacted with proposed development



Commercial/Corporate Property Owners

Three properties were identified as being owned by commercial landowners. Information packages similar to those provided to residential owners were distributed in March 2024 seeking similar feedback to that sought from the residential landowners.

The three properties are comprised of:

- The 53-hectare lot owned by Copperland Development, the proponent who initiated the request to the City to consider boundary extension;
- A 600-square-metre parcel owned by Southfield Real Estate Ltd, who control a larger adjacent parcel just inside existing City boundaries;
- A 3.33-hectare parcel owned by the Vancouver, Victoria, and Eastern Railway (Burlington Northern Santa Fe Railway) which forms part of the Trans-Canada Trail.

Two corporate landowners have acknowledged receipt of the information package. The other landowner had verbal contact with the project team and provided no additional comments.

Crown Land

- A 18.064-hectare parcel is owned by the Crown and is currently zoned as conservation.

Initial information packages were email to the administration department for this parcel, but it was indicated that the Provincial Review would occur after the submission of the boundary extension proposal.

First Nations

First Nations were provided information on the Boundary Extension and asked to provide feedback to understand their views and identify potential issues. Letters were circulated via email to referral contacts, First Nation Chiefs and Council Members on September 18, 2023, and submitted through the Nation Connect online portal requesting feedback by November 9, 2023. Eight First Nations were provided information and four responded. The following summary describes feedback shared by the Okanagan Indian Band, Osoyoos Indian Band, Spltasin First Nation, and Penticton Indian Band.

First Nation Referral Responses	
Okanagan Indian Band (OKIB)	<ul style="list-style-type: none"> • The location of the project is within Syilx (Okanagan Nation) territory and may have impacts on Syilx Aboriginal Title and Rights, which OKIB holds as part of the Syilx. However, the project is located outside the OKIB's Area of Responsibility as a member of the Syilx.



Settle down.

First Nation Referral Responses	
	<ul style="list-style-type: none"> OKIB defer to the Osoyoos Indian Band and Lower Similkameen Indian Band for review and requested to keep informed of any updates.
Osoyoos Indian Band	<ul style="list-style-type: none"> Requested additional 60 days from the existing timeline on November 2, 2023, and capacity funding referral fee. Cheque was issued on November 2, 2023, and delivered via courier on November 6, 2023; however, the cheque did not clear the City's accounts until January 10, 2024. No further response was received.
Splatsin First Nations	<ul style="list-style-type: none"> The location is in Splatsin's area of Caretaker responsibility, and they recommended the client reach out to a registered professional archaeologist to determine archaeological potential and to determine what level of work may be required to ensure that archaeological resources are protected prior to development. The project team followed up to clarify some inconsistencies in the letter. No further response was received.
Penticton Indian Band	<ul style="list-style-type: none"> The proposed activity is located outside Okanagan/Syilx Nation Territory. The Penticton Indian Band has reviewed the proposed activity. At this time, the Penticton Indian Band will be deferring further consultation and engagement to the Osoyoos Indian Band.
Okanagan Nation Alliance (ONA)	<ul style="list-style-type: none"> No response
Lower Similkameen Indian Band	<ul style="list-style-type: none"> No response
SNPINK'TN Indian Band	<ul style="list-style-type: none"> No response
Upper Nicola Band	<ul style="list-style-type: none"> No response



Settle down.

Agencies

Agencies were provided information on the Boundary Extension and asked to provide feedback to understand their views and identify potential issues. Packages were sent to the following agencies: emergency service providers (police, fire, ambulance), utilities (Fortis, Irrigation District, health and school providers) on September 15, 2023, requesting feedback by October 27, 2023.

Agencies	Response
Grand Forks Fire / Rescue	<ul style="list-style-type: none"> Undisrupted access to the communication site at the southeast side of Observation Mountain during and after the construction. The residents should have a second egress option in case of an interface fire. The water supply and flows should meet the standards of Fire Underwriters and NFPA. The boundary expansion will create an interface situation with 500-800 units that will require specialized firefighting equipment and training.
BC Ambulance (BCEHS)	<ul style="list-style-type: none"> No changes to the service delivery. BCEHS respond to all calls in the City and Regional District regardless of Municipal boundaries.
Grand Forks Irrigation District (GFID)	<ul style="list-style-type: none"> GFID advised that the northeast quadrant of the extension boundary includes the GFID water reservoir. The reservoir is an integral part of the water system that serves the Copper Ridge subdivision. GFID can provide maps of the water lines and control systems if necessary.
Interior Health South	<ul style="list-style-type: none"> Cannot forecast impacts to Interior Health.
Grand Forks RCMP	<ul style="list-style-type: none"> The proposed change would not affect the RCMP call volume as they currently provide service to Electoral Areas C and D. Raised awareness of the increased policing needs including increased number of staff, detachment and maintenance to communities with a population over 5,000 people would result in increased cost to the City.
School District 51	<ul style="list-style-type: none"> Responded they have reviewed the proposal, and no additional comments were provided.
Fortis BC	<ul style="list-style-type: none"> Staff followed up a second time on November 21 and 22, 2023, as no response was received. To date, no response
Regional District of Kootenay Boundary	<p>Properties and value</p> <ul style="list-style-type: none"> There are 22 folios in the proposed extension area with a current assessed value of \$10.3 million in comparison to \$848 million for all of Area D. The extension area represents 1.2% of the Area D assessed value. <ul style="list-style-type: none"> This includes: 17 houses, 4 vacant properties, 1 farm, and one property that has a split class of residential and business.



Settle down.

Agencies	Response
	<p>Services</p> <ul style="list-style-type: none"> • Services not impacted as a result of proposed boundary extension. There are 17 RDKB services where both Grand Forks and Area D participate including: <ul style="list-style-type: none"> ○ general government services, planning and development, feasibility studies, economic development, waste management, emergency preparedness, 911 communications, recreation, Arena, Curling Rink, Aquatic Centre, Animal Control, Economic Development, Mosquito, Library, Boundary Integrated Watershed, and Transit. ○ The only difference will be that the land value assessment will shift from Area D to Grand Forks and change the allocation. There will be no change to individual taxpayer for these services. ○ The only RDKB service where Grand Forks participates but not Area D is the 001-MFA which is only a municipal financing service that has no tax requisition. There will be no change to the individual taxpayer for this service. • Services impacted by the proposed boundary extension, to which properties within the proposed extension area will no longer contribute. There are nine services where RDKB participates, but not Grand Forks include: <ul style="list-style-type: none"> ○ Building and plumbing inspection, Fire Protection, Administration, Grant in aid, Boundary Museum, Noxious weed control, Regional Parks and Trails, Heritage Conservation and House numbering. ○ The dollar amount ranges from \$6233 for the Fire Service down to \$40 for the House Numbering Service. Full breakdown is found in Appendix 3. <p>Estimated Tax Rate Increase</p> <ul style="list-style-type: none"> • Not all the services had a requisition rate calculated. The tax rate for a \$100,000 home would increase from \$67.40 to \$68.21 for the Rural Fire Protection service. This is assuming that the same 50/50 split is maintained between the City Grand Forks and RDKB that applies under the existing service contract. • The tax rate for a \$100,000 home for the Area D Regional Parks and Trails Service would increase from \$5.84 to \$6.01. Given that the extension area represents only about 1% of the Area D tax base, there will be other variables that will have a more significant effect on the tax rate changes. <p>Potential to Reduce Service Requisition</p> <ul style="list-style-type: none"> • There is minimal ability to reduce the amount of required tax requisition due to the reduction in the service area, as there are only 22 folios in the extension area. This change would not cross any threshold requiring a change to the cost of service delivery.







Settle down.

City Residents

Information on the Boundary Extension was shared with City of Grand Forks residents through a dedicated webpage located on the City of Grand Forks website, 7 updates and reports by Staff at municipal council meetings, social media posts throughout the project linking to documents, providing updates and activities, and opportunity to learn more information and provide feedback through a dedicated email address and attending the community open house on February 21, 2024.

In addition, the Grand Forks Gazette newspaper published 6 news articles and 7 letters to the editor including 6 letters from residents of the RDKB and one letter from a resident of Grand Forks regarding the Boundary Extension

The following summarizes the feedback collected from 11 written responses from residents (5 emails/letters, 6 open house evaluations) and comments provided during the Open House.

City Residents	
	<p>Housing & Services</p> <ul style="list-style-type: none"> • Some residents support the extension, citing the benefits of more housing, while also concerned about the cost of housing in the proposed development (some question whether the new housing will be affordable) • Concern with the growth and the number of additional houses anticipated in the proposed development • Lower to moderate priced homes needed
	<p>Costs & Services</p> <ul style="list-style-type: none"> • Some oppose the boundary extension citing concerns about water capacity, increased taxes, infrastructure, policing costs and environmental impacts • Support for increased services, more stores, restaurants, parks etc. as a result of the proposed development • Support for more tax revenue that would result from the boundary extension
	<p>Community values</p> <ul style="list-style-type: none"> • Support for small community feel and values with less box stores and businesses • Concern that the proposed development would be too much growth happening too fast
	<p>Trails and access</p> <ul style="list-style-type: none"> • Need to maintain access to existing trails and development of new trails within the boundary extension area ¹

¹ Note: Trails are currently primarily located on private property owned by the developer.



Settle down.

	<ul style="list-style-type: none"> • There is no public transportation to the new development which is located outside of the City core • Concerns there is only one road to access the proposed development which is through the Copper Ridge neighbourhood – concerns about traffic volumes through this road that wasn't built to support the capacity of the proposed development
?	<p>Location</p> <ul style="list-style-type: none"> • Question why Copper Ridge development is excluded from the proposed boundary extension area • Need to ensure there is a secondary access road to the proposed development, at a minimum for emergency services – one has been identified, but location not confirmed
i	<p>Information</p> <ul style="list-style-type: none"> • Better understanding of Boundary Extension Process including the steps of the proposed boundary extension • Concern about the Boundary Extension going to an Alternative Approval Process and whether City residents understand this process. • Lack of information provided to RDKB residents about the boundary extension. • RDKB residents should be able to vote on the Boundary extension as it will change the rural area. The decision should not be left to City residents only.
💧	<p>Aquifer</p> <ul style="list-style-type: none"> • Concerns that additional growth as part of the proposed development cannot be supported by the available water within the aquifer. Need for water studies to understand capacity. • Another sewage treatment facility will contribute to more environmental impacts and potential harm to surface and subsurface water resources






Regional District of Kootenay Boundary (RDKB) Residents





Information on the Boundary Extension was shared with RDKB residents through a dedicated webpage located on the City of Grand Forks website, 7 updates and reports by Staff at municipal council meetings, social media posts throughout the project to link to documents, provide updates and activities and opportunity to learn more information and provide feedback through a dedicated email address and attending the community open house on February 21, 2024.

In addition, the Grand Forks Gazette newspaper published 6 news articles and 7 letters to the editor including 6 letters from residents of the RDKB and one letter from a resident of Grand Forks regarding the Boundary Extension. The following feedback was collected from 20 written responses from RDKB residents (14 emails/letters, 6 open house evaluations) and comments provided during the Open House.



Settle down.

RDKB Residents	
	<p>Housing</p> <ul style="list-style-type: none"> • Some expressed support for more housing and need for growth of the City for the next generation • Many did not support the expansion citing that the proposed development would not be affordable, there are other areas to develop in the City, and the location is too far from the City core • Concern with the anticipated 800 units included as part of the proposed development • The proposed development is not in scale with the type of development in a city the size of Grand Forks. Growth should be more natural over a period of time instead of the proposed development of 800 homes.
	<p>Costs</p> <ul style="list-style-type: none"> • Higher costs for policing services and higher taxes for residents to deliver other services such as waste. Concern the developer will not move forward with the proposed development and city taxpayers will be left to cover the costs. • Cost to city taxpayers to implement the Boundary Extension process • High costs for new build construction creates unaffordable housing • Requirement for vehicle to access city services resulting in increased costs to residents within the proposed development compared to developments closer to the city core.
	<p>Health and Emergency Services</p> <ul style="list-style-type: none"> • Concern there are not enough medical services (doctors, nurses, health providers) available to support proposed development • Concerns that the cost of police services would increase as a result of the increase population from the proposed development and that the police don't have enough capacity to provide services
	<p>Traffic and safety</p> <ul style="list-style-type: none"> • Strong opposition to the proposed development using Prospect Drive to access their proposed development with concerns about increased traffic and congestion as a result of the proposed development • Need for alternate access route to the proposed development, especially for emergencies • Concerns about vehicle emissions with the increased volume of traffic coming from the proposed development
	<p>Services</p> <ul style="list-style-type: none"> • Concerns about capacity of the City's landfill, infrastructure, roads, sewer, and water systems • Concerns about transportation needs for the proposed development with no bus access to the area

	<p>Information</p> <ul style="list-style-type: none"> • Request to consult with RDKB residents • Concern approval of the boundary extension happens but the proposed development doesn't move forward • Concerns no detailed plans for access routes to the proposed development have been provided • No vote by RDKB residents on the Boundary Extension • Questions on the legalities of property inclusion within the boundary extension including if it is fair, what the process is for the boundary extension, the 20 affected properties and RDKB residents cannot vote, costs of the boundary extension.
	<p>Rural</p> <ul style="list-style-type: none"> • Would like to keep the rural feel • Do not want to live in a City • Request to maintain zoning in Area D with ½ acre lots to maintain rural areas and low density developments
	<p>Aquifer</p> <ul style="list-style-type: none"> • Concerns about water shortages/ supply for an increased number of users due to population increase from the proposed development • Need for conservation of water with concerns of water shortage and droughts
	<p>Wildlife</p> <ul style="list-style-type: none"> • Concerns for impacts to wildlife from proposed development



Settle down.

Appendix 1: Council Resolution

Appendix 2: Communication Materials

1. * Landowner
 1. Residential Landowner
 - i. Early notification letter
 - ii. Information Package
 - iii. Registered Mail Delivery
 2. Corporate / Commercial Landowner
 - i. Notification package
2. Agency Notification Letter
3. First Nation Referral Requests
4. Open House
 1. Boards
 2. Timeline
 3. FAQ's
 4. Pamphlet
 5. Map

Appendix 3: Feedback

1. Landowner *
 1. Residential landowners
 - 1.1. North Fork Road Group Landowner Meeting – Transcripts
 - 1.2. 2075 Coalshute Road Landowner Interview – Transcripts
 - 1.3. 2975 Coalshute Road Landowner Interview – Transcripts
 - 1.4. 2375 Coalshute Road Landowner Interview – Notes
 - 1.5. Property Owner Meeting Notes
 - 1.6. Landowner Written Submissions
 - 1.7. Landowner Summary and Open House Summary
 2. Corporate / Commercial Landowner
 3. Acknowledgement
2. Agencies
 1. Agency referral responses
3. First Nation
 1. Referral responses
4. Grand Forks Residents
 1. *Written submissions
 2. Open House Summary
 3. *Open House Feedback Forms
5. Regional District of Kootenay Boundary Residents
 1. *Written submissions



Settle down.

2. Open House Summary
3. *Open House Feedback Forms
6. News Articles

*Items noted contain personal information and have been excluded for privacy



Settle down.

CERTIFIED RESOLUTION

Resolution #: R097/23/04/17

THAT the City of Grand Forks proceed with the proposed 94.52 hectare (233.57 acre) boundary extension proposal;

AND THAT the City of Grand Forks staff be authorized to assist in the development at the cost of the developer, as well as sign and submit the proposal to the Provincial Government.

Carried.

I hereby certify the foregoing to be a true and correct copy of a resolution passed by the
Municipal Council of the
City of Grand Forks
on the 17th day of April, 2023

A handwritten signature in black ink, appearing to be "V. M. C.", is written over a horizontal line.

Deputy Corporate Officer of the Municipal
Council of the City of Grand Forks



September 15, 2023

DELIVERED BY MAIL

Dear _____,

Re: Proposed Municipal Boundary Extension City of Grand Forks

The City of Grand Forks is the hub of the Boundary region committed to healthy living, affordability, and a great quality of life. As a community, we recognize the importance of communicating with residents, partners, and communities in and around our City.

The City is planning to submit a boundary extension proposal to the Province of British Columbia for the 94.52-hectare (233.57 acre) area (see attached map) currently located in the Regional District of the Kootenay Boundary (RDKB), north of Coalchute Road. The national housing crisis has been impacted locally by the Flooding event of 2018. The proposed boundary expansion is intended to support a wider range of housing choices available to current and future residents in the community.

As part of exploring the municipal boundary extension, the City of Grand Forks will be engaging with property owners, residents, partners, and the broader community to ensure they are aware and have the opportunity to provide feedback on the proposed boundary extension. As a property owner located within the proposed boundary extension area, we wanted you to be aware of the process and how you can provide feedback.

The boundary extension process is a provincially regulated process with six steps: Council resolution, proposal development which includes referrals to affected parties, Ministerial review, electoral approval, provincial approval, and implementation. At this time, no decisions have been made other than to explore the potential option to expand the municipal boundary.

We are currently in the proposal development stage which involves engaging with affected parties and reviewing and analyzing potential impacts to inform the rationale for the proposed boundary extension. As we learn more about what a municipal boundary extension would mean for affected property owners and our community, such as potential

tax rate changes, servicing, access, and emergency services, we will share that information with you to keep you informed along the way.

As a property owner, you will receive a boundary extension package this fall that will fully outline the process and answer specific questions related to your property. Once you have had the opportunity to review the package, we will set up an interview with you to answer questions or concerns you may have about the proposed boundary extension, what it means to you and your property and the provincial application process.

If you are a property owner with tenants, you are asked to forward this letter and its attachments to your tenant(s).

You can learn more about the process online at www.grandforks.ca/2023-boundary-extension/. Additional details and FAQs will be added to the website as information becomes available. In the meantime, should you have any questions or would like to discuss this further, please contact Daniel Drexler, Corporate Officer, at 250-442-8266 or boundaryextension@grandforks.ca.

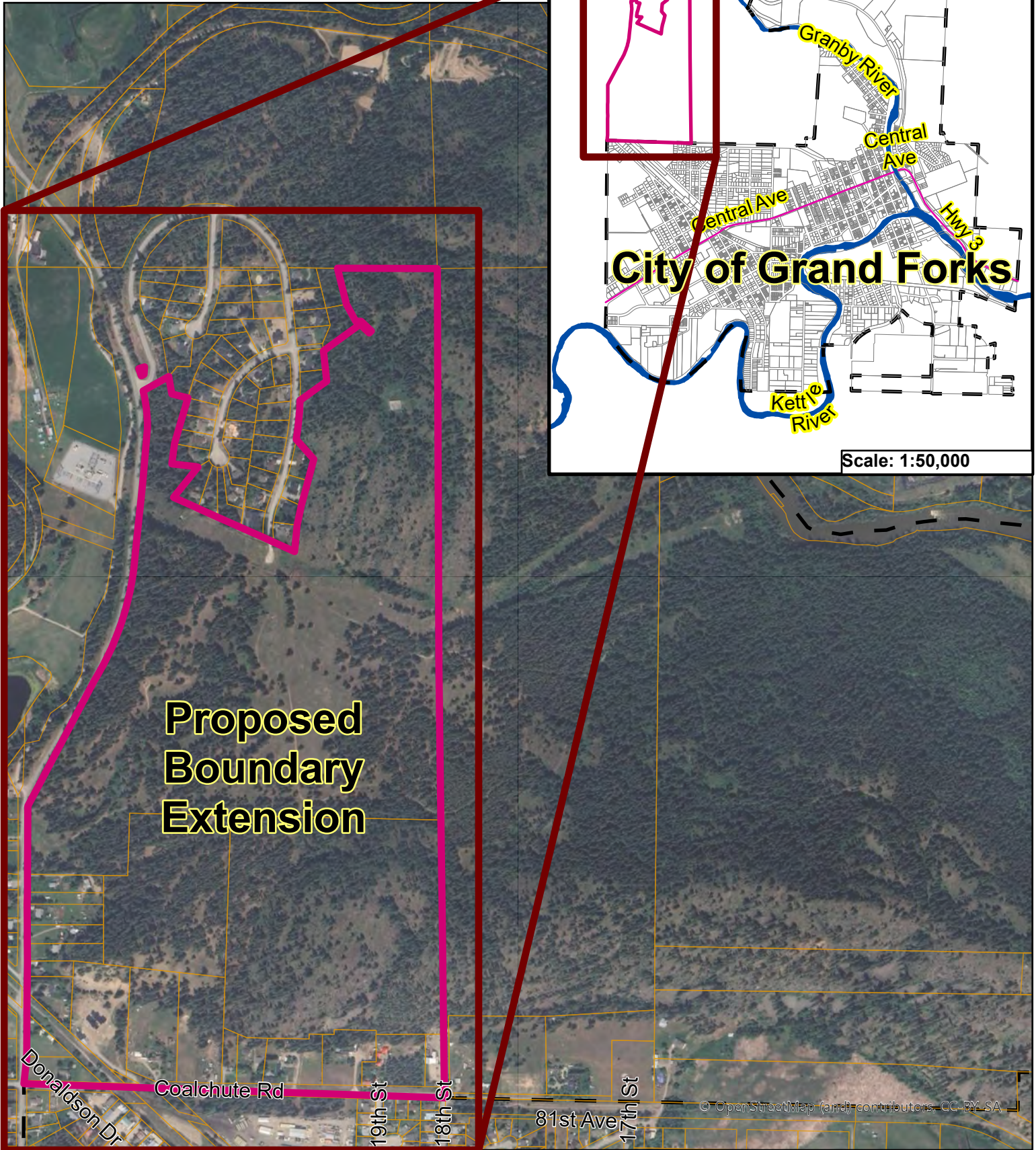
Kind regards,

City of Grand Forks

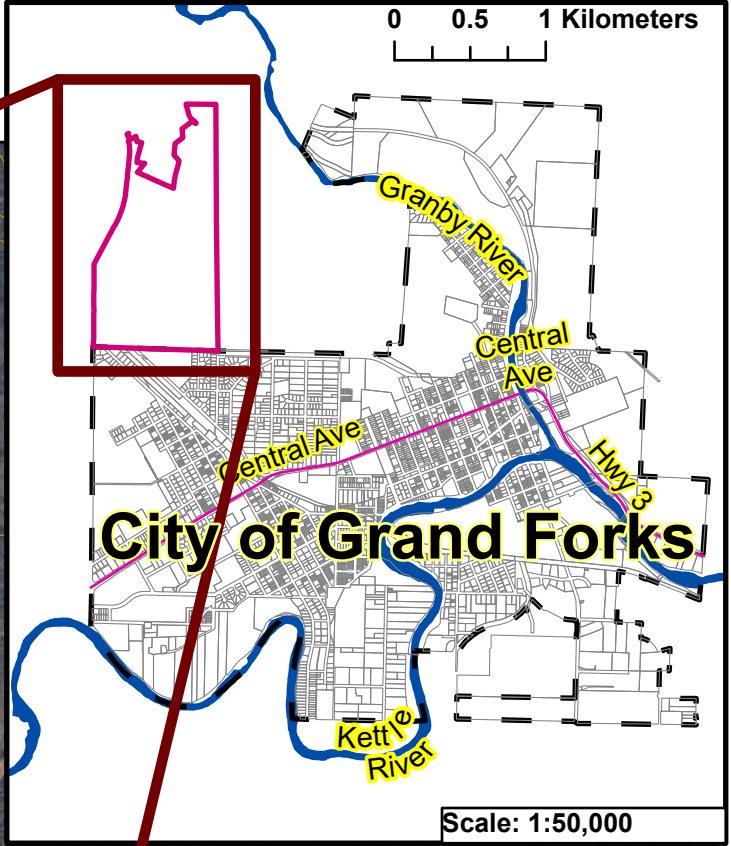


Settle down.

- City Boundary
- Proposed Boundary Expansion
- ParcelMap BC Parcel Fabric



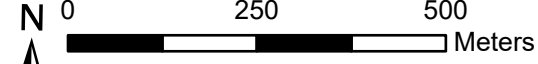
Proposed Boundary Extension



Scale: 1:50,000

© OpenStreetMap (and) contributors, CC-BY-SA

The City of Grand Forks cannot guarantee accuracy or fitness for any purpose and does not provide warranty of any kind. The City accepts no liability for any expenses, losses, damages, or costs relating to the use of this map or data. This map and/or data must not be used for direct marketing or be used in the breach of privacy laws, it is intended only for the requested use. The data must not be circulated or copied without prior consent of the City of Grand Forks.



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Date

Name

Address

City, Province, Postal Code

Dear Name,

Information Package and Meeting Request: Proposed Municipal Boundary Extension City of Grand Forks

As a property owner of Address (Legal Description) located within the proposed municipal boundary extension area, we have prepared the attached information package for you to assist in understanding the process and potential impacts and to provide you with information on how you can provide feedback.

We are currently in the proposal development stage which includes engaging and hearing from property owners. The City is committed to listening to your perspective, understanding your concerns, and answering your questions while keeping you informed every step of the way.

After reviewing the information package, we invite you to share your thoughts or concerns in writing and/or by scheduling a one-on-one virtual meeting with our consultant any time between November 6, 2023 - December 8, 2023. If virtual meetings are not convenient or if you prefer a different date, please contact us.

We're committed to making sure you have the opportunity to share your feedback in a way that works best for you.

If you have no comments or prefer not to meet, we kindly request that you acknowledge receipt of this information by signing the attached acknowledgement form by December 8, 2023 and returning in the pre-paid envelope.

Boundary extensions are a provincially regulated process, and no decisions have been made other than to explore the possibility of expanding the municipal boundary.



We invite you to visit the project website at www.grandforks.ca/2023-boundary-extension to learn more. This website contains information and FAQs which will be updated throughout the consultation and possible application process as information becomes available.

To schedule your virtual one on one meeting with the consultant, or if you have any questions, please contact Daniel Drexler, Corporate Officer at 250-442-8266 or boundaryextension@grandforks.ca.

If you are a property owner with tenants, you are welcome to share this information package with your tenant(s).

Thank you for your time and consideration.

Kind regards,

City of Grand Forks

SAMPLE



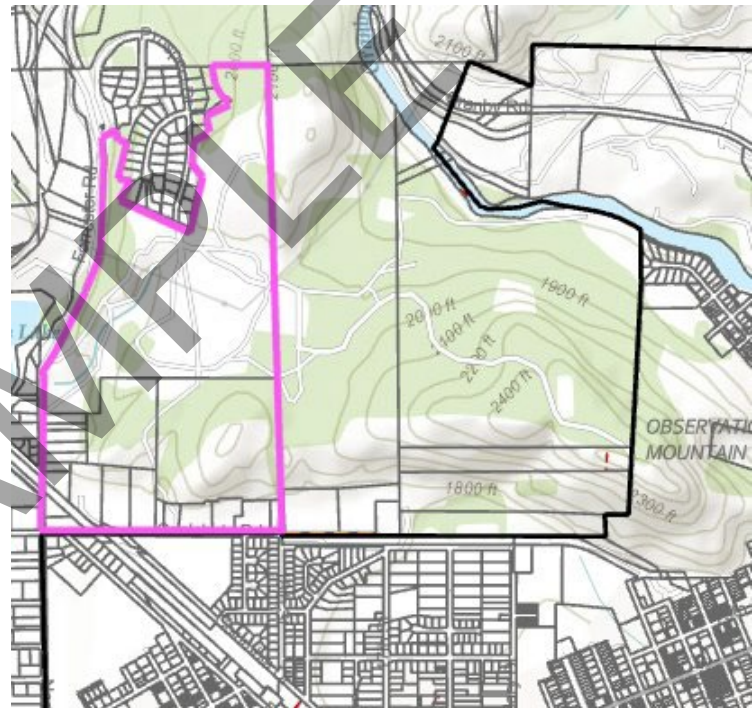
Property Owner Information Package

Proposed Municipal Boundary Extension

What is happening?

The City of Grand Forks has proposed a Boundary Extension to extend the perimeter of the City of Grand Forks and reduce the area of the Regional District of Kootenay Boundary's Electoral Area D. The Boundary Extension area, shown in the map below, includes a 94.52-hectare (233.57 acre) area currently located in the Regional District of the Kootenay Boundary (RDKB), north of Coalchute Road. Approximately 20 properties currently located within the RDKB, including Razansoff Road are proposed to become a part of the City of Grand Forks.

The proposed Boundary Extension will include changes to taxation, revenues, infrastructure, and overall service provision. During the proposal development process, which is the current stage of the project, the City has been consulting with the Regional District of Kootenay Boundary, Grand Forks Irrigation District, emergency services, and provincial ministries to determine what services may be impacted by the proposed Boundary Extension.



How will the proposed boundary extension impact property taxes for affected properties?

The chart below compares rural tax rates and user fees for boundary extension area residents to those in the City of Grand Forks. The example uses a property assessed at a value of \$400,000, including land and buildings.

The City taxes and user fees offer an idea of approximate rates boundary extension area residents should expect to be charged compared to current tax rates and user fees (again, based on a property with a total value of \$400,000).

Individual property tax implications are outlined below.



For comparison, using 2023 rates for both before and after a boundary extension the total in gross taxes associated with a property assessed at \$400,000:

Residential 4 Zoned Property assessed at \$400,000	Existing taxes	Following Boundary extension taxes
RDKB Rural properties in the proposed boundary extensions area	\$2,119	\$2,904

The proposed boundary extension area will see an increase in taxes of 37.1% for Residential 4 zoned properties.

After reviewing the impact to property owners in the proposed boundary extension area, the City of Grand Forks Council passed a motion on October 10, 2023 that recommends, if the proposed boundary extension proceeds, that the Province use an up-to 15-year tax rate limit for all properties in the proposed boundary extension area to phase in property tax increases in small yearly steps. In this example, this would result in an \$52 increase year over year until we reached the total amount by year 15.

As an example, a property valued at \$400,000 will see the following:

- *Existing Rural tax rates* \$2,119
- *Following Boundary extension* \$2,904
- *City tax rates*
- *What this property will pay in 2024* \$2,119 *Current rate + \$52 increase annually for 15 years.



What are the Property Tax Implications for Address?

- An increase of \$XXX.XX for Address (Legal Description) or 37.1% ¹see below for details
- The City plans to recommend to the province a gradual annual increase in taxes over a period of 15 years, which is estimated at \$XX per year (at current 2023 taxation levels).

2023 Tax Rate Comparison Rural to Municipal Address					
Rural Tax Rates			Municipal Tax Rates		
School	1.75250	\$	School	1.75250	\$
Rural (Provincial)	0.34000	\$	Municipal (City)	3.31280	\$
Fire	0.71058	\$	Fire	included in municipal	
Police	0.14570	\$	Police	0.26080	\$
RDKB	2.14830	\$	RDKB	1.73840	\$
Hospital	0.16184	\$	Hospital	0.16180	\$
MFA	0.00020	\$	MFA	0.00020	\$
BCA	0.03360	\$	BCA	0.03360	\$
St. Name & #	0.00407	\$			
Total:		\$			\$

¹ Please note, all taxation figures above do not factor in the annual Provincial Home Owner Grant (HOG) reduction. Your HOG entitlement and amount will not change with a boundary expansion.



Land use and services

How would this impact how I currently use my land and how would it change my current zoning/servicing requirements?

All affected residential properties are currently zoned “Residential 4” in the RDKB Zoning Bylaw which is similar to the City’s R4 (Rural Residential) zone. The City’s R4 and R4A zones do not require water and sewer connections and do allow wells and septic tanks. The RDKB zoning that is in effect before the boundary extension would continue to be in force as if they were a bylaw of the City, until amended or repealed by Council.

At this stage there would be no effect on the properties if the boundary extension process is successful. However, if the landowner would like to subdivide or develop their Residential 4 properties, the City’s Subdivision, Development, and Servicing Bylaw No. 1970 (SDS) would apply. The rules in the SDS Bylaw have no immediate effect because they only matter when a person wants to subdivide or develop land, but until the properties are rezoned from “Residential 4” under the legal RDKB zoning to “R4” (or another zone) under the City’s zoning, the City’s SDS bylaw might appear to require works and services to a more urban standard that the City may not actually consider appropriate for the area.

On October 10, 2023, the City of Grand Forks Council passed a resolution to advise the affected Residential 4 landowners that, if the boundary extension is successful, no drastic changes are anticipated to the current land use and water/sewer servicing requirements.

Will there be any impact to emergency services?

Through this proposal development process, we are engaging the City’s Fire Department, RCMP, and BC Ambulance to get a better understanding of what, if any, impacts a municipal boundary extension would have on the provision of emergency services.

What services will the City of Grand Forks provide that are not being provided through the RDKB?

Additional services provided by the City will include weekly pick-up for garbage and compost and bi-weekly pick-up for recycling.



How can you have your say?

How to provide feedback

The potential Boundary Extension is currently in the proposal development stage. We want your feedback! Please review the contents of this information package including specific information provided to you as a property owner in the boundary extension area.

We want to understand your concerns and questions and ensure you have the information you need to understand the process and have the opportunity to engage with us so that your input can be given due consideration at each stage.

We invite you to:

- **Respond in writing**, submitted to the City no later than December 8, 2023. Submit via email to: boundaryextension@grandforks.ca; and via regular mail to: Box 220, Grand Forks, BC, V0H 1H0 by using the prepaid envelope."
- Attend a **one-on-one virtual meeting** with the consultant between November 6, 2023 - December 8, 2023. To schedule your meeting, please email boundaryextension@grandforks.ca or contact Daniel Drexler by at 250-442-8266, ext. 60117 with your preferred date and time. If you do not have access to connect for a virtual meeting or require a different date, please let us know and we will work with you to make other arrangements to ensure you have an opportunity to share your feedback.
- If you prefer not to meet or have no comments for the City, we ask that you **acknowledge you have received this information** by signing the attached form by December 8, 2023 and submitting it using the prepaid envelope or by scanning and emailing the form to boundaryextension@grandforks.ca.

How does the City address objections to the Boundary Extension?

As part of the engagement process, the City will be collecting feedback including both support for and objections to the Boundary Extension. As questions and concerns are raised through this process, we'll do our best to get answers and mitigate concerns. All feedback submitted will be included in the package for provincial review.

All feedback collected, both support and objections, will be provided to the Province for consideration during the review process.



How can I stay informed and find more information?

Because we're only just starting to explore the proposed municipal Boundary Extension there are still some details we need to confirm. We're committed to updating the project website (<https://www.grandforks.ca/2023-boundary-extension/>) and a **Frequently Asked Questions** section is updated as new information and details are confirmed.

Please let us know if you have any specific questions or information you're interested in, and we'll do our best to get answers. Contact: boundaryextension@grandforks.ca

Additional Information and FAQs

Why is the City of Grand Forks doing this now?

A housing crisis is being experienced across Canada, British Columbia and in the local region. In 2018, the City of Grand Forks experienced a flooding event that further worsened the housing crisis locally. The proposed municipal Boundary Extension is intended to support the provision of a wider range of housing options and better meet the housing needs of current and future residents in the community. The request for a Boundary Extension was initiated by a private landowner in the area who is interested in developing their land for more urban uses, including increased housing options.

What is the approval process?

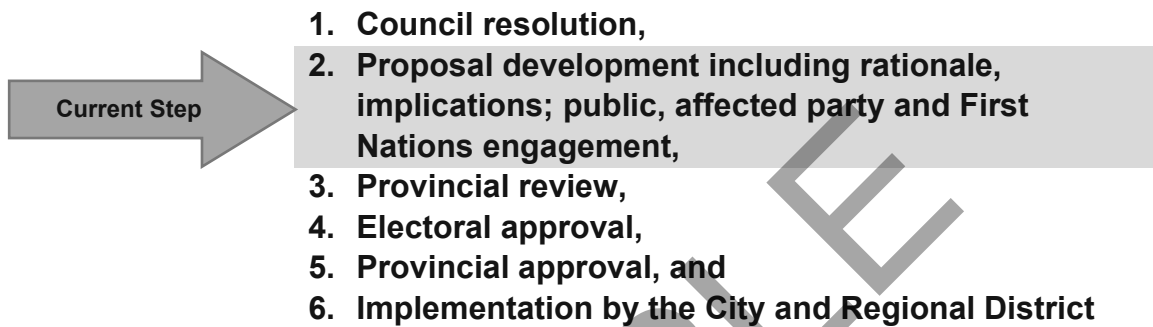
A Boundary Extension is a provincially regulated process with a number of steps starting with a Council resolution to start the process to explore expanding its boundary. Council agreed to proceed on April 17, 2023 (Review the proposal and Council Resolution [here](#)). The City is now working with a third-party consultant as part of the proposal process which includes engaging all affected parties, evaluating existing infrastructure and service delivery, and assessing the financial impacts of a potential municipal Boundary Extension. It is important the City hears from affected parties through this process.



What are the steps for a Boundary Extension?

A Boundary Extension is provincially regulated process which includes engaging all affected partners, evaluating existing infrastructure and service delivery, and assessing the financial impacts of extending services through a Boundary Extension.

The City of Grand Forks municipal Boundary Extension process will follow the process outlined by the Province which includes the following six steps:



For more information or to learn more about the process outlined by the Province see the [Municipal Boundary Extension Process Guide](#)

How long does this process take?

The timing for the Boundary Extension process is based on provincial requirements and consultation. The official request by a private landowner to explore a Boundary Extension was made to Council on April 17, 2023 at the Committee of the Whole meeting. Review the proposal [here](#) and the Council Resolution to proceed with exploring a municipal Boundary Extension.

The review of the proposal to extend the City’s boundary will take approximately 12 – 18 months to complete from the initial consultations to the proposal submission stage. Depending on comments received through the consultation process and input from the Province, we anticipate submitting the proposal for electoral approval to submit in early 2024 and then proceed to provincial review and consideration in the spring of 2024.



Acknowledgement Letter

Date

Name

Address

City, Province, Postal Code

Dear Name,

**Property Owner Acknowledgment Letter : Proposed Municipal Boundary
Extension City of Grand Forks**

The undersigned hereby acknowledges that I have been advised of the proposed Municipal Extension including the process, timeline, delivery of services and estimated property taxes, for Lot XXX if it were included in the City of Grand Forks if the proposed Boundary Extension is approved.

NAME:

DATE:

NAME:

DATE:

SAMPLE



September 18, 2023

Referrals Coordinator
Okanagan Nation Alliance (ONA)
#101, 3535 Old Okanagan Highway
Westbank, B.C.
V4T 3L7

DELIVERED BY Method

Dear Referrals Coordinator,

Re: Proposed Municipal Boundary Extension City of Grand Forks

The City of Grand Forks has received a request for consideration of the expansion of the City's municipal boundary. As such, we are planning to submit a boundary extension proposal to the Province of British Columbia for a 94.52-hectare (233.57 acre) area currently located in the Regional District of the Kootenay Boundary (RDKB), north of Coalchute Road (see attached map) adjacent to the current City border.

As the hub of the Boundary region, the City is committed to healthy living, affordability, and a great quality of life and the proposed boundary expansion is intended to support a wider range of housing choices available to current and future residents in the community. The change will mean that the City of Grand Forks will assume responsibility for regulation and providing local services instead of the Regional District of Kootenay Boundary, the local government that currently provides services to the area.

The boundary extension process is a provincially regulated process with six steps: Council resolution, proposal development which includes referrals to affected parties, Ministerial review, electoral approval, provincial approval, and implementation. At this time, we are in the proposal development stage.

In addition to seeking your input, we are also reaching out to property owners, residents, emergency services, provincial ministries and local First Nations including Lower Similkameen Indian Band, SNPINK'TN Indian Band, Osoyoos Indian Band, Upper Nicola Band, Okanagan Indian Band and Splats'in First Nation for review.

Grand Forks' City Council recognizes the importance of communicating and hearing from the Okanagan Nation Alliance regarding City plans and initiatives, and in consideration of the importance of this area, we would like to gather feedback on any of your practices, customs, or traditions in the vicinity of the property and how the proposed municipal boundary extension may potentially impact those practices, customs, or traditions. A reply is respectfully requested by **November 9, 2023**.

If you would like more information or would like to discuss this further, please contact me at 250-442-8266 or boundaryextension@grandforks.ca. Once your reply has been received and any issues within municipal jurisdiction have been considered, the City will decide whether to submit the proposal to the Ministry of Municipal Affairs for consideration. Thank you for your attention to this matter.

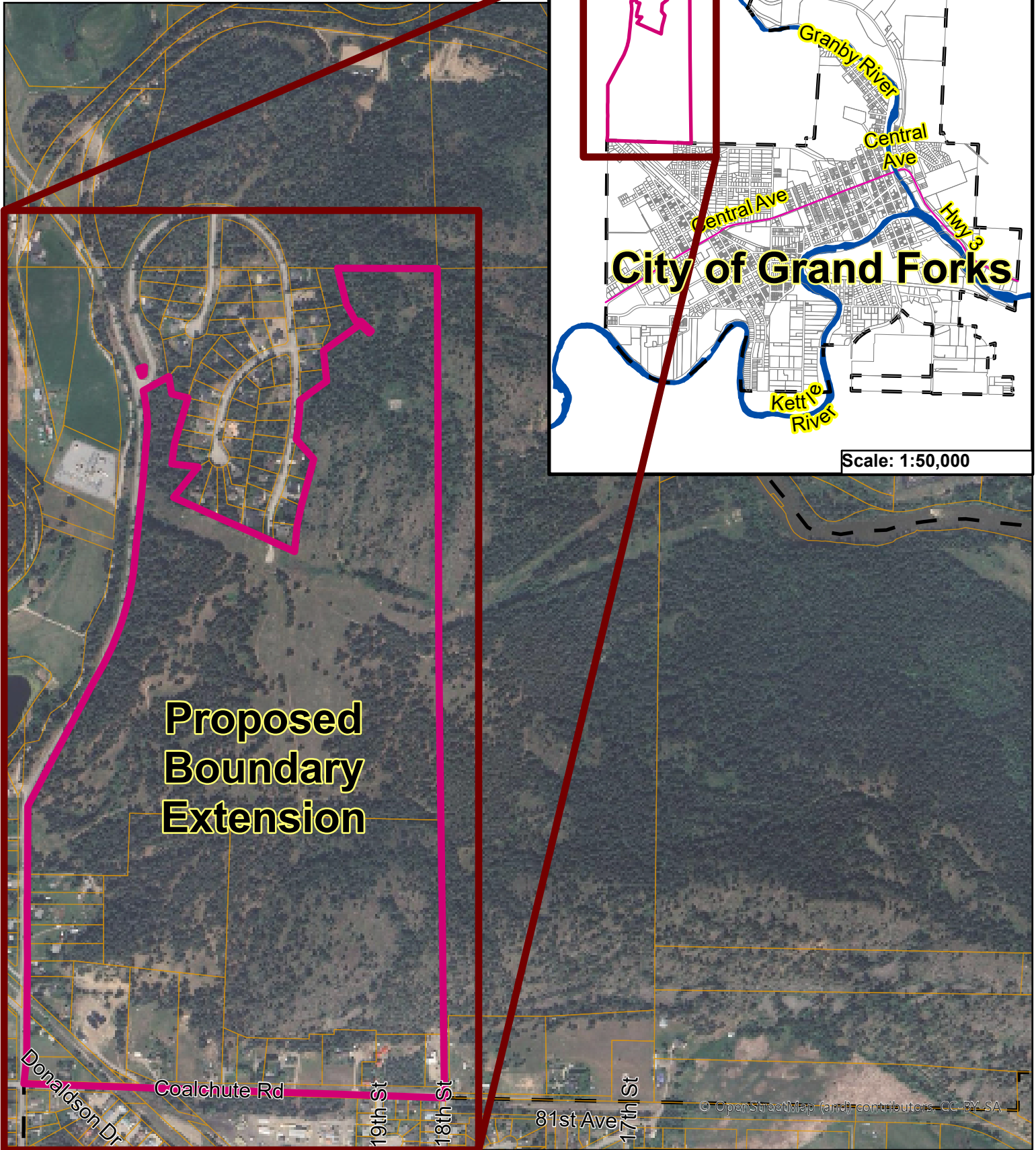
Kind regards,

Daniel Drexler
Corporate Officer
City of Grand Forks



Settle down.

- City Boundary
- Proposed Boundary Expansion
- ParcelMap BC Parcel Fabric



**Proposed
Boundary
Extension**

City of Grand Forks

Scale: 1:50,000

0 0.5 1 Kilometers

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Scale: 1:10,000
Print Date: 2023-09-14 User: acameron

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September 18, 2023

Chief Keith Crow
Lower Similkameen Indian Band
PO Box 100,
Keremeos, BC V0X1N0

DELIVERED BY Method

Dear Chief,

Re: Proposed Municipal Boundary Extension City of Grand Forks

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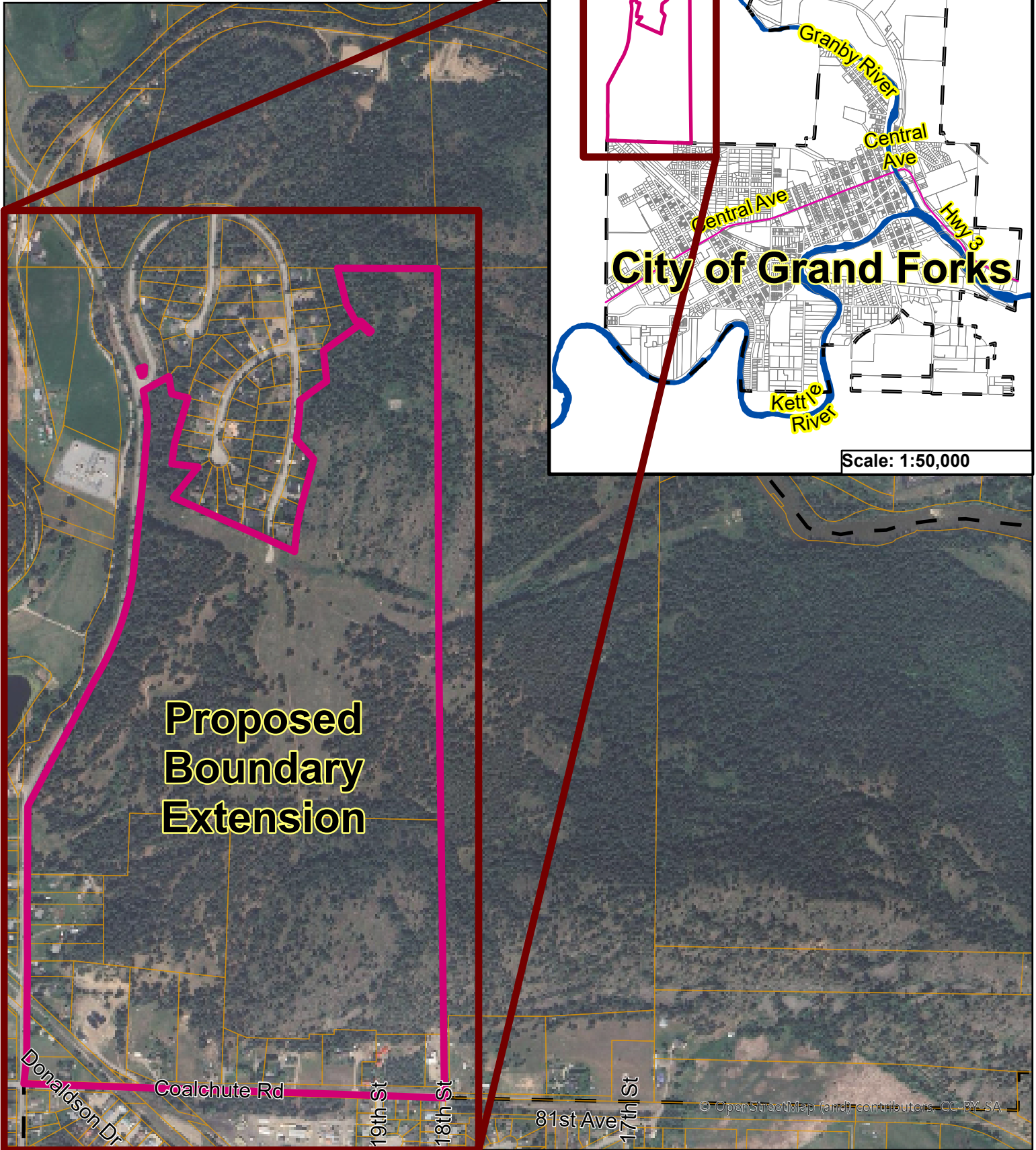
Daniel Drexler
Corporate Officer
City of Grand Forks

Cc: Lower Similkameen Indian Band Council Members, Referrals Coordinators



Settle down.

- City Boundary
- Proposed Boundary Expansion
- ParcelMap BC Parcel Fabric



Proposed Boundary Extension

City of Grand Forks

Scale: 1:50,000

0 0.5 1 Kilometers

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September 18, 2023

Council Members
Lower Similkameen Indian Band
PO Box 100,
Keremeos, BC V0X1N0

DELIVERED BY Method

Dear Council members,

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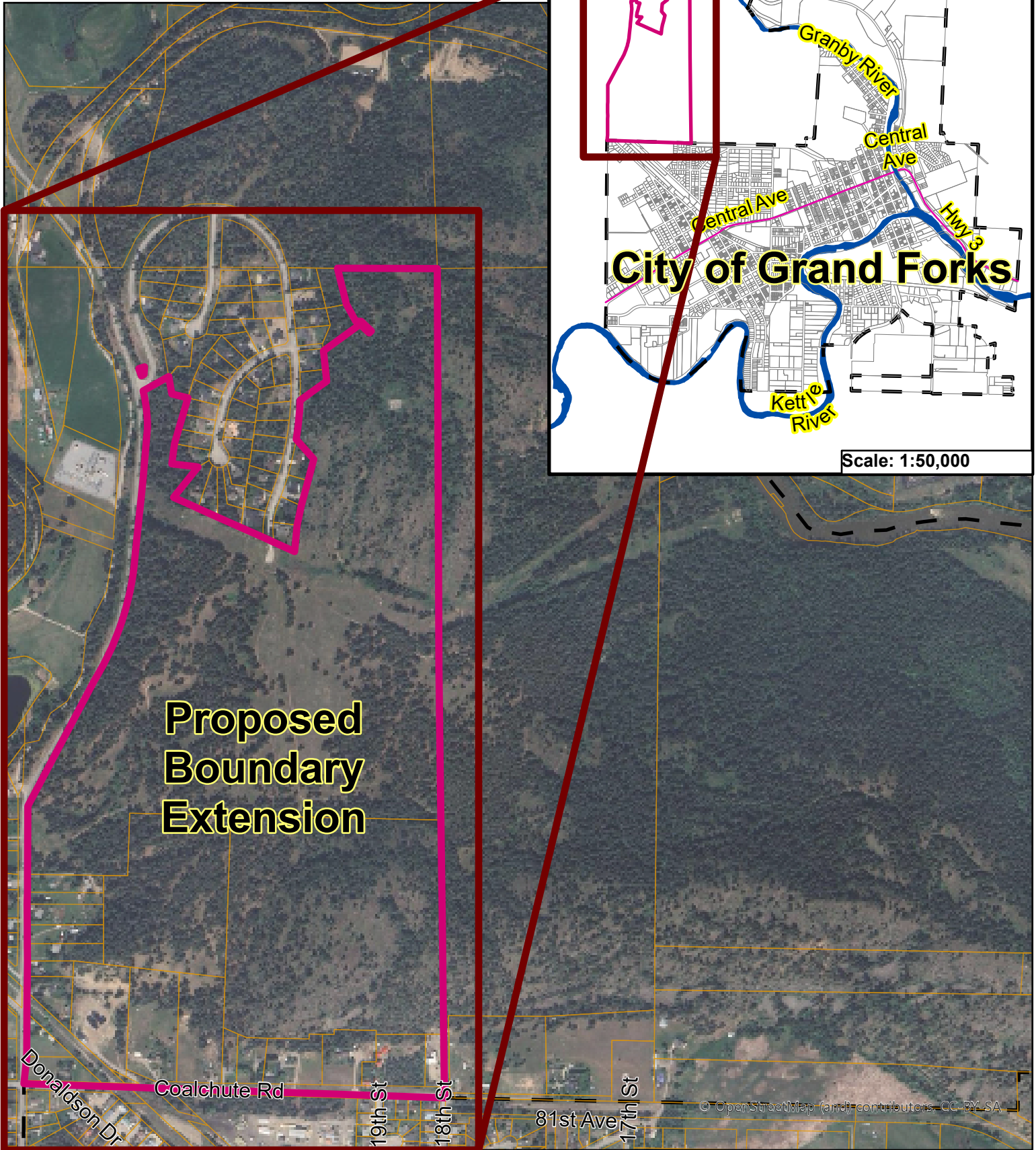
Daniel Drexler
Corporate Officer
City of Grand Forks

Cc: Chief Keith Crow, Referrals Coordinator



Settle down.

- City Boundary
- Proposed Boundary Expansion
- ParcelMap BC Parcel Fabric



Proposed Boundary Extension

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September 18, 2023

Referrals Coordinator
Lower Similkameen Indian Band
PO Box 100,
Keremeos, BC V0X1N0

DELIVERED BY Method

Dear Referrals Coordinator,

Re: Proposed Municipal Boundary Extension City of Grand Forks

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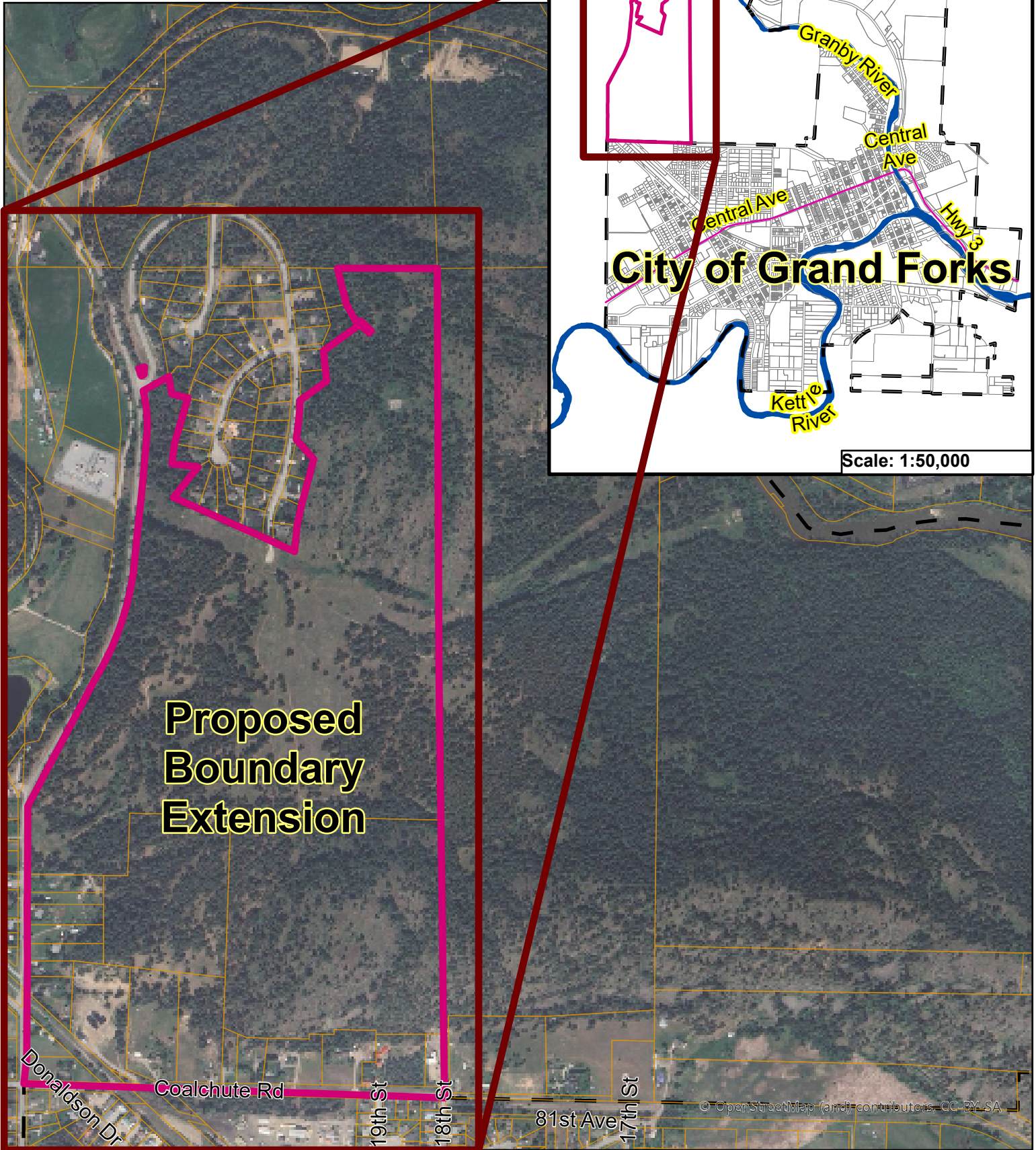
Daniel Drexler
Corporate Officer
City of Grand Forks

Cc: Chief Keith Crow & Council Members



Settle down.

- City Boundary
- Proposed Boundary Expansion
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Proposed Boundary Extension

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September 18, 2023

Referrals Coordinator
SNPINK'TN Indian Band
RR 2 SITE 80 COMP 19
Penticton, B.C.
V2G 6J7

DELIVERED BY Method

Dear Referrals Coordinator,

Re: Proposed Municipal Boundary Extension City of Grand Forks

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Nation Alliance, Lower Similkameen Indian Band, Osoyoos Indian Band, Upper Nicola Band, Okanagan Indian Band and Splots'in First Nation for review.

Grand Forks' City Council recognizes the importance of communicating and hearing from the SNPINK'TN Indian Band regarding City plans and initiatives, and in consideration of the importance of this area to the SNPINK'TN Indian Band, we would like to gather feedback on any of your practices, customs, or traditions in the vicinity of the property and how the proposed municipal boundary extension may potentially impact those practices, customs, or traditions. A reply is respectfully requested by **November 9, 2023**.

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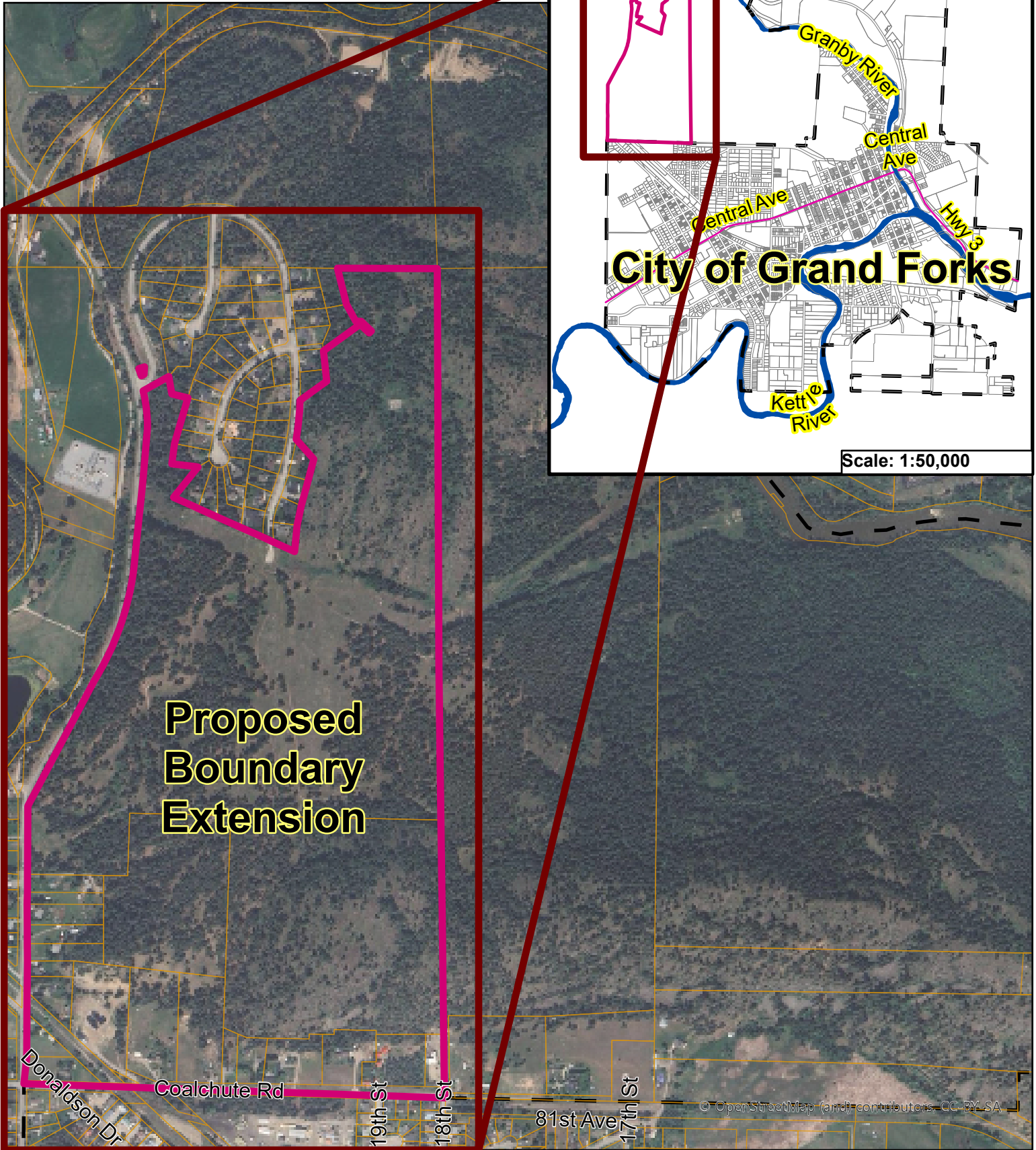
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Corporate Officer
City of Grand Forks



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September 18, 2023

OIB Referrals
Osoyoos Indian Band
1155 SEN POK CHIN BLVD
Oliver, B.C.
V0H 1T8

DELIVERED BY Method

Dear OIB Referrals Coordinator,

Re: Proposed Municipal Boundary Extension City of Grand Forks

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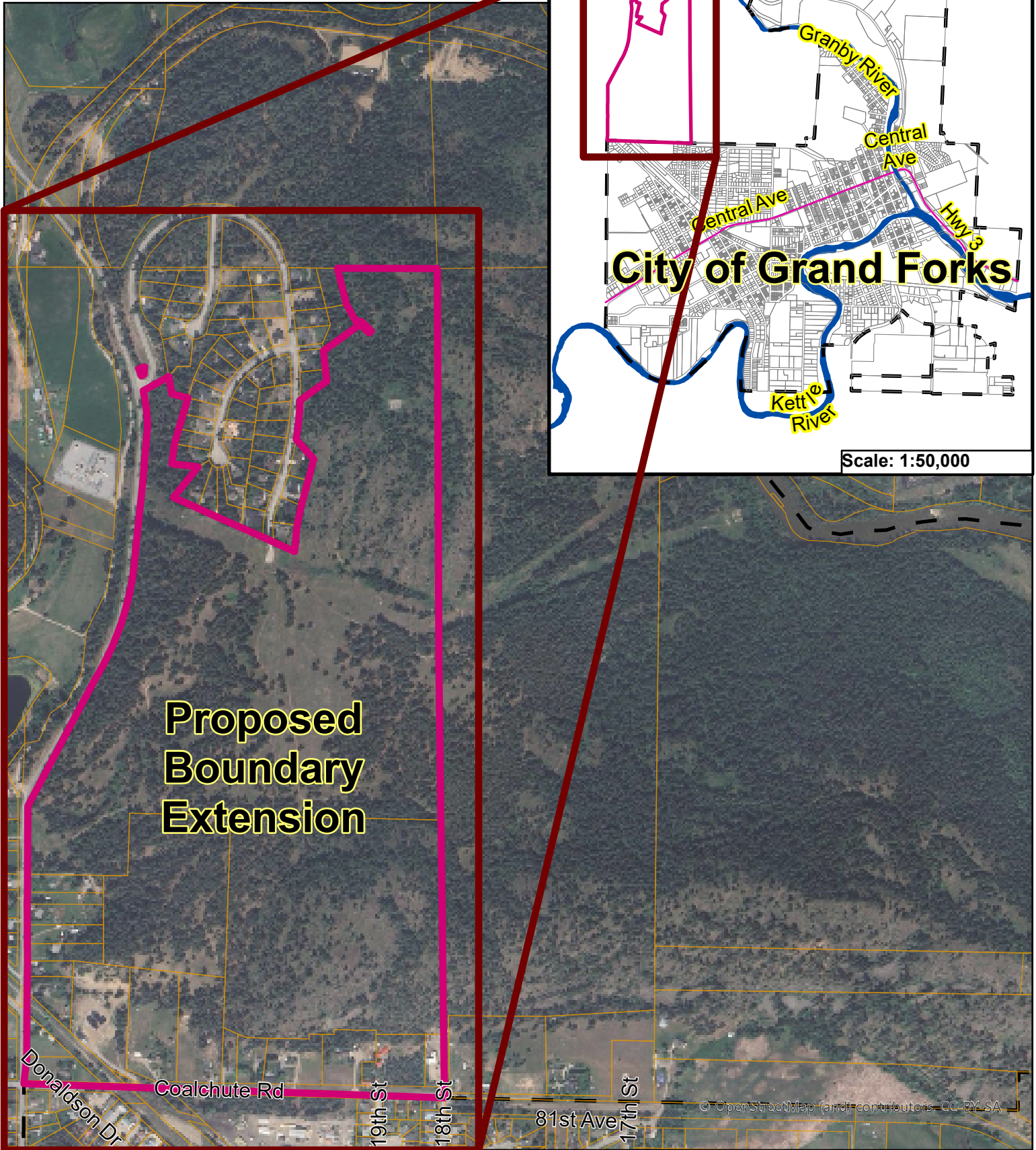
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Daniel Drexler
Corporate Officer
City of Grand Forks



Settle down.

- City Boundary
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September 18, 2023

Chief Harvey McLeod
Upper Nicola Band
PO Box 3700,
Merritt, BC
V1K 1B8

DELIVERED BY Method

Dear Chief McLeod,

Re: Proposed Municipal Boundary Extension City of Grand Forks

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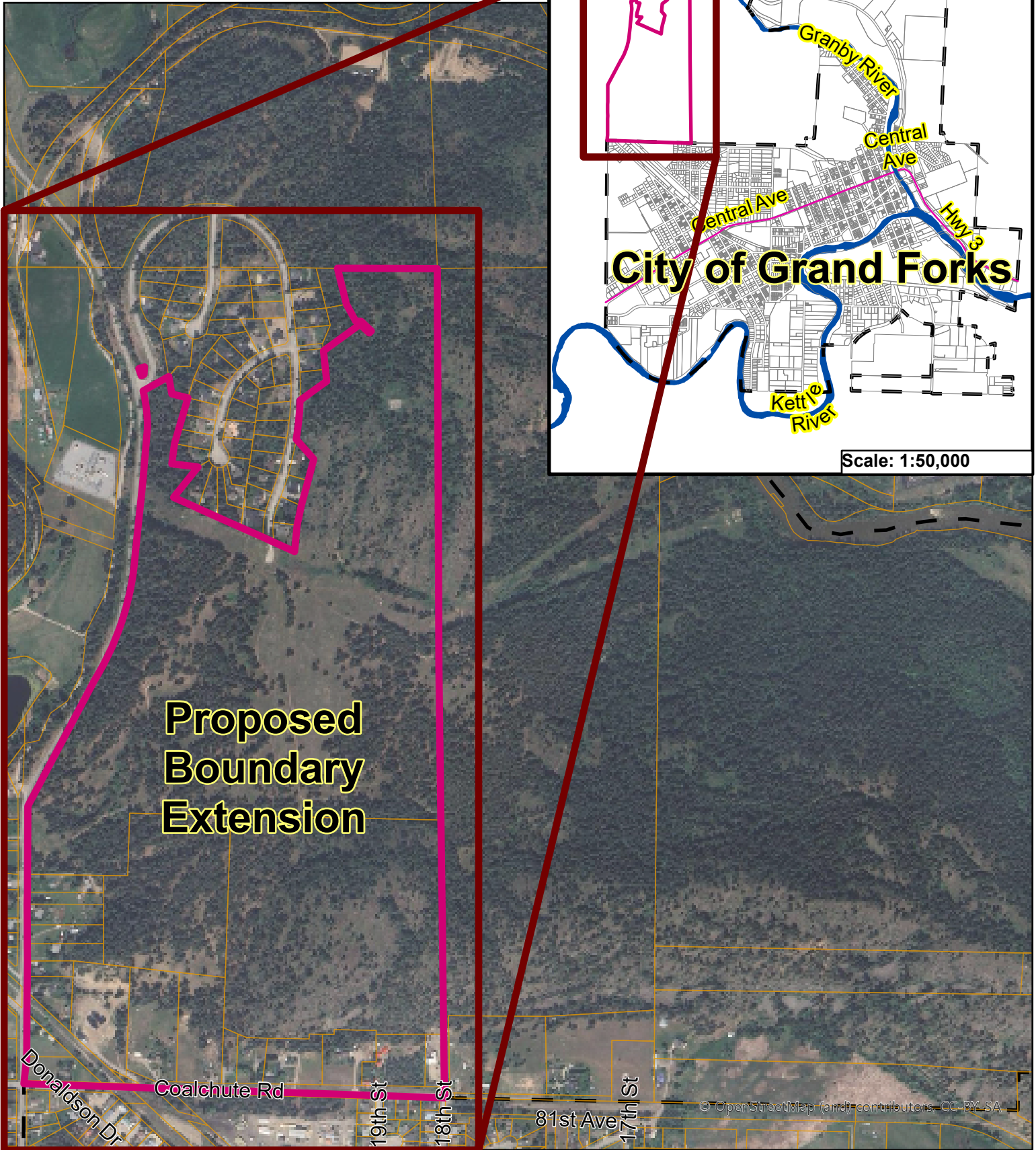
Daniel Drexler
Corporate Officer
City of Grand Forks

Cc: Upper Nicola Band Council Members, Referrals Coordinator



Settle down.

- City Boundary
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Proposed Boundary Extension

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September 18, 2023

Council Members
Upper Nicola Band
PO Box 3700,
Merritt, BC
V1K 1B8

DELIVERED BY Method

Dear Council Members,

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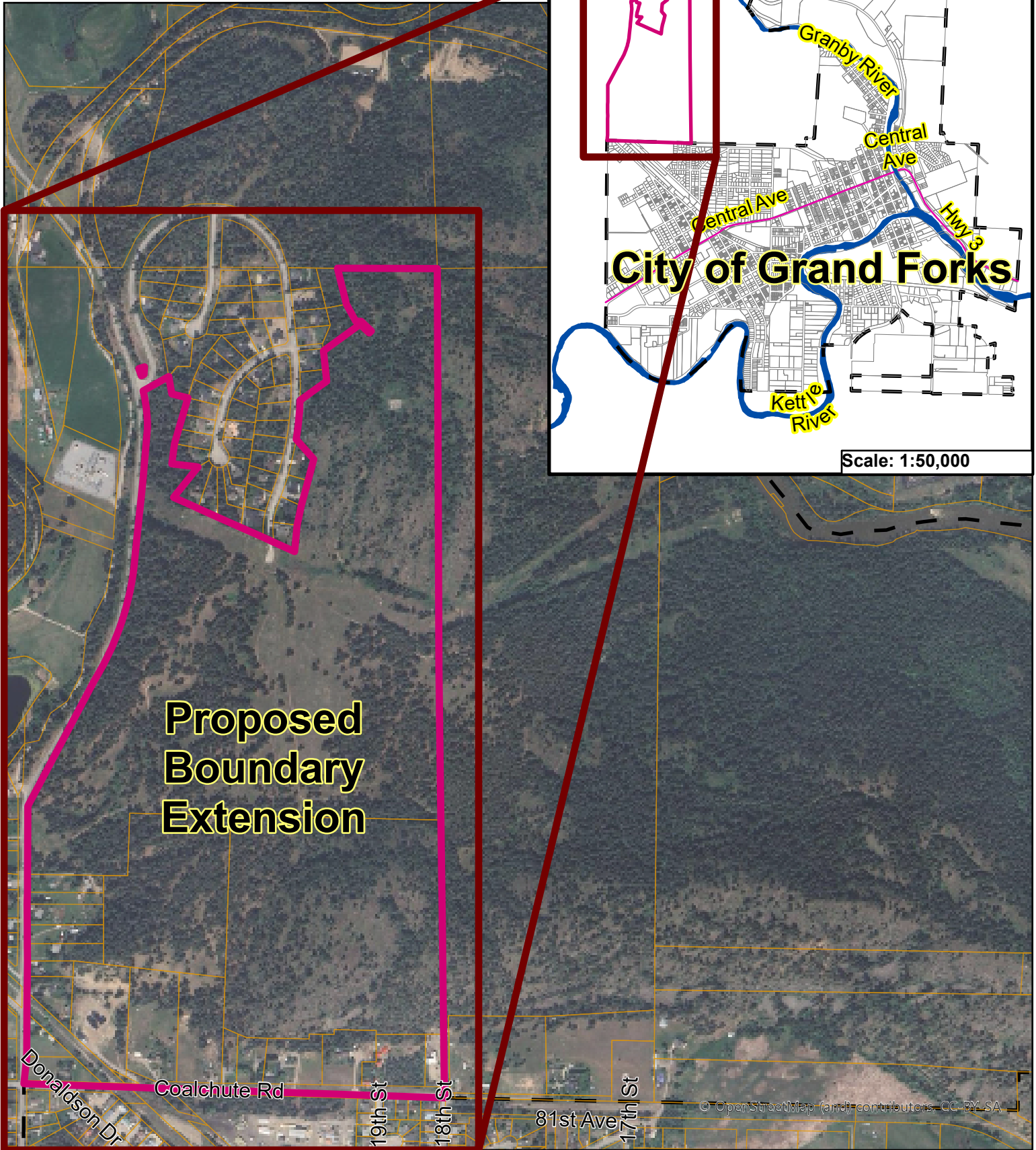
Daniel Drexler
Corporate Officer
City of Grand Forks

Cc: Chief Harvey McLeod, Referrals Coordinator



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THE CORPORATION OF THE CITY OF GRAND FORKS

7217 – 4TH STREET, BOX 220 · GRAND FORKS, BC VOH 1H0 · TELEPHONE 250-442-8266 · FAX 250-442-8000



September 18, 2023

Referrals Coordinator
Upper Nicola Band
PO Box 3700,
Merritt, BC
V1K 1B8

DELIVERED BY Method

Dear Referrals Coordinator,

Re: Proposed Municipal Boundary Extension City of Grand Forks

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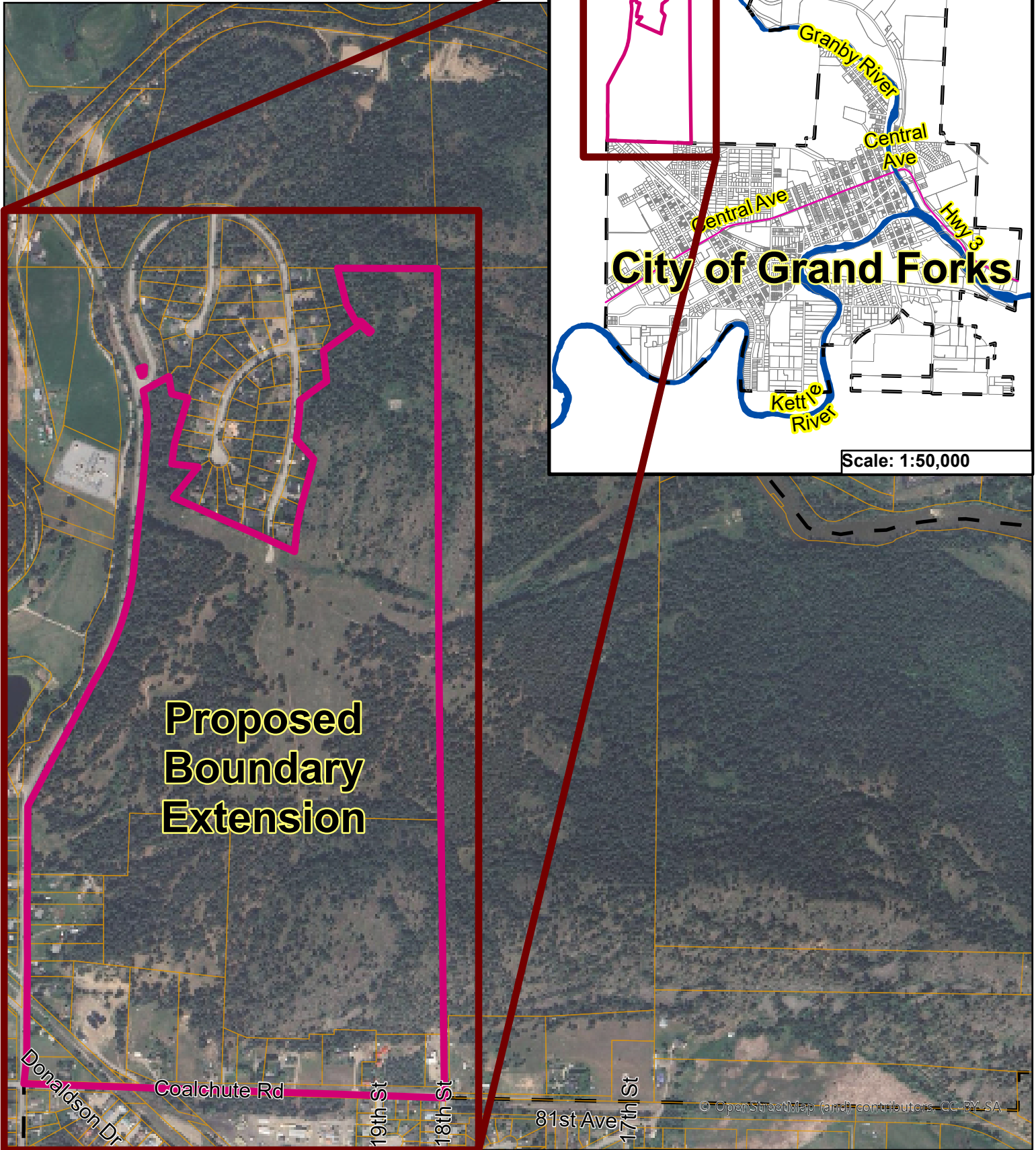
Daniel Drexler
Corporate Officer
City of Grand Forks

Cc: Chief Harvey McLeod and Council



Settle down.

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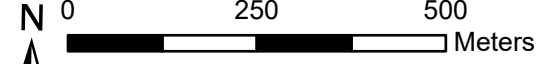
Proposed Boundary Extension

City of Grand Forks

Scale: 1:50,000

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September 18, 2023

Chief Byron Louis
Okanagan Indian Band
1232 Westside Road
Vernon, B.C.
V1H 2A4

DELIVERED BY Method

Dear Chief Louis,

Re: Proposed Municipal Boundary Extension City of Grand Forks

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The boundary extension process is a provincially regulated process with six steps: Council resolution, proposal development which includes referrals to affected parties, Ministerial review, electoral approval, provincial approval, and implementation. At this time, we are in the proposal development stage.

In addition to seeking your input, we are also reaching out to property owners, residents, emergency services, provincial ministries and local First Nations including Okanagan

Nation Alliance, Lower Similkameen Indian Band, SNPINK'TN Indian Band, Osoyoos Indian Band, Upper Nicola Band, and Splots'in First Nation for review.

Grand Forks' City Council recognizes the importance of communicating and hearing from the Okanagan Indian Band regarding City plans and initiatives, and in consideration of the importance of this area to the Okanagan Indian Band, we would like to gather feedback on any of your practices, customs, or traditions in the vicinity of the property and how the proposed municipal boundary extension may potentially impact those practices, customs, or traditions. A reply is respectfully requested by **November 9, 2023**.

If you would like more information or would like to discuss this further, please contact me at 250-442-8266 or boundaryextension@grandforks.ca. Once your reply has been received and any issues within municipal jurisdiction have been considered, the City will decide whether to submit the proposal to the Ministry of Municipal Affairs for consideration. Thank you for your attention to this matter.

Kind regards,

Daniel Drexler
Corporate Officer

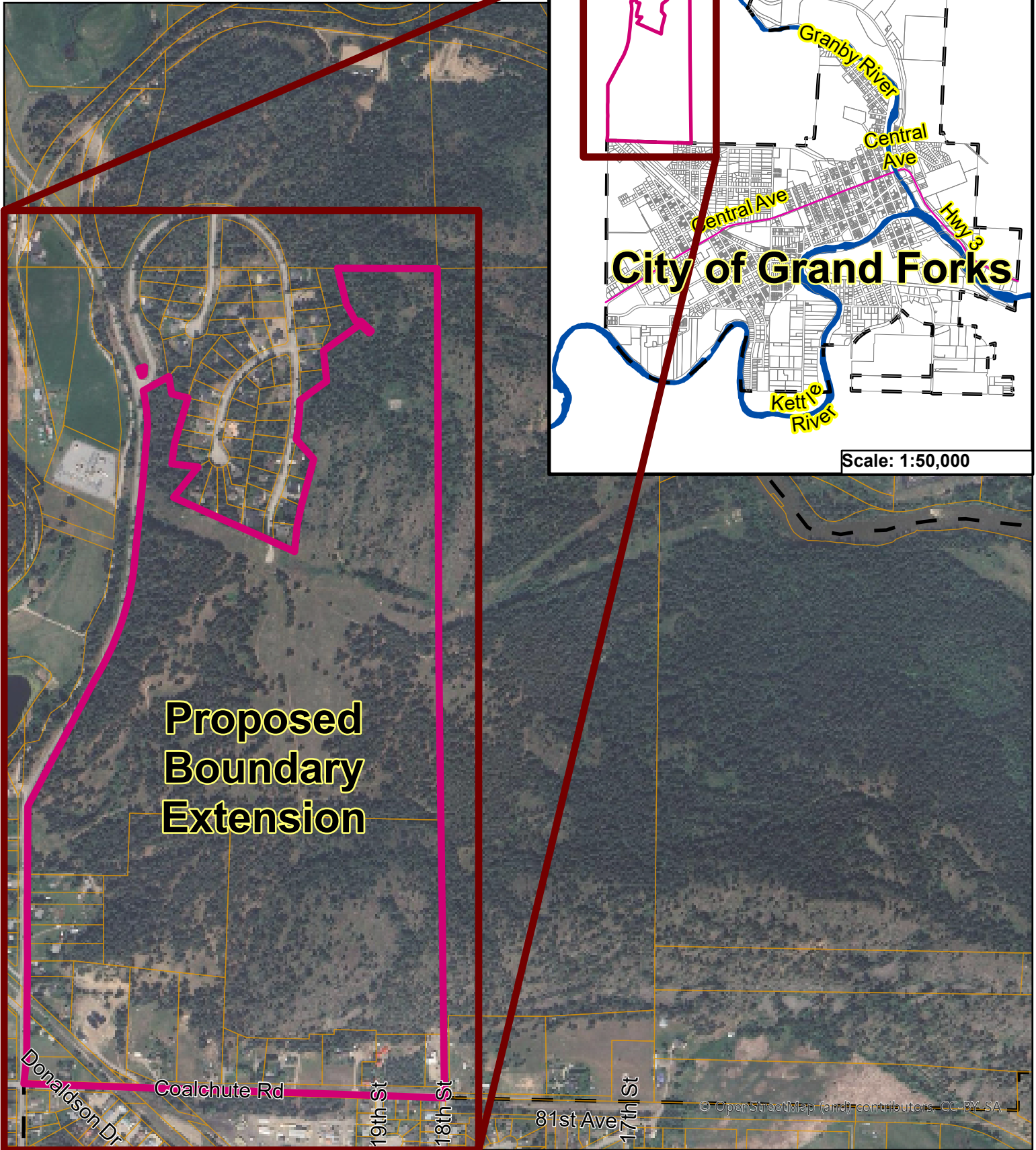
City of Grand Forks

CC: Okanagan Indian Band Council and OKIB Referrals Coordinator



Settle down.

- City Boundary
- Proposed Boundary Expansion
- ParcelMap BC Parcel Fabric



Proposed Boundary Extension

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THE CORPORATION OF THE CITY OF GRAND FORKS

7217 – 4TH STREET, BOX 220 · GRAND FORKS, BC V0H 1H0 · TELEPHONE 250-442-8266 · FAX 250-442-8000



September 18, 2023

Council Members
Okanagan Indian Band
1232 Westside Road
Vernon, B.C.
V1H 2A4

DELIVERED BY Method

Dear Council Members,

Re: Proposed Municipal Boundary Extension City of Grand Forks

The City of Grand Forks has received a request for consideration of the expansion of the City's municipal boundary. As such, we are planning to submit a boundary extension proposal to the Province of British Columbia for a 94.52-hectare (233.57 acre) area currently located in the Regional District of the Kootenay Boundary (RDKB), north of Coalchute Road (see attached map) adjacent to the current City border.

As the hub of the Boundary region, the City is committed to healthy living, affordability, and a great quality of life and the proposed boundary expansion is intended to support a wider range of housing choices available to current and future residents in the community. The change will mean that the City of Grand Forks will assume responsibility for regulation and providing local services instead of the Regional District of Kootenay Boundary, the local government that currently provides services to the area.

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In addition to seeking your input, we are also reaching out to property owners, residents, emergency services, provincial ministries and local First Nations including Okanagan Nation Alliance, Lower Similkameen Indian Band, SNPINK'TN Indian Band, Osoyoos Indian Band, Upper Nicola Band, and Splots'in First Nation for review.

Grand Forks' City Council recognizes the importance of communicating and hearing from the Okanagan Indian Band regarding City plans and initiatives, and in consideration of the importance of this area to the Okanagan Indian Band, we would like to gather feedback on any of your practices, customs, or traditions in the vicinity of the property and how the proposed municipal boundary extension may potentially impact those practices, customs, or traditions. A reply is respectfully requested by **November 9, 2023**.

If you would like more information or would like to discuss this further, please contact me at 250-442-8266 or boundaryextension@grandforks.ca. Once your reply has been received and any issues within municipal jurisdiction have been considered, the City will decide whether to submit the proposal to the Ministry of Municipal Affairs for consideration. Thank you for your attention to this matter.

Kind regards,

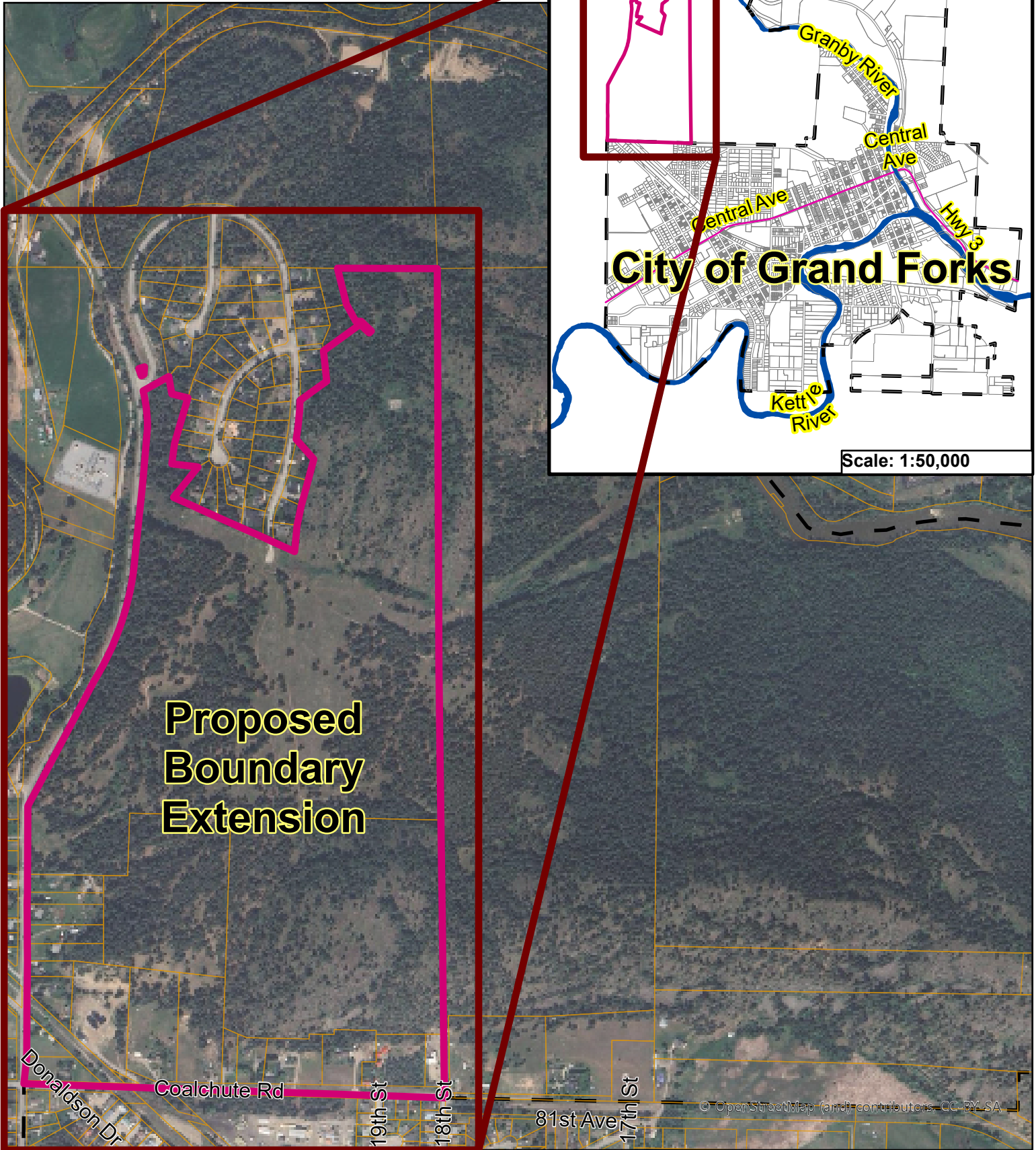
Daniel Drexler
Corporate Officer
City of Grand Forks

CC: Chief Byron Louis and OKIB Referrals Coordinator



Settle down.

- City Boundary
- Proposed Boundary Expansion
- ParcelMap BC Parcel Fabric



Proposed Boundary Extension

City of Grand Forks

Scale: 1:50,000

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 Print Date: 2023-09-14 User: acameron

THE CORPORATION OF THE CITY OF GRAND FORKS

7217 – 4TH STREET, BOX 220 · GRAND FORKS, BC VOH 1H0 · TELEPHONE 250-442-8266 · FAX 250-442-8000



September 18, 2023

OKIB Referrals Coordinator
Okanagan Indian Band
1232 Westside Road
Vernon, B.C.
V1H 2A4

DELIVERED BY Method

Dear Referrals Coordinator,

Re: Proposed Municipal Boundary Extension City of Grand Forks

The City of Grand Forks has received a request for consideration of the expansion of the City's municipal boundary. As such, we are planning to submit a boundary extension proposal to the Province of British Columbia for a 94.52-hectare (233.57 acre) area currently located in the Regional District of the Kootenay Boundary (RDKB), north of Coalchute Road (see attached map) adjacent to the current City border.

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In addition to seeking your input, we are also reaching out to property owners, residents, emergency services, provincial ministries and local First Nations including Okanagan Nation Alliance, Lower Similkameen Indian Band, SNPINK'TN Indian Band, Osoyoos Indian Band, Upper Nicola Band, and Splots'in First Nation for review.

Grand Forks' City Council recognizes the importance of communicating and hearing from the Okanagan Indian Band regarding City plans and initiatives, and in consideration of the importance of this area to the Okanagan Indian Band, we would like to gather feedback on any of your practices, customs, or traditions in the vicinity of the property and how the proposed municipal boundary extension may potentially impact those practices, customs, or traditions. A reply is respectfully requested by **November 9, 2023**.

If you would like more information or would like to discuss this further, please contact me at 250-442-8266 or boundaryextension@grandforks.ca. Once your reply has been received and any issues within municipal jurisdiction have been considered, the City will decide whether to submit the proposal to the Ministry of Municipal Affairs for consideration. Thank you for your attention to this matter.

Kind regards,

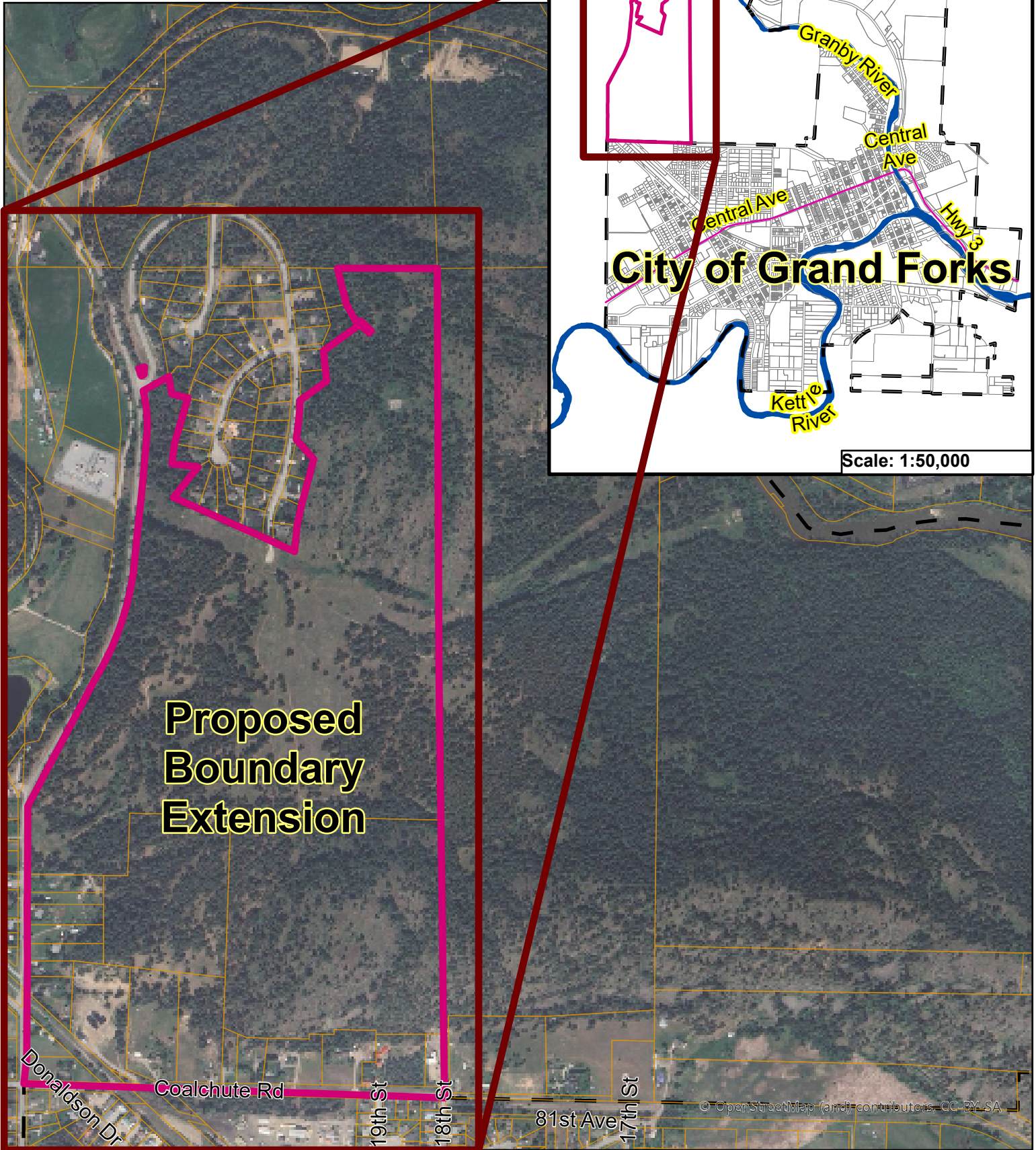
Daniel Drexler
Corporate Officer
City of Grand Forks

Cc: Chief Byron Louis & Council Members



Settle down.

- City Boundary
- Proposed Boundary Expansion
- ParcelMap BC Parcel Fabric



Proposed Boundary Extension

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 Print Date: 2023-09-14 User: acameron



September 18, 2023

Chief Doug Thomas
Splats'in First Nation
PO Box 460,
Enderby, BC
V0E 1V0

DELIVERED BY Method

Dear Chief Thomas,

Re: Proposed Municipal Boundary Extension City of Grand Forks

The City of Grand Forks has received a request for consideration of the expansion of the City's municipal boundary. As such, we are planning to submit a boundary extension proposal to the Province of British Columbia for a 94.52-hectare (233.57 acre) area currently located in the Regional District of the Kootenay Boundary (RDKB), north of Coalchute Road (see attached map) adjacent to the current City border.

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Grand Forks' City Council recognizes the importance of communicating and hearing from the Splats'in First Nation regarding City plans and initiatives, and in consideration of the importance of this area to the Splats'in First Nation, we would like to gather feedback on any of your practices, customs, or traditions in the vicinity of the property and how the proposed municipal boundary extension may potentially impact those practices, customs, or traditions. A reply is respectfully requested by **November 9, 2023**.

If you would like more information or would like to discuss this further, please contact me at 250-442-8266 or boundaryextension@grandforks.ca. Once your reply has been received and any issues within municipal jurisdiction have been considered, the City will decide whether to submit the proposal to the Ministry of Municipal Affairs for consideration. Thank you for your attention to this matter.

Kind regards,

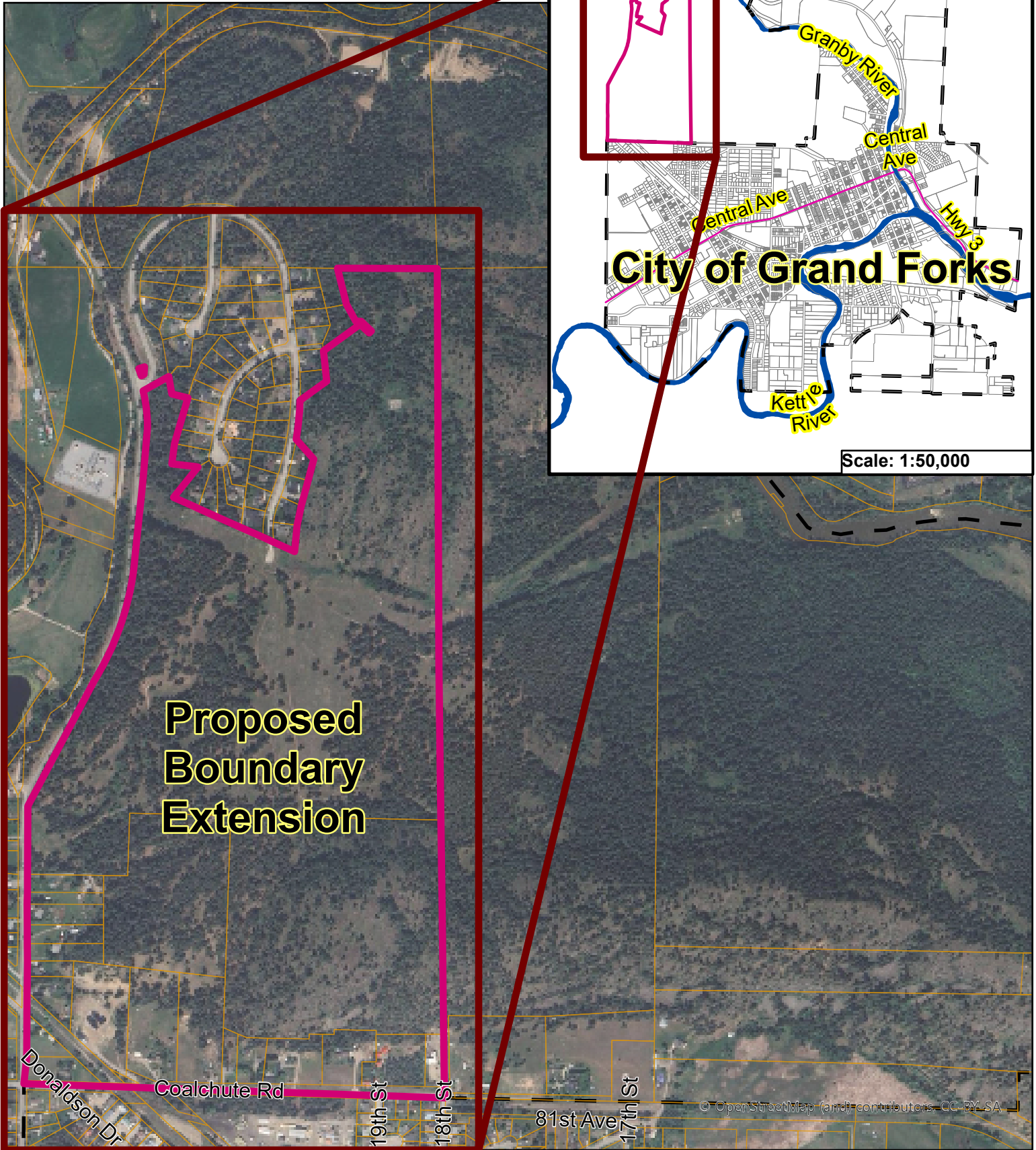
Daniel Drexler
Corporate Officer
City of Grand Forks

Cc: Council members Splats'in First Nation and Referrals Coordinator



Settle down.

- City Boundary
- Proposed Boundary Expansion
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Proposed Boundary Extension

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September 18, 2023

Council members
Splots'in First Nation
PO Box 460,
Enderby, BC
V0E 1V0

DELIVERED BY Method

Dear Chief Thomas,

Re: Proposed Municipal Boundary Extension City of Grand Forks

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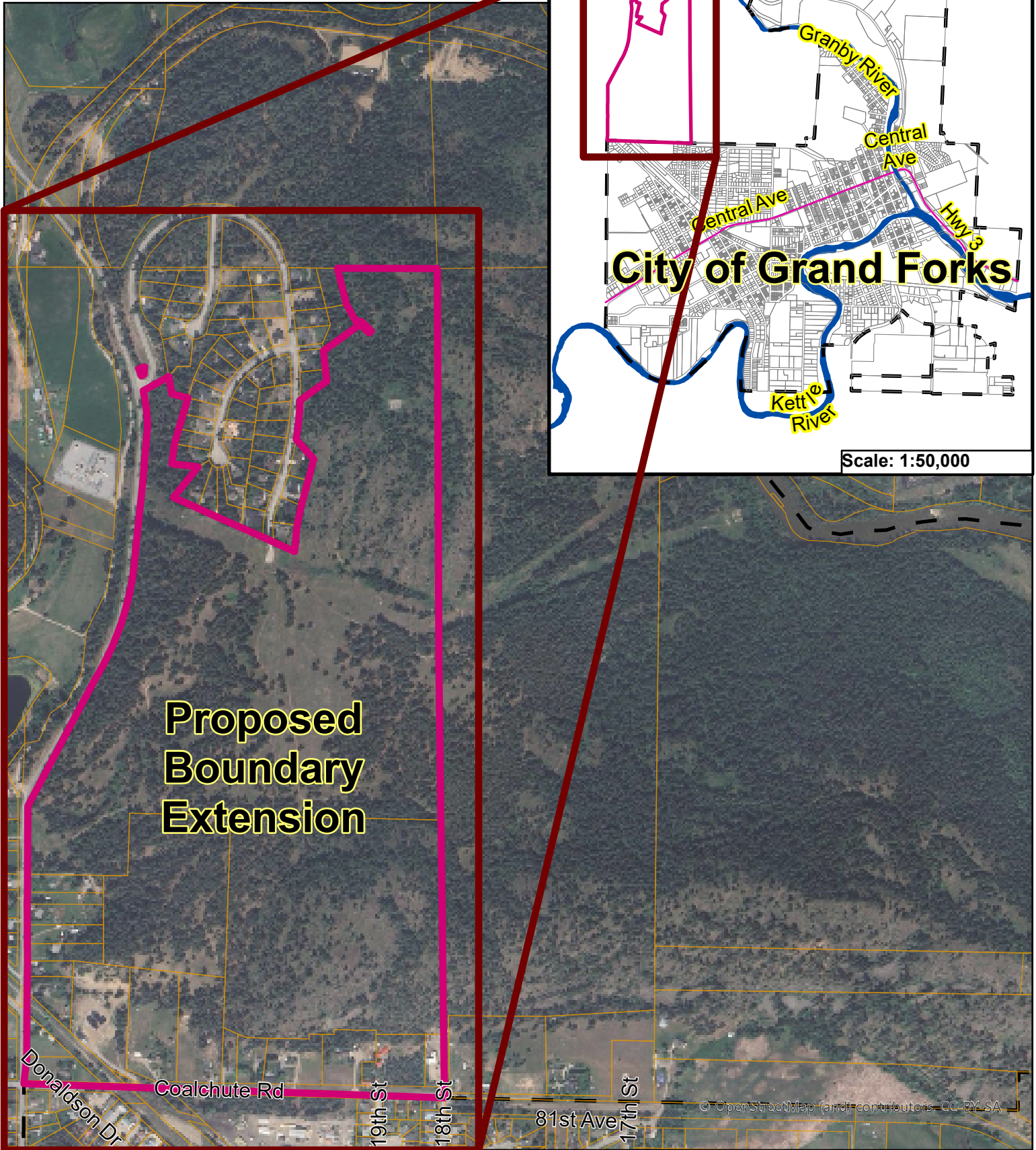
Daniel Drexler
Corporate Officer
City of Grand Forks

Cc: Chief Doug Thomas and Referrals Coordinator



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- City Boundary
- Proposed Boundary Expansion
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September 18, 2023

Referrals Coordinator
Splots'in First Nation
PO Box 460,
Enderby, BC
V0E 1V0

DELIVERED BY Method

Dear Referrals Coordinator,

Re: Proposed Municipal Boundary Extension City of Grand Forks

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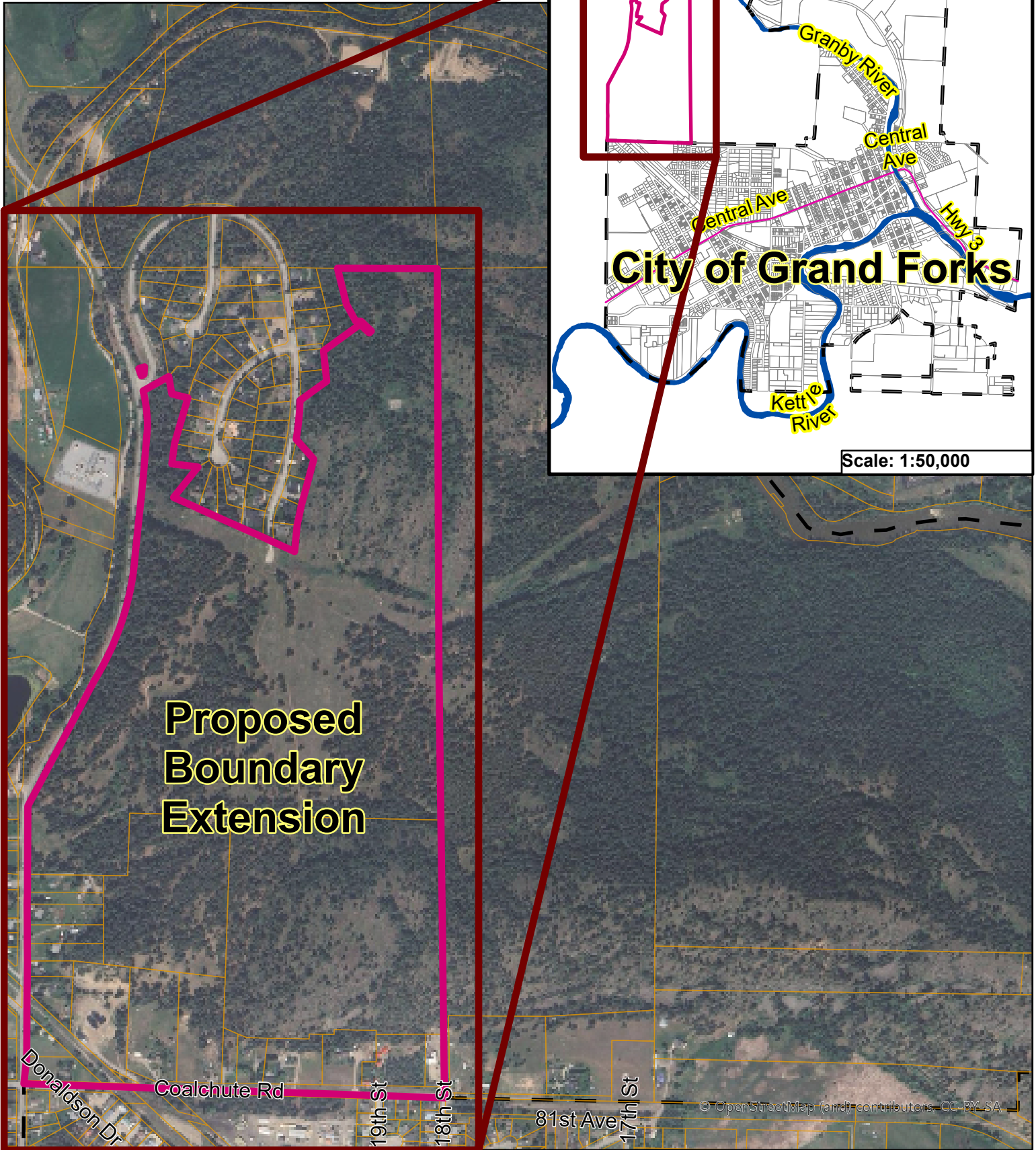
Daniel Drexler
Corporate Officer
City of Grand Forks

Cc: Chief Doug Thomas & Council Members



Settle down.

- City Boundary
- Proposed Boundary Expansion
- ParcelMap BC Parcel Fabric



Proposed Boundary Extension

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September 22, 2023

Debbie Morris
BC Ambulance
7649 22 St
Grand Forks BC V0H 1H2

DELIVERED BY EMAIL

Dear Debbie,

Re: Proposed Municipal Boundary Extension City of Grand Forks

The City of Grand Forks is committed to working with BC Ambulance regarding City plans and initiatives. As such, we are planning to submit a boundary extension proposal to the Province of British Columbia for the 94.52-hectare (233.57 acre) area currently located in the Regional District of the Kootenay Boundary (RDKB), north of Coalchute Road. A map of the proposed boundary extension is attached for your review.

The boundary extension process is a provincially regulated process with six steps: Council resolution, proposal development which includes referrals to affected parties, Ministerial review, electoral approval, provincial approval, and implementation. At this time, we are in the proposal development stage. In addition to seeking your input, we are also reaching out to property owners, residents, emergency services, provincial ministries, and First Nations.

As the hub of the Boundary region, the City is committed to healthy living, affordability and a great quality of life and the proposed boundary expansion is intended to support a wider range of housing choices available to current and future residents in the community. The change will mean that the City of Grand Forks will assume responsibility for regulation and providing local services instead of the Regional District of Kootenay Boundary.

As such, we are requesting information from BC Ambulance related to potential concerns or opportunities to assist the City in understanding the services in the region and potential impacts to BC Ambulance, if any, if the boundary extension is approved. Please provide

comments about the proposed municipal boundary extension to the City by **October 27, 2023**.

If you would like more information or would like to discuss this further, please contact me at 250-442-8266 or boundaryextension@grandforks.ca.

Kind regards,

Daniel Drexler

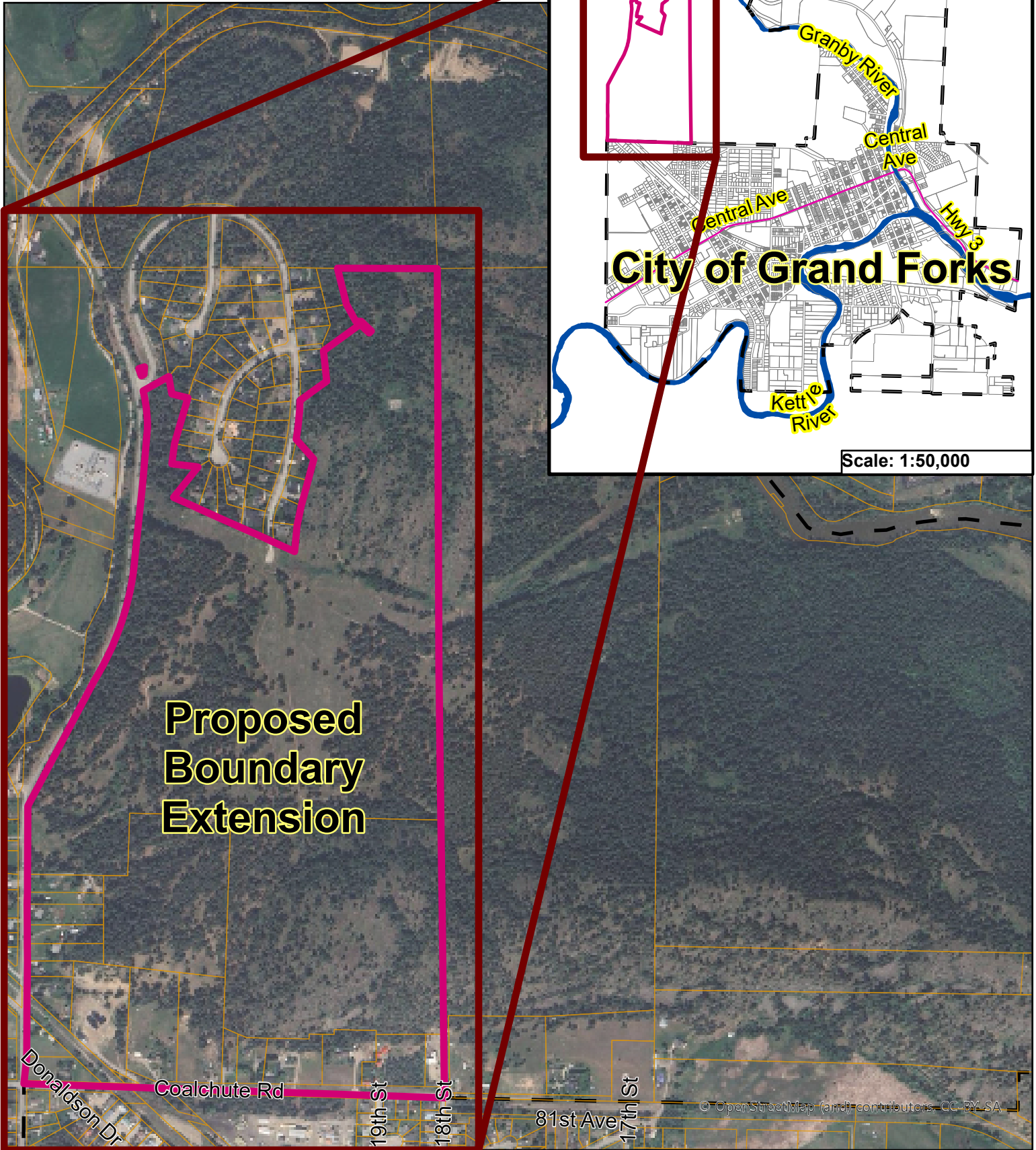
Corporate Officer

City of Grand Forks



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September 22, 2023

Fire Chief James Runciman
Fire Department
City of Grand Forks
P.O. Box 370
Grand Forks BC V0H 1H0

DELIVERED BY EMAIL

Dear Chief Runciman,

Re: Proposed Municipal Boundary Extension City of Grand Forks

The City of Grand Forks is committed to working with the Fire Department regarding City plans and initiatives. As such, we are planning to submit a boundary extension proposal to the Province of British Columbia for the 94.52-hectare (233.57 acre) area currently located in the Regional District of the Kootenay Boundary (RDKB), north of Coalchute Road. A map of the proposed boundary extension is attached for your review.

The boundary extension process is a provincially regulated process with six steps: Council resolution, proposal development which includes referrals to affected parties, Ministerial review, electoral approval, provincial approval, and implementation. At this time, we are in the proposal development stage. In addition to seeking your input, we are also reaching out to property owners, residents, other emergency services, provincial ministries, and First Nations.

As the hub of the Boundary region, the City is committed to healthy living, affordability and a great quality of life and the proposed boundary expansion is intended to support a wider range of housing choices available to current and future residents in the community. The change will mean that the City of Grand Forks will assume responsibility for regulation and providing local services instead of the Regional District of Kootenay Boundary.

As such, we are requesting information from the Fire Department related to potential concerns or opportunities to assist the City in understanding the services in the region and potential impacts to the Fire Services, if any, if the boundary extension is approved.

Please provide comments about the proposed municipal boundary extension to the City by **October 27, 2023**.

If you would like more information or would like to discuss this further, please contact me at 250-442-8266 or boundaryextension@grandforks.ca.

Kind regards,

Daniel Drexler

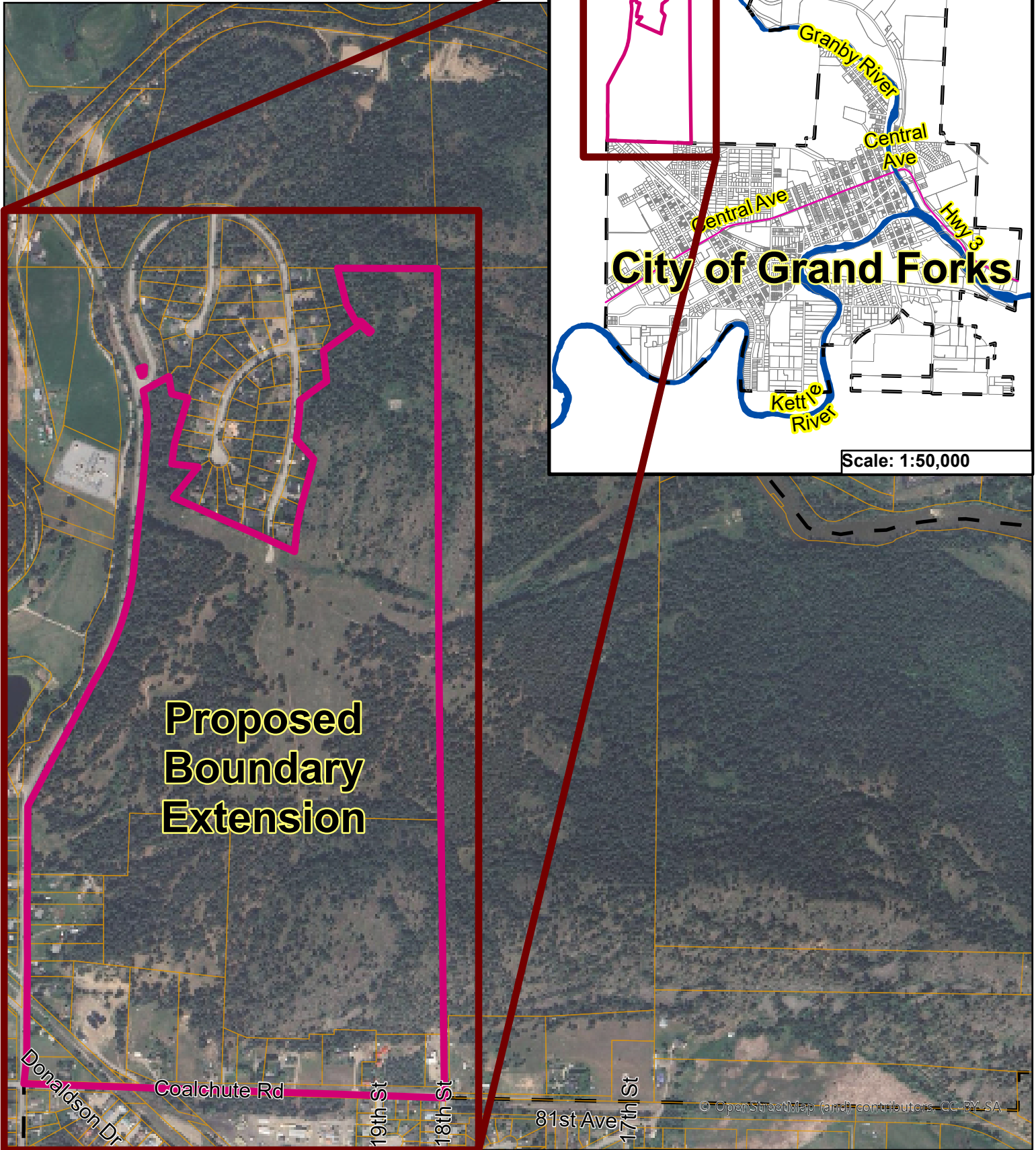
Corporate Officer

City of Grand Forks



Settle down.

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Proposed Boundary Extension

City of Grand Forks

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Print Date: 2023-09-14 User: acameron

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September 22, 2023

Wade Benner
Energy Solutions Manager
FortisBC

DELIVERED BY EMAIL

Dear Wade,

Re: Proposed Municipal Boundary Extension City of Grand Forks

The City of Grand Forks is committed to working with FortisBC regarding City plans and initiatives. As such, we are planning to submit a boundary extension proposal to the Province of British Columbia for the 94.52-hectare (233.57 acre) area currently located in the Regional District of the Kootenay Boundary (RDKB), north of Coalchute Road. A map of the proposed boundary extension is attached for your review.

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As such, we are requesting information from Fortis related to potential concerns or opportunities to assist the City in understanding the services in the region and potential impacts to FortisBC, if any, if the boundary extension is approved. Please provide

comments about the proposed municipal boundary extension to the City by **October 27, 2023**.

If you would like more information or would like to discuss this further, please contact me at 250-442-8266 or boundaryextension@grandforks.ca.

Kind regards,

Daniel Drexler

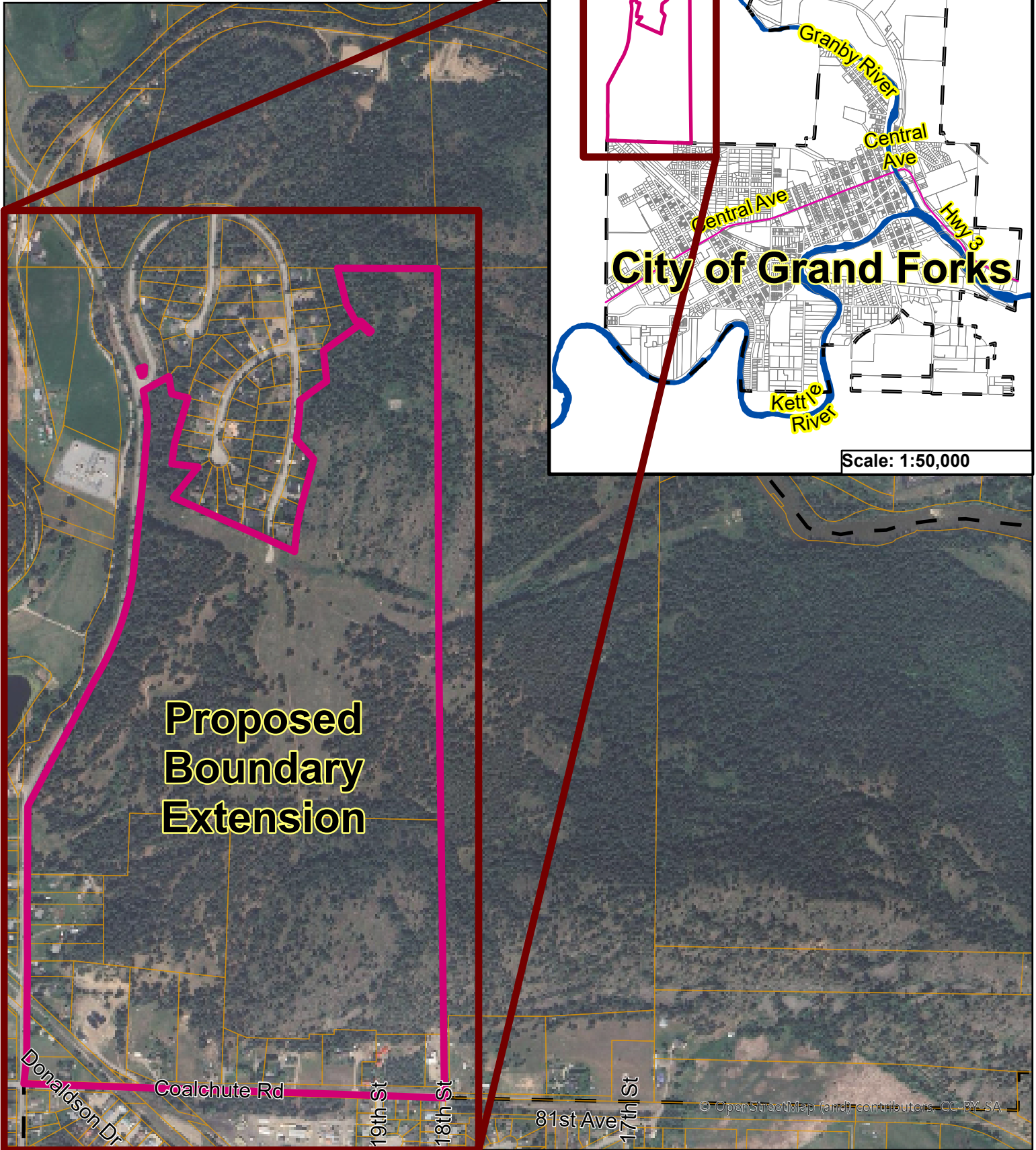
Corporate Officer

City of Grand Forks



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Print Date: 2023-09-14 User: acameron

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October 2, 2023

Dr. Shallen Letwin
Vice President, Clinical Operation
Interior Health South
505 Doyle Ave.
Kelowna, BC
V1Y 0C5

DELIVERED BY EMAIL

Dear Dr. Letwin,

Re: Proposed Municipal Boundary Extension City of Grand Forks

The City of Grand Forks is committed to working with the Interior Health Authority regarding City plans and initiatives. As such, we are planning to submit a boundary extension proposal to the Province of British Columbia for the 94.52-hectare (233.57 acre) area currently located in the Regional District of the Kootenay Boundary (RDKB), north of Coalchute Road. A map of the proposed boundary extension is attached for your review.

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As such, we are requesting information from Interior Health related to potential concerns or opportunities to assist the City in understanding the services in the region and potential impacts to the delivery of health services, if any, if the boundary extension is approved.

Please provide comments about the proposed municipal boundary extension to the City by **November 3, 2023**.

If you would like more information or would like to discuss this further, please contact me at 250-442-8266 or boundaryextension@grandforks.ca.

Kind regards,

Daniel Drexler

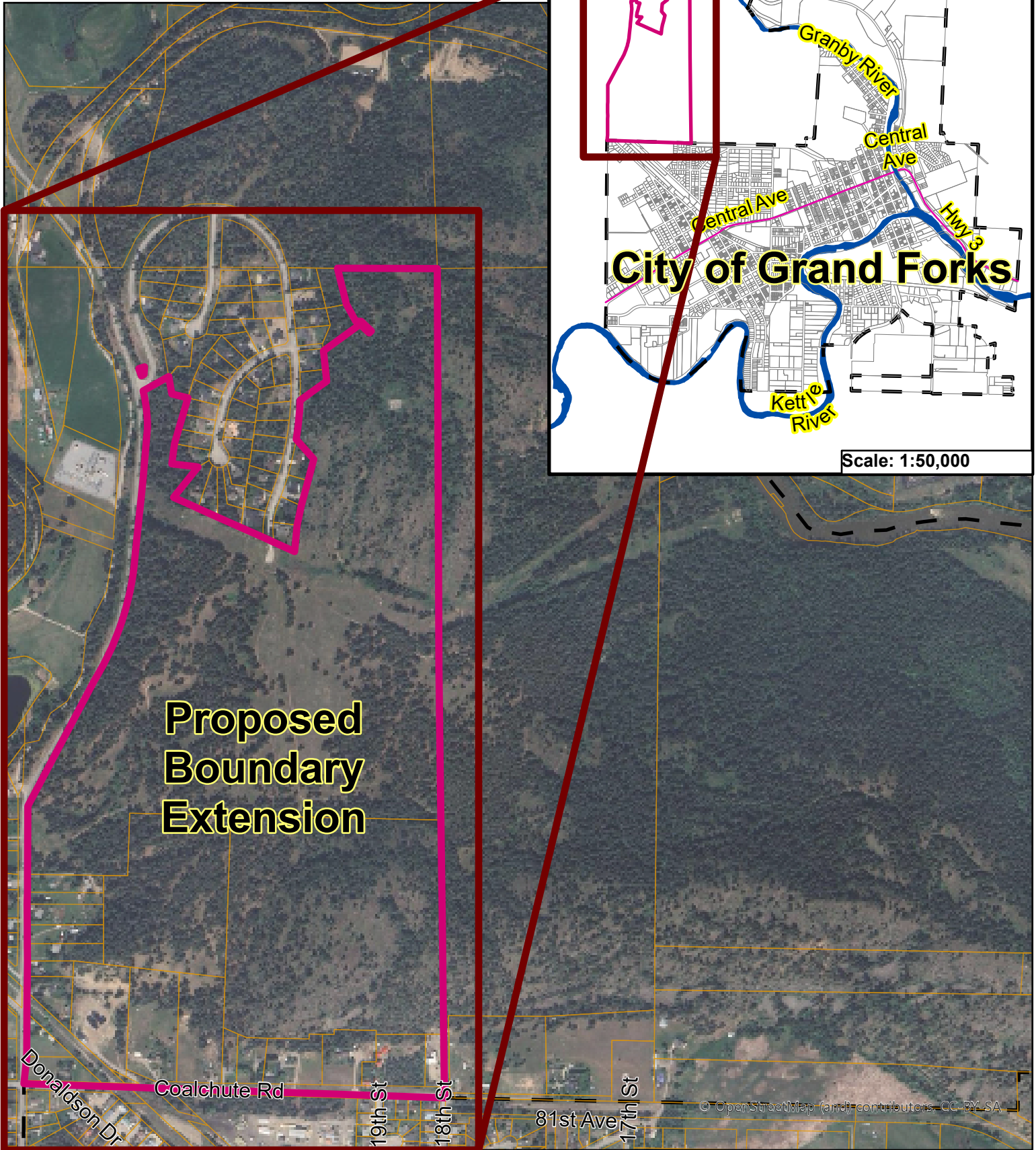
Corporate Officer

City of Grand Forks



Settle down.

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- ParcelMap BC Parcel Fabric



Proposed Boundary Extension

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 Scale: 1:10,000
 Print Date: 2023-09-14 User: acameron



September 18, 2023

Mr. Murray Knox
Manager, Grand Forks Irrigation District
PO Box 1891,
Grand Forks, B.C.,
V0H 1H0

DELIVERED BY Method

Dear Mr. Knox,

Re: Proposed Municipal Boundary Extension City of Grand Forks

The City of Grand Forks is committed to working with the Grand Forks Irrigation District (District) regarding City plans and initiatives. As such, we are planning to submit a boundary extension proposal to the Province of British Columbia for the 94.52-hectare (233.57 acre) area currently located in the Regional District of the Kootenay Boundary (RDKB), north of Coalchute Road. A map of the proposed boundary extension is attached for your review.

The boundary extension process is a provincially regulated process with six steps: Council resolution, proposal development which includes referrals to affected parties, Ministerial review, electoral approval, provincial approval, and implementation. At this time, we are in the proposal development stage. In addition to seeking your input, we are also reaching out to property owners, residents, emergency services, provincial ministries, and First Nations.

As the hub of the Boundary region, the City is committed to healthy living, affordability and a great quality of life and the proposed boundary expansion is intended to support a wider range of housing choices available to current and future residents in the community. The change will mean that the City of Grand Forks will assume responsibility for regulation and providing local services instead of the Regional District of Kootenay Boundary.

As such, we are requesting information from the District to identify the services provided in the extension area, and potential concerns or opportunities to assist the City in

understanding the services in the region and potential impacts to the District, if any, if the boundary extension is approved. Please provide a list of services provided by the District and comments about the proposed municipal boundary extension to the City by **October 20, 2023**.

If you would like more information or would like to discuss this further, please contact me at 250-442-8266 or boundaryextension@grandforks.ca.

Kind regards,

Daniel Drexler

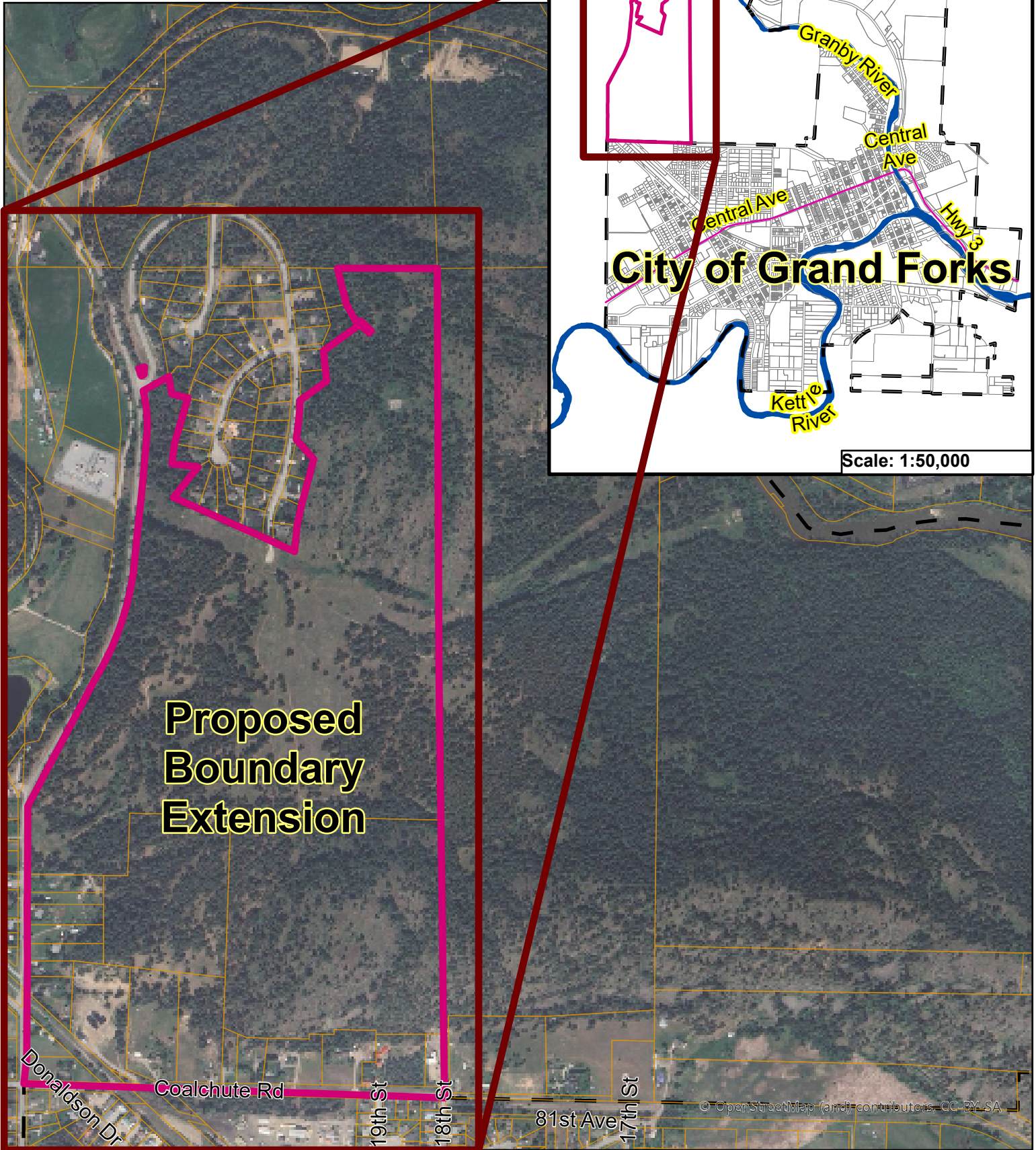
Corporate Officer

City of Grand Forks



Settle down.

- City Boundary
- Proposed Boundary Expansion
- ParcelMap BC Parcel Fabric



Proposed Boundary Extension

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September 22, 2023

Miranda Burdock
Secretary Treasurer
School District #51 Boundary
640 - 1021 Central Ave
Grand Forks BC V0H 1H0

DELIVERED BY EMAIL

Dear Miranda,

Re: Proposed Municipal Boundary Extension City of Grand Forks

The City of Grand Forks is committed to working with School District #51 Boundary (SD51) regarding City plans and initiatives. As such, we are planning to submit a boundary extension proposal to the Province of British Columbia for the 94.52-hectare (233.57 acre) area currently located in the Regional District of the Kootenay Boundary (RDKB), north of Coalchute Road. A map of the proposed boundary extension is attached for your review.

The boundary extension process is a provincially regulated process with six steps: Council resolution, proposal development which includes referrals to affected parties, Ministerial review, electoral approval, provincial approval, and implementation. At this time, we are in the proposal development stage. In addition to seeking your input, we are also reaching out to property owners, residents, emergency services, provincial ministries, and First Nations.

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As such, we are requesting information from SD51 related to potential concerns or opportunities to assist the City in understanding the services in the region and potential

impacts to SD51, if any, if the boundary extension is approved. Please provide comments about the proposed municipal boundary extension to the City by **October 27, 2023**.

If you would like more information or would like to discuss this further, please contact me at 250-442-8266 or boundaryextension@grandforks.ca.

Kind regards,

Daniel Drexler

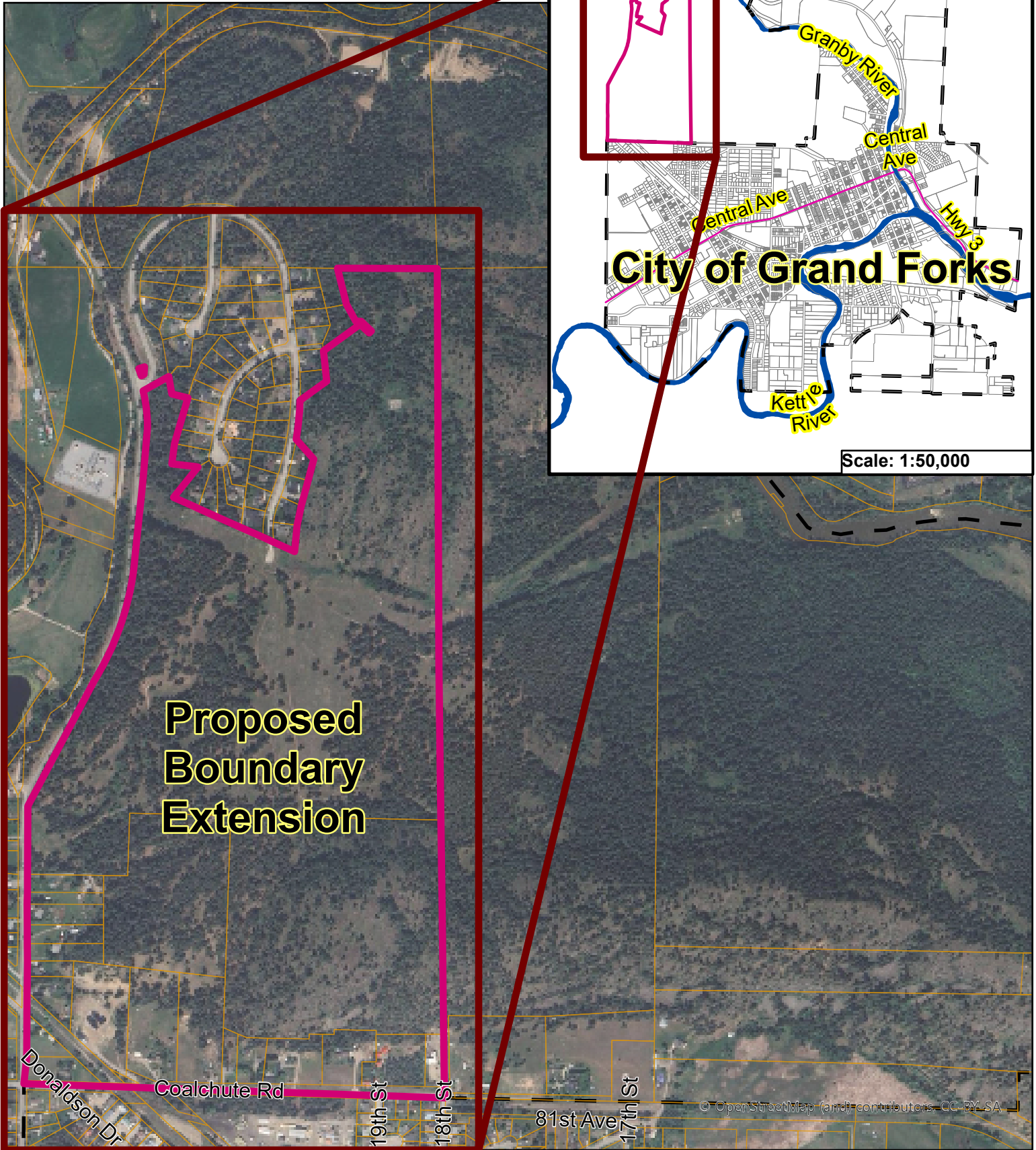
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City of Grand Forks



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September 22, 2023

Sargent Darryl Pepler
Royal Canadian Mounted Police
P.O. Box 370
Grand Forks BC V0H 1H0

DELIVERED BY EMAIL

Dear Sargent Pepler,

Re: Proposed Municipal Boundary Extension City of Grand Forks

The City of Grand Forks is committed to working with the Royal Canadian Mounted Police (RCMP) regarding City plans and initiatives. As such, we are planning to submit a boundary extension proposal to the Province of British Columbia for the 94.52-hectare (233.57 acre) area currently located in the Regional District of the Kootenay Boundary (RDKB), north of Coalchute Road. A map of the proposed boundary extension is attached for your review.

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As the hub of the Boundary region, the City is committed to healthy living, affordability and a great quality of life and the proposed boundary expansion is intended to support a wider range of housing choices available to current and future residents in the community. The change will mean that the City of Grand Forks will assume responsibility for regulation and providing local services instead of the Regional District of Kootenay Boundary.

As such, we are requesting information from the RCMP related to potential concerns or opportunities to assist the City in understanding the services in the region and potential impacts to the RCMP, if any, if the boundary extension is approved. Please provide

comments about the proposed municipal boundary extension to the City by **October 27, 2023**.

If you would like more information or would like to discuss this further, please contact me at 250-442-8266 or boundaryextension@grandforks.ca.

Kind regards,

Daniel Drexler

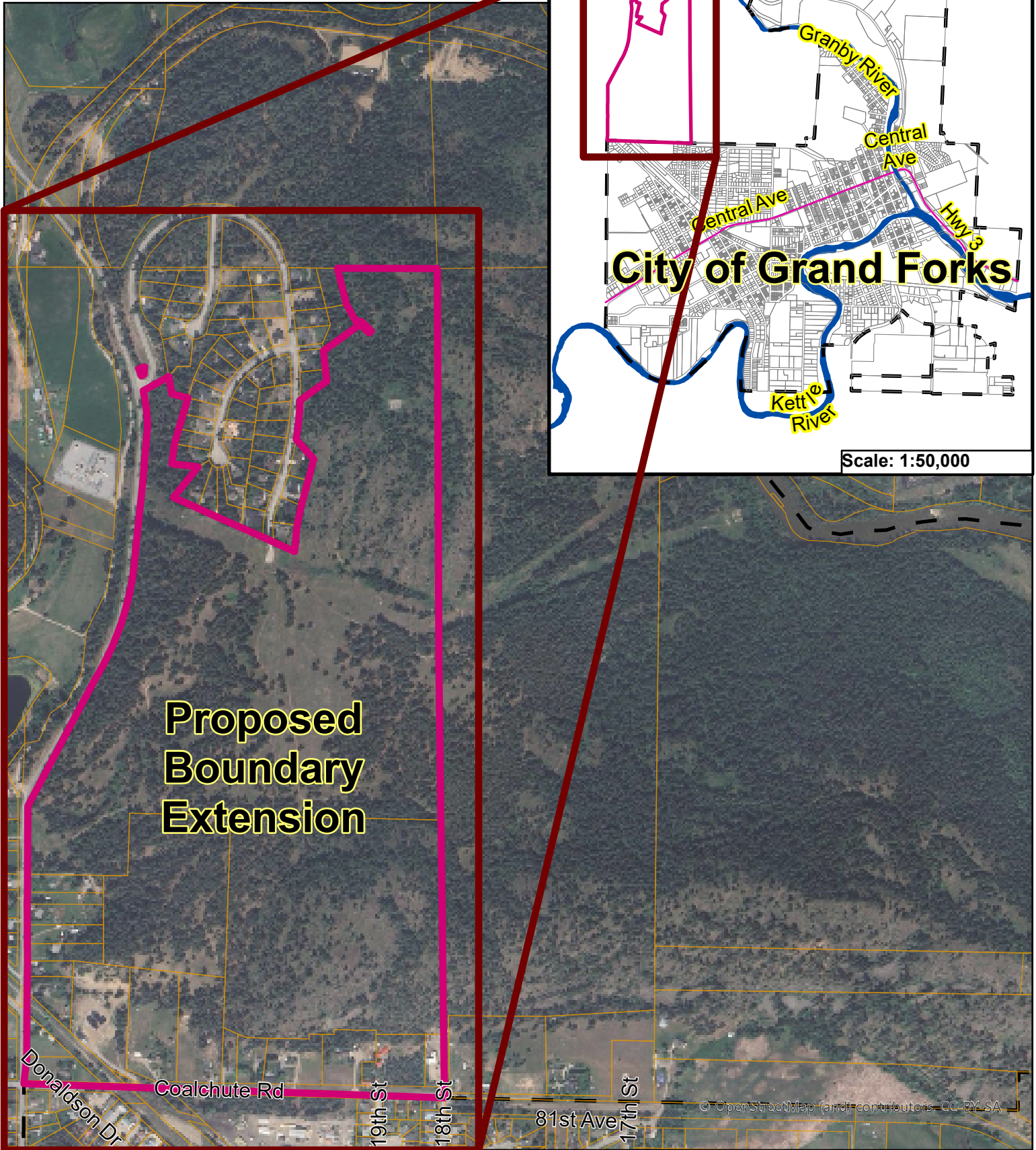
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City of Grand Forks



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September 22, 2023

Miranda Burdock
Secretary Treasurer
School District #51 Boundary
640 - 1021 Central Ave
Grand Forks BC V0H 1H0

DELIVERED BY EMAIL

Dear Miranda,

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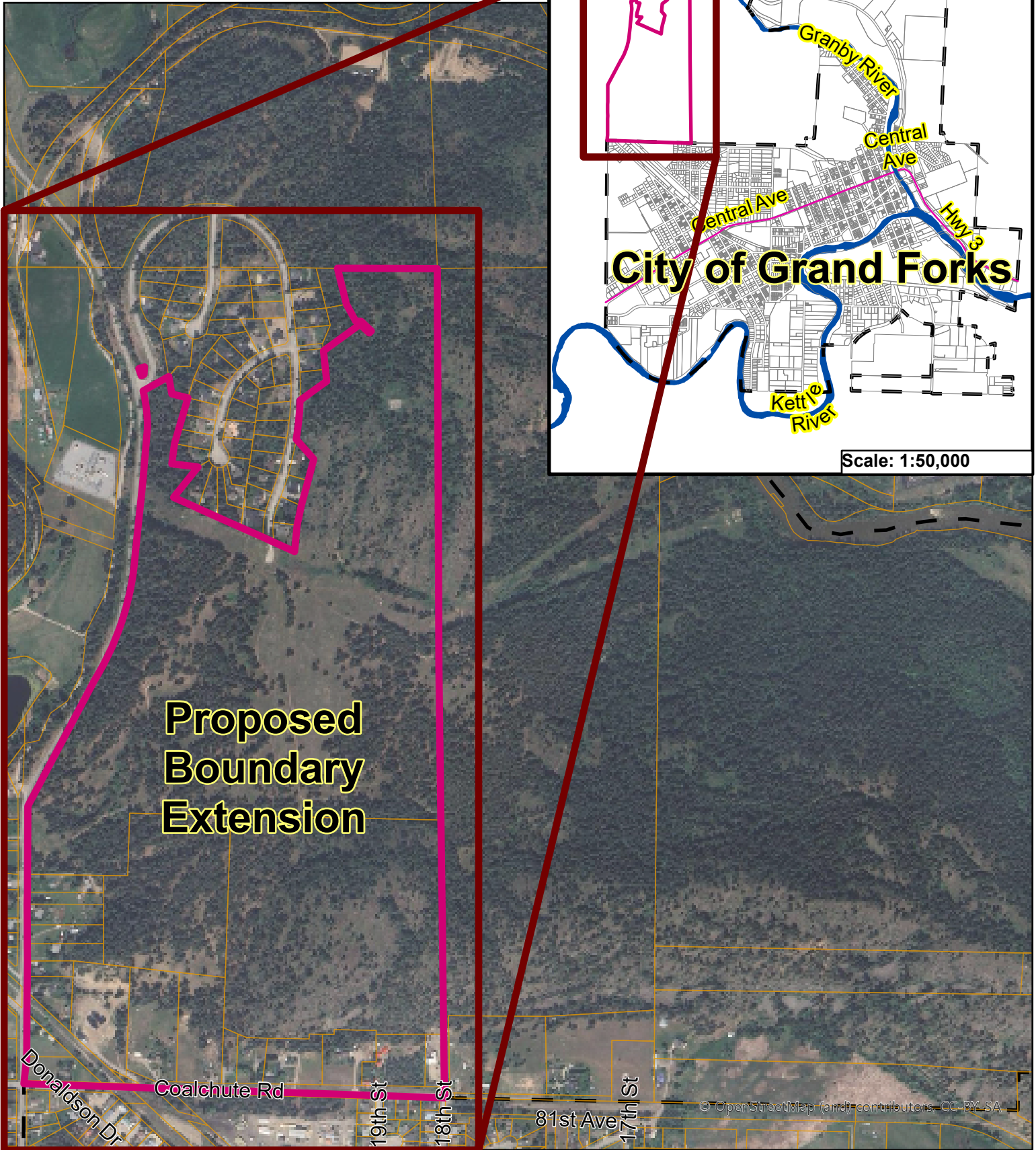
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WELCOME TO THE GRAND FORKS BOUNDARY EXTENSION OPEN HOUSE

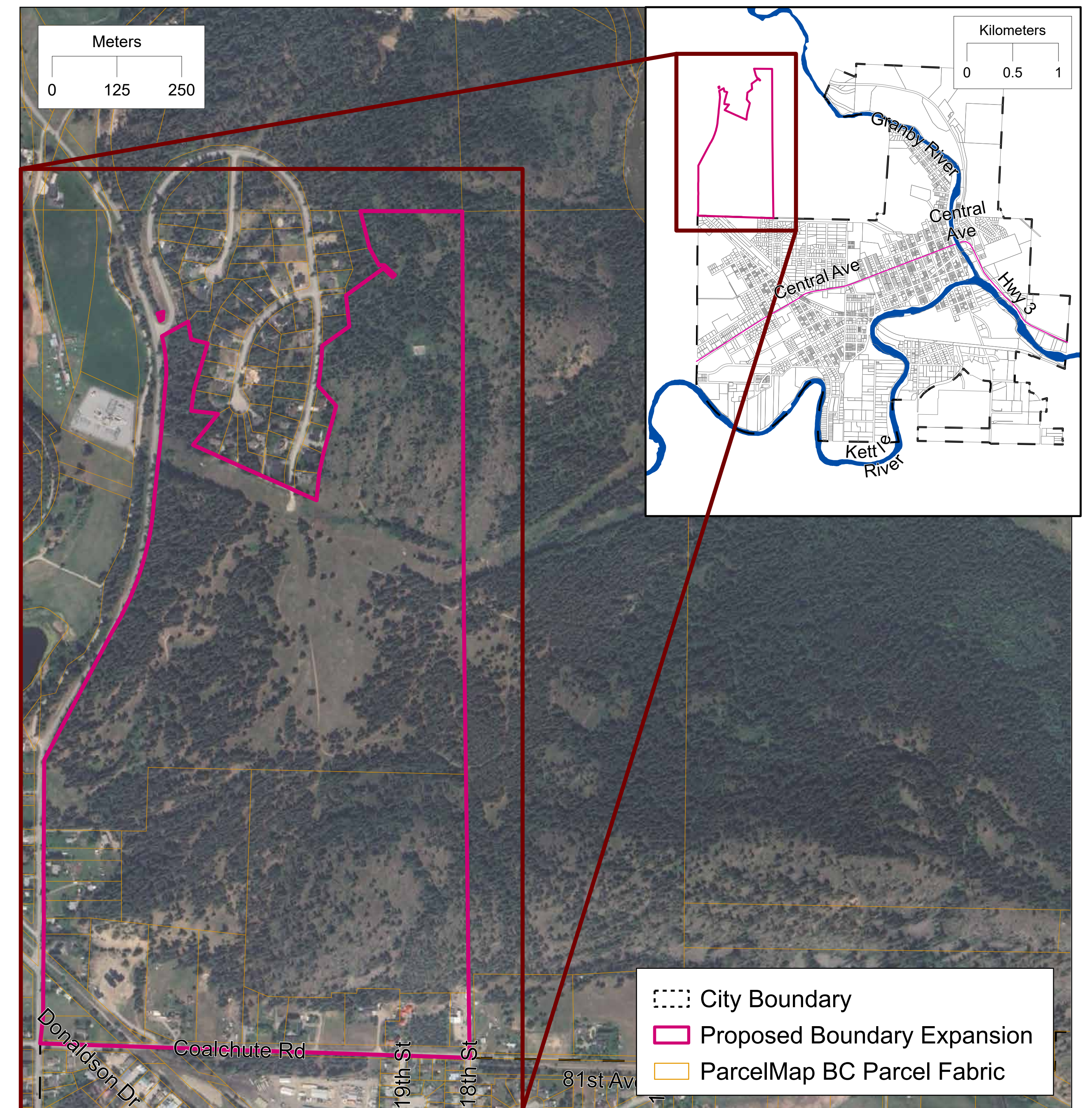
Council for the City of Grand Forks is considering a Boundary Extension North of Coalshute Road to support the provision of a wider range of housing options and better meet the housing needs of current and future residents in the community.

What is a Boundary Extension?

A boundary extension expands the City of Grand Forks' border by incorporating properties and land currently located in Area D of the Regional District of Kootenay Boundary.

Why is the City of Grand Forks doing this now?

To support a wider range of housing options available to current and future residents in the community, City Council initiated a process for a municipal boundary extension after receiving a request from a landowner who has proposed a multi-phase residential development located to the northwest of the City's current boundaries.



WHAT ARE THE STEPS FOR A BOUNDARY EXTENSION?

A boundary extension is a provincially regulated process that goes through a series of six steps outlined by the Province of British Columbia.

1 Council Resolution to Begin Process

CURRENT STEP

2 Proposal Development and Referrals

- a. Engaging property owners in the proposed area, service providers, First Nations and City Residents.
- b. Evaluating service delivery and infrastructure and financial impact to the City.
- c. Submit proposal.

3 Ministry Review

4 Electoral Approval (Alternate Approval Process or Referendum)

5 Provincial Approval

6 Implementation

WHO HAVE WE ENGAGED WITH AND WHAT HAVE WE HEARD?

To date, we have engaged with property owners in the proposed area, service providers, health and emergency services, and First Nations. These initial groups provided information on the impacts of the potential boundary extension on quality of life, traffic, safety, taxation, infrastructure, and services.

We heard from property owners

- Questions on taxation, land use, water, sewer and ability to subdivide, the impact of increased development on health services, policing, and emergency services.
- Concern for increased taxes, traffic and impact to rural lifestyle, space and privacy, impact on the environment, wildlife and the development infringing on properties and losing the rural quality of life.
- Opposition and a request to be excluded.

What we heard from RDKB, health, emergency, and service providers

- No concerns were shared regarding the change of boundaries from the RDKB to the City. Services would not be disrupted or changed.
- Considerations were raised regarding cost formulas for policing as the population size increases.
- Ensure access points for emergency services and that water requirements meet the needs for life safety.
- It was also noted the northeast quadrant of the extension boundary includes the water reservoir.

What we heard from First Nations

First Nations identified the requirement for archaeological assessments prior to development and to be kept informed. The Developer has indicated that some archeological assessments have been completed in the past.

WHAT DOES THIS MEAN TO ME AS A RESIDENT OF GRAND FORKS?

Taxes & City Services

- The tax base will grow at once by adding 20 additional properties to the City.
- Additional tax revenue will occur as the area further develops.
- Only incremental tax increases are anticipated as a result from the Boundary Extension for current residents of the City. Any increases to service costs would be offset by any new development.
- Council is conscious of any costs to the tax payer and ensured that the developer fund the consultation of the Boundary Extension process.
- The developer intends to pay for all costs related to the installation and maintenance of water and sewer infrastructure for the development.
- Any costs for maintaining roads and sidewalks after the development is complete would be an incremental cost to the City, which would be offset by the additional tax revenue from the development.

Housing

- The Boundary Extension area has a proposed development including up to 800-units of housing, parks, roads, and trails.
- The proposed development would help address the housing demand.

Property values

- BC Assessment provides annual assessments for properties throughout BC.
- There are a number of considerations that are taken into account by BC Assessment when determining a property's market value.

WHAT DOES THIS MEAN TO LANDOWNERS WITH A PROPERTY LOCATED WITHIN THE BOUNDARY EXTENSION AREA?

Taxes

- Properties currently zoned “Residential 4” in the proposed boundary extension area would see an increase in taxation upon becoming part of the City.
- Council has recommended to the Province that tax increases be phased in over a 15 year period, which is subject to provincial approval.

Zoning

- No drastic changes are anticipated for current land use and water/ sewer servicing requirements, and landowners would continue to use their properties as they do today.
- Over time, a Council could determine other allowable uses through zoning and OCP amendments.
- City residential zoning allows wells and septic tanks in zones R4 and R4A and do not require water and sewer connections.
- Subdividing or developing R4 properties is possible under the City’s Subdivision, Development, and Servicing (SDS) Bylaw. (Please contact City Hall to determine feasibility for your property.)

City Services

- Weekly pick up for garbage, compost and bi-weekly for recycling.
- Landowners would become residents of Grand Forks, accessing and using services and facilities, and participating in City and Civic activities.



ABOUT THE PROPOSED DEVELOPMENT?

The proposed Copper Sky Development includes new housing units, such as single-family homes, townhouses, and apartments. The proposal also includes amenities such as parks, trails, and infrastructure such as roads, hydro, water, and wastewater. The proposed project would help address the housing demand and affordability challenges in the city while expanding the City's tax base.

The development permit approval of Copper Sky is a separate process from the Boundary Extension.

FAQ's and Comments from the Developer

Who will pay for a sewer treatment plant for the development? What about sidewalks, roads and other infrastructure? What about a second access road?

- The developer will pay the cost of installing the wastewater treatment system which would become a strata fee paid by homeowners. City taxes will not subsidize any portion of the construction, operation or maintenance.
- We anticipate, NO costs for other infrastructure will be passed on to tax payers.
- Our investigations of the site suggest that there are likely three (3) possible routes for a secondary road up to the developable area of Copper Sky; one to the west, one to the east and one to the south.

Other residential developments have been proposed but not much “action” has occurred – what would be the timeline for construction to start if the extension is approved?

If the boundary extension is approved, the developer anticipates construction in late winter 2024 or spring 2025.

Additional Traffic Concerns:

Safety of pedestrians and bikes using Prospect Drive with the potential of increased traffic.

- The developer is aware of this and has identified a possible pathway along the road.
- Alternative access points are also being explored to reduce traffic on Prospect Drive.



BOUNDARY EXTENSION

PLEASE ADD A COMMENT TO SHARE YOUR FEEDBACK ON THE BOUNDARY EXTENSION.

PLEASE SIGN IN AT THE RECEPTION DESK TO RECEIVE STICKY NOTES FOR COMMENTING.

SUPPORT	DO NOT SUPPORT	COULD SUPPORT IF...

NEXT STEPS

- Boundary Extension proposal submission prepared and reviewed by the council.
- If approved by council, the proposal will be submitted to the province.
- If approved by the province, the proposal advances to electoral review.
- If approved by the electorate, the final submission will be made to the province.
- If approved by the province, the Boundary Extension will be implemented.

For more information:

Visit the project website at <https://www.grandforks.ca/2023-boundary-extension/>

Contact: boundaryextension@grandforks.ca



BOUNDARY EXTENSION

Boundary Extension Project Timeline - Tentative

Activity	Public Engagement	Tentative Date
Kick off Meetings		August 2023 - complete
Develop Communications and Engagement Plan		August 2023 – complete – will continue to evolve
Develop Communications Materials		August / September 2023 complete – will continue to evolve
Landowner Resident Information Package – Initial contact		September 2023 - complete
Engagement with Local Governments / Indigenous Communities / etc. as per provincial requirements in Step 1 – First Nations engagement extended by 60 days	Yes (specific)	September / October / November / December 2023 / January 2024
Landowner Resident Information Package – Full package		October 2023
Landowner Interviews (for affected property owners)	Yes (specific)	November / December 2023
Deadline for written feedback for first phase of engagement		December 14, 2023
In Person Open House	Yes	February 21, 2024
What we heard Summary		March 2024
Council Meeting to determine if all information has been collected for submission to the Province		March 2024
Combine all information and Submit to the Province (Step 2 of Provincial Guide)		March / April 2024
Ministry Review (Step 3) – unknown time frame, reaching out to the Province for feedback on that timeline		TBD
Communications Material Update		Continuous
Virtual Information Session	Yes	TBD
Prepare Information Packages for electoral Approval		TBD
Electoral Approval Process (timeline depending on Ministry Review) (Step 4)	Yes	TBD
Prepare Package for final Provincial Approval		TBD
Submission to the Province (Step 5)		TBD

We are here.



Municipal Boundary Extension: Open House

Project Overview

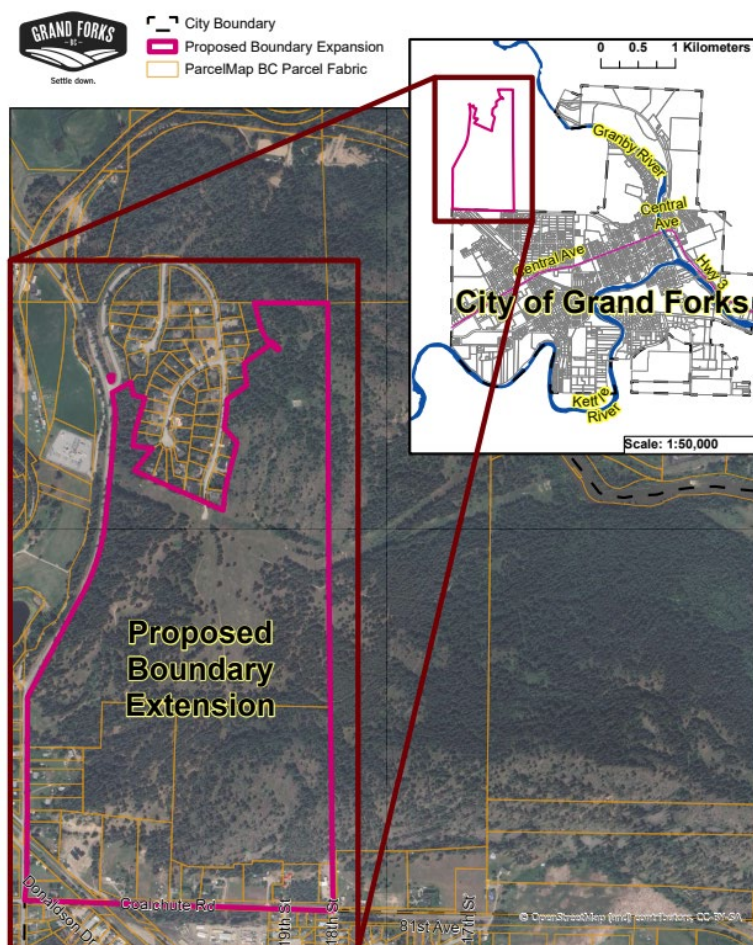
The proposed municipal boundary extension is being explored to support the provision of a wider range of housing choices and better meet the housing needs of current and future residents in the community.

The City initiated the process to explore the municipal boundary extension after receiving a request from a landowner who is proposing a multi-phase residential development located to the northwest of the City's current boundaries. The proposed extension area is approximately 95 ha (234 ac) in size, is located in the Regional District of the Kootenay Boundary along North Fork Road north of Coalchute Road and would affect approximately 20 landowners (see map below).

City Council gave approval to initiate exploring a municipal boundary extension at a Council Meeting on April 17, 2023. As part of this exploration, a formal process, set by the Province, must be followed.

It involves consultation with affected landowners, First Nations communities, adjacent governments, and other affected parties, in addition to detailed analyses of potential impacts such as tax rates, cost implications, servicing, access, emergency services, and zoning.

To date, we have met with landowners located within the proposed boundary extension area, interested parties including First Nations, the Regional District of Kootenay Boundary, Grand Forks Irrigation District, emergency services, provincial ministries, and are now engaging City residents.



FAQ's

What happens during a Boundary Extension?

A Boundary Extension is a change where one municipal boundary may increase while the adjacent boundary is reduced. This could include municipalities, electoral areas, or regional districts. A Boundary Extension may involve changes to taxation, revenues, infrastructure, and overall service provision by the local governments involved.

The proposed boundary change would extend the boundary for the City of Grand Forks and reduce the boundary for the Regional District of Kootenay Boundary's Electoral Area D.

Why is the City of Grand Forks exploring extending its boundary?

The proposed municipal Boundary Extension is being explored to support the provision of a wider range of housing options available to current and future residents in the community.

City Council initiated a process for a municipal boundary extension after receiving a request from a landowner who has proposed a multi-phase residential development located to the northwest of the City's current boundaries.

How are Boundary Extensions funded?

It can vary from community to community depending on what initiates the process. In this process, Council negotiated that the developer funds the proposed Boundary Extension process and ensured that the costs to the taxpayers would be limited.

What studies are part of the Boundary Extension process?

Information such as rationale to justify the extension, impacts to land use, and comments from the consultation will be included as part of the initial proposal that will be submitted to the Province to consider the request for a municipal Boundary Extension.

What are the steps for a Boundary Extension?

A Boundary Extension is provincially regulated process which includes engaging all affected partners, evaluating existing infrastructure and service delivery, and assessing the financial impacts of the extending services through a Boundary Extension. The process outlined by the Province includes the following six steps:

- 1. Council resolution,*
- 2. Proposal development including rationale and implications, and Public, affected party, and First Nations engagement,*
- 3. Provincial Review,*
- 4. Electoral approval,*
- 5. Provincial approval, and*
- 6. Implementation by the City and Regional District.*

For more information or to learn more about the process outlined by the Province see the [Municipal Boundary Extension Process Guide](#).

Has the City of Grand Forks already decided it will extend its boundary?

No. No decisions have been made. A Boundary Extension is a provincially regulated process with a number of steps starting with a council resolution to start the process to explore expanding its boundary. Council agreed to proceed on April 17, 2023.

The City has been working with a third-party consultant to engage with affected parties, evaluating existing infrastructure and service delivery, and assessing the financial impacts of a potential municipal Boundary Extension. It is important the City hears from affected parties through this process.

Who makes the final decision on a Boundary Extension in the Province of British Columbia?

The Local Government Act (section 20) requires the Lieutenant Governor in Council (Cabinet) to approve municipal Boundary Extension requests.

How long does the Boundary Extension process take?

The timing for the Boundary Extension process is based on provincial requirements and consultation.

The process is expected to take approximately 12 – 18 months to complete from the initial consultation as part of the proposal submission stage. Depending on comments received through the consultation process and input from the Province, we anticipate being able to present a proposal for electoral approval in mid 2024 and then, if approved by the electors, submit for provincial approval thereafter.

What is the timing for the proposed Boundary Extension (subject to change based on provincial requirements and consultation)

Spring 2023	Proposal for the Copper Sky Project was made to Council on April 17, 2023, at the Committee of the Whole meeting.
Summer 2023	City of Grand Forks retained ISL Engineering and Land Services, a third-party consultant, to design and implement the engagement process in alignment with provincial requirements
Fall 2023 - current	Engagement with affected parties, public, landowners, regional and provincial governments, First Nations, emergency services and utility providers. (Step 1)
March / April	Submission to the proposal to the province (Step 2)
TBD	Provincial review (Step 3)
June / July 2024	Municipal Electoral Approval Process (Step 4) *timeline dependent on provincial review
July / August 2024	Prepare package for provincial approval
TBD – Possibly July / August 2024	Final Submission to the Province (Step 5) for Approval

What is the size of the proposed Boundary Extension and where is it located?

The Boundary Extension area, shown in the map above includes a 94.52-hectare (233.57 acre) area currently located in the Regional District of the Kootenay Boundary (RDKB), north of Coalchute Road.

Is there a development proposed for this area?

A landowner is proposing a multi-phase development, Copper Sky Development, which will consist of approximately 800 units located on 100 acres. An additional 30 acres is proposed for public transportation, green space amenities, and infrastructure. On January 9, 2023, Council received a presentation from Copper Sky Associates requesting Council consider a boundary extension to incorporate the proposed development into the municipal boundaries of Grand Forks. For more information on the proposed development, visit: www.copperskyliving.com

At this time, the developer has indicated that all water and sewer infrastructure will be installed and maintained at the cost of the developer and future residents of the development area. If the Boundary Extension process is successful, City development processes and applicable bylaws would apply. Through this process, the City would have opportunities to discuss and negotiate these items in detail. Council could also apply legislative tools such as Development Permit Areas as part of an Official Community Plan amendment to further guide the development and align with Council's and the community's vision.

How does the City of Grand Forks plan for development?

The City's plans for growth and development are guided through our Official Community Plan which recently underwent a review and update. Official Community Plans set a community's long-term vision for the future and describe objectives on how the vision will be achieved. Our Zoning Bylaw implements the vision from our Official Community Plan by assigning zones and associated requirements to regulate how land, buildings, and other structures may be used.

My land is located near the proposed Boundary Extension area but not included in the Proposed Boundary Area. Is the City planning to extend the boundary further in the future?

The proposed Boundary Extension area includes the 94.52-hectare (233.57 acre) area currently located in the Regional District of the Kootenay Boundary (RDKB), north of Coalchute Road. The City has no plans to change the proposed Boundary Extension area at this time to extend beyond this section of land.

Landowners located in the Boundary Extension area

How many landowners will be affected by the proposed boundary extension area and how is their feedback being collected?

There are approximately 20 properties which will be affected by the proposed municipal boundary extension. The consultant met with landowners to hear their concerns and capture their feedback to include in the provincial package.

How will taxes change for landowners within the Boundary Extension area?

Properties currently zoned as “Residential 4” in the proposed boundary extension area would see an increase in their taxation to align to the taxation levels within the municipality. Municipal tax levels are proposed to be phased in over a 15-year period, pending provincial approval. Overall, this would result in a \$60 average increase of taxes per property per year for 15 years.

What services will change if my property is included in the Boundary Extension?

During the consultation process, the City has been consulting with the Regional District of Kootenay Boundary, Grand Forks Irrigation District, emergency services, and provincial ministries and services will not change. The City will provide weekly pick up for garbage and composting and bi-weekly pick up for recycling.

Will I still be able to use my land the same way I’m currently using it?

If the boundary extension is successful, at this time, no drastic changes to the current land use and water/sewer servicing requirements are anticipated. Landowners can continue to use the properties as they do today until Council determines that a zoning and OCP change are desirable.

Under the Regional District’s Zoning Bylaw, I’m not able to subdivide my land. If the proposed Boundary Extension is approved, would I be able to subdivide my land?

Should the proposed Boundary Extension be approved, the City’s Zoning Bylaw would at a later time apply to properties located in the Boundary Extension area.

If a property owner is interested, they would be able to explore future subdivision and re-zoning through City processes. This would only be initiated based on a property owner’s interest. Subdivision would not be a requirement should the Boundary Extension be approved.

Costs

What value does the Boundary Extension have to the City of Grand Forks?

The proposed municipal Boundary Extension is intended to support the provision of a wider range of housing choices and better meet the housing needs of current and future residents in the community.

The tax base of the City will grow with 20 added properties which are estimated to contribute additional tax revenue, phased in over time, to the community. Based on 2023 tax calculations, the total 2023 value would have been roughly \$29,564. Additional tax revenue will also be achieved as the area develops further.

How will property values for landowners adjacent to the proposed Boundary Extension area be affected if this is approved by the province?

BC Assessment provides annual assessments for properties throughout BC. There are several considerations that are taken into account by BC Assessment when determining the market value.

For more information see: <https://info.bccassessment.ca/about-us/how-BC-Assessment-works>

Feedback

Who have you engaged with?

Landowners in the affected area, First Nations, the Regional District of Kootenay Boundary, Grand Forks Irrigation District, emergency services, provincial ministries, and the local community as part of the engagement process. The last group to consult is the broader community including all residents of Grand Forks.

How does the City address objections to the Boundary Extension?

As part of the engagement process, the City will be collecting feedback including both support and objections to the Boundary Extension. As questions and concerns are raised through this process, we'll do our best to get answers and mitigate concerns. All feedback submitted will be included in the package submission for provincial approval.

How can I stay informed and find more information?

We're committed to updating the project website (<https://www.grandforks.ca/2023-boundary-extension/>) on a regular basis as new information and details are confirmed. Please let us know if you have any specific questions or information you're interested in, and we'll do our best to get answers.

Contact: boundaryextension@grandforks.ca

ABOUT THE PROPOSED DEVELOPMENT

The proposed Copper Sky Development would provide approximately 800 new housing units, including single-family homes, townhouses, and apartments. The project would also include amenities such as parks, trails, and infrastructure. The proposed project would help address the housing demand and affordability challenges in the city while expanding the City's tax base.

HELPFUL LINKS

Project Webpage:

<https://www.grandforks.ca/2023-boundary-extension/>

Municipal Boundary Extension Process Guide:

https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/municipal_boundary_extension_process_guide.pdf

BOUNDARY EXTENSION OPEN HOUSE



Original peaceful living.

February 21, 2024

Q & A

What happens during a Boundary Extension?

A Boundary Extension is a change where one municipal boundary may increase while the adjacent boundary is reduced. This could include municipalities, electoral areas, or regional districts. A Boundary Extension may involve changes to taxation, revenues, infrastructure, and overall service provision by the local governments involved. The proposed boundary change would extend the boundary for the City of Grand Forks and reduce the boundary for the Regional District of Kootenay Boundary's Electoral Area D.

How long does the Boundary Extension process take?

The timing for the Boundary Extension process is based on provincial requirements and consultation. The process is expected to take approximately 12 – 18 months to complete from the initial consultation as part of the proposal submission stage. Depending on comments received through the consultation process and input from the Province, we anticipate being able to present a proposal for electoral approval in mid 2024 and then, if approved by the electors, submit for provincial approval thereafter.

Q & A

What do you propose to ensure safe sharing of Prospect Road?

Prospect Drive is built within a standard 20m road right of way (ROW). We're considering adding a pathway along its boundary if traffic conflicts arise. Our site visits show diverse users accessing Copper Sky from various directions, and we aim to respect these routes during construction.

Residents of Copper Ridge have asked where a second access road would be built?

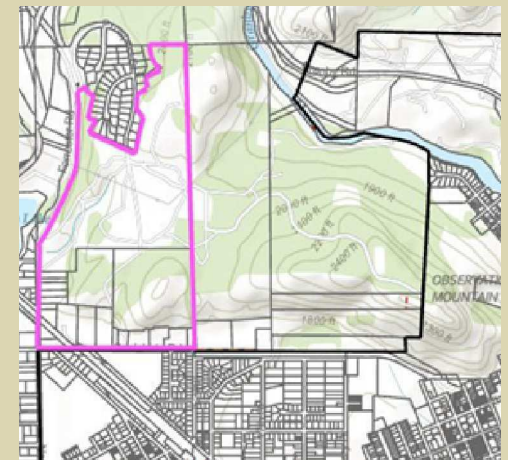
At this time the developer has identified 3 possible routes, one to the west, one to the east and one to the South. All three routes will be looked at with the Ministry of Transportation and Civil Engineering Consultants to determine the potential location.

Are there any costs assumed for current taxpayers to install/maintain any piping or infrastructure relating to the wastewater infrastructure including the proposed treatment facility?

We anticipate that NO costs associated with the above cited systems/utilities will be passed along to current taxpayers.

PROJECT OVERVIEW

The proposed municipal boundary extension is being explored to support the provision of a wider range of housing choices and better meet the housing needs of current and future residents in the community. The City initiated the process to explore the municipal boundary extension after receiving a request from a landowner who is proposing a multi-phase residential development located to the northwest of the City's current boundaries.



OPEN HOUSE INFORMATION

Where: Grand Forks Senior Society Centre, 565 – 71st Ave in City Park

When: February 21, 2024, from 3:00pm to 7:00pm

What to Expect: The facility will be open for an extended amount of time so you can drop-in when it is convenient to you. No formal presentation is planned, and multiple stations will be set up to discuss the various topics. Each station will be supported by individuals familiar with the boundary extension process.

QUESTIONS?

Contact: boundaryextension@grandforks.ca

PROPOSED BOUNDARY EXTENSION AREA



FAQ

2023 Tax Rate Comparison Rural to Municipal Address					
Rural Tax Rates			Municipal Tax Rates		
School	1.75250	\$	School	1.75250	\$
Rural (Provincial)	0.34000	\$	Municipal (City)	3.31280	\$
Fire	0.71058	\$	Fire	included in municipal	
Police	0.14570	\$	Police	0.26080	\$
RDKB	2.14830	\$	RDKB	1.73840	\$
Hospital	0.16184	\$	Hospital	0.16180	\$
MFA	0.00020	\$	MFA	0.00020	\$
BCA	0.03360	\$	BCA	0.03360	\$
St. Name & #	0.00407	\$			
Total:		\$			\$

Residential 4 Zoned Property assessed at \$400,000	Existing taxes	Following Boundary extension taxes
RDKB Rural properties in the proposed boundary extensions area	\$2,119	\$2,904

Costs for Affected Property Owners: Property owners in the proposed extension area will see a 37.1% tax increase for Residential 4 properties. City Council passed a motion that sets a tax rate limit of up to 15 years for all properties in the extension.

Land Usage for Affected Property Owners: The current RDKB zoning continues as if it were a City bylaw post-extension, unaffected initially. To subdivide or develop Residential 4 properties, the City's Bylaw No. 1970 (SDS) applies.

PROJECT TIMELINE

Activity	Public Engagement	Tentative Date
Kick off Meetings		August 2023 - complete
Develop Communications and Engagement Plan		August 2023 – complete – will continue to evolve
Develop Communications Materials		August / September 2023 complete – will continue to evolve
Landowner Resident Information Package – Initial contact		September 2023 - complete
Engagement with Local Governments / Indigenous Communities / etc. as per provincial requirements in Step 1 – First Nations engagement extended by 60 days	Yes (specific)	September / October / November / December 2023 / January 2024
Landowner Resident Information Package – Full package		October 2023
Landowner Interviews (for affected property owners)	Yes (specific)	November / December 2023
Deadline for written feedback for first phase of engagement		December 14, 2023
In Person Open House	Yes	February 21, 2024
What we heard Summary		March 2024
Council Meeting to determine if all information has been collected for submission to the Province		March 2024
Combine all information and Submit to the Province (Step 2 of Provincial Guide)		March / April 2024
Ministry Review (Step 3) – unknown time frame, reaching out to the Province for feedback on that timeline		TBD
Communications Material Update		Continuous
Virtual Information Session	Yes	TBD
Prepare Information Packages for electoral Approval		TBD
Electoral Approval Process (timeline depending on Ministry Review) (Step 4)	Yes	TBD
Prepare Package for final Provincial Approval		TBD
Submission to the Province (Step 5)		TBD

FEEDBACK

Engagement:

- Landowners in the affected area
- First Nations
- the Regional District of Kootenay Boundary, Grand Forks Irrigation District
- Emergency services
- Provincial ministries
- The local community as part of the engagement process.

Positive & Negative Feedback:

the City is collecting feedback including both support and objections to the Boundary Extension.

All feedback submitted will be included in the package submission for provincial approval.

STAY INFORMED @

[HTTPS://WWW.GRANDFORKS.CA/2023-BOUNDARY-EXTENSION/](https://www.grandforks.ca/2023-boundary-extension/)

PROVINCIAL REVIEW & APPROVAL

STEP 1: Council Resolution to Begin Process

➡ STEP 2: Proposal Development and Referrals

STEP 3: Ministry Review

STEP 4: Elector Approval (Alternate Approval Process or Referendum)

STEP 5: Provincial Approval

STEP 6: Implementation

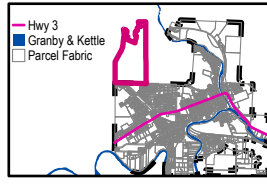


Imagery and Parcel Map BC Parcel Fabric

Reference ID: PI2301

- Proposed Boundary Extension
- ParcelMap BC Parcel Fabric
- City Boundary

Property Address: N/A
 PID:
 Lot#:
 District Lot:
 Lot Size: 239.23 acres (968,129.42 sqm)
 Zoning:
 OCP Land Use:
 DP Areas:
 Description: Proposed Boundary Extension



Scale: 1:5,000
 Datum: North American 1983
 Print Date: 2024-02-16 User: scameron
 Part: 3: 3d\land\bc\parcel\template.aprx





GRAND FORKS FIRE/RESCUE
OFFICE OF THE FIRE CHIEF
PO Box 220, 7214 2nd Street
Grand Forks, BC V0H 1H0
Ph. 250-442-3612 /Cell 250-444-0874
Email jrunciman@grandforks.ca



September 26, 2023

Mr. Daniel Drexler

RE: Boundary Expansion

After review of the proposed boundary expansion map the only inputs that the fire department would have at this time are the following:

1. Assure uninterrupted access during construction as well as upon completion to the communication site at the southeast side of Observation Mountain
2. Assure a second egress for residents during any type of interface fire.
3. Assure the water supply and flows meet the requirements of FU (Fire Underwriters) as well as NFPA minimum requirements.
4. This will bring 500-800 units into an interface situation that at this time the city doesn't have, and this will require specialized firefighting equipment as well as training.

These would be the concerns the fire department would like to see discussed and addressed in any potential boundary expansion in that area at this time.

Thank you for the opportunity to provide input into this project.

Fire Chief/Manager of Emergency Services

City of Grand Forks

From: [Daniel Drexler](#)
To: [Courtney Laurence](#); [Shannon Jones](#)
Cc: [Boundary Extension](#)
Subject: FW: Notification Letter - Boundary Extension
Date: November 27, 2023 9:41:14 AM
Attachments: [image001.png](#)
[BCAmbulance_Notification Letter_25Sept23.pdf](#)

FYI

Thanks
Daniel

Daniel Drexler, CMC
Corporate Officer & Manager of Information Technology
City of Grand Forks
250-442-8266 x 60117
www.GrandForks.ca



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From: Kelly Deinstadt <kdeinstadt@grandforks.ca>
Sent: Monday, November 27, 2023 9:36 AM
To: Daniel Drexler <ddrexler@grandforks.ca>; Kevin McKinnon <kmckinnon@grandforks.ca>
Subject: FW: Notification Letter - Boundary Extension



Kelly Deinstadt
Corporate Services and Information Technology Support
City of Grand Forks
250-442-8266 (City Hall)
www.GrandForks.ca

From: Morris, Debbie EHS:EX <Debbie.Morris@bcehs.ca>
Sent: Monday, November 27, 2023 9:30 AM
To: Kelly Deinstadt <kdeinstadt@grandforks.ca>
Subject: Notification Letter - Boundary Extension

CAUTION: External Email - Check before you click!

Hello Kelly,

Thanks for resending me this letter – I didn't receive the first one.

Looking at your proposed changes, there will be no changes to the service delivery provided from BCEHS. We respond to all calls regardless of City or Municipal boundaries, so this will have no impact on us.

Thanks for the notification and request for input.

Thanks

Deb

Thanks

Deb Morris

Clinical Operations Manager

Boundary District

(Creston, Fruitvale, Grand Forks, Rossland, Salmo & Trail)

BC Emergency Health Services- BCEHS

C:250-354-5303

Administrative Assistant: **Amandeep Kaur** (She/her)

Provincial Health Services Authority

M: 778-471-9417 | **E-mail:** Amandeep.Kaur@bcehs.ca

From: Kelly Deinstadt <kdeinstadt@grandforks.ca>

Sent: Tuesday, November 21, 2023 12:19 PM

To: Morris, Debbie EHS:EX <Debbie.Morris@bcehs.ca>

Subject: Notification Letter - Boundary Extension

You don't often get email from kdeinstadt@grandforks.ca. [Learn why this is important](#)

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Good morning,

The City of Grand Forks has not heard any response to this e-mail sent two months ago, we are forwarding it along again in case the original message was spam filtered.

In addition to any feedback that you wish to send, would you mind replying to this message to just confirm that it has been received?

Thanks,
Kelly



Kelly Deinstadt

Corporate Services and Information Technology Support

City of Grand Forks

250-442-8266 (City Hall)

www.GrandForks.ca

From: [Boundary Extension](#)
To: [Courtney Laurence](#); [Shannon Jones](#)
Subject: FW: facilities within extension
Date: October 26, 2023 2:49:57 PM

Some people who received this message don't often get email from boundaryextension@grandforks.ca. [Learn why this is important](#)

FYI

Thanks

Daniel

Daniel Drexler, CMC

Corporate Officer & Manager of Information Technology
City of Grand Forks
250-442-8266 x 60117
www.GrandForks.ca



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From: Boundary Extension <boundaryextension@grandforks.ca>
Sent: Thursday, October 26, 2023 2:49 PM
To: gfid@telus.net
Cc: Boundary Extension <boundaryextension@grandforks.ca>
Subject: RE: facilities within extension

Hi Michael

Thanks for the information. At this time I don't believe the maps would be essential for the current extension process. But I'll reach out to some of my colleagues and let you know if they believe this would be critical at this moment.

Thanks again for your input.

Thanks

Daniel

Daniel Drexler, CMC

Corporate Officer & Manager of Information Technology
City of Grand Forks
250-442-8266 x 60117
www.GrandForks.ca



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From: gfid@telus.net <gfid@telus.net>
Sent: Wednesday, October 25, 2023 10:43 AM
To: Boundary Extension <boundaryextension@grandforks.ca>
Subject: facilities within extension

CAUTION: External Email - Check before you click!

Hello Daniel,
In the northeast quadrant of the extension boundary you can clearly see our water reservoir. This is an integral part of the water system that serves the Copper Ridge subdivision. We have and can provide maps of the water lines and control systems if necessary.
Let me know if you need more information.

Michael Jones
Operator/Administrator

Grand Forks Irrigation District
Box 1891 Grand Forks BC V0H 1H0
250-442-8225

From: [Daniel Drexler](#)
To: [Shannon Jones](#)
Cc: [Courtney Laurence](#); [Boundary Extension](#)
Subject: FW: Notification Letter - Boundary Extension
Date: November 22, 2023 9:58:45 AM
Attachments: [image002.png](#)
[image003.png](#)
[Health Authority Notification Letter 29Sept23.pdf](#)

FYI

Thanks
Daniel

Daniel Drexler, CMC
Corporate Officer & Manager of Information Technology
City of Grand Forks
250-442-8266 x 60117
www.GrandForks.ca



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From: Kelly Deinstadt <kdeinstadt@grandforks.ca>
Sent: Wednesday, November 22, 2023 8:36 AM
To: Daniel Drexler <ddrexler@grandforks.ca>; Kevin McKinnon <kmckinnon@grandforks.ca>
Subject: FW: Notification Letter - Boundary Extension



Kelly Deinstadt
Corporate Services and Information Technology Support
City of Grand Forks
250-442-8266 (City Hall)
www.GrandForks.ca

From: Letwin, Shallen [IH] <Shallen.Letwin@interiorhealth.ca>
Sent: Tuesday, November 21, 2023 2:58 PM
To: Kelly Deinstadt <kdeinstadt@grandforks.ca>
Cc: Weir, Sylvia [IH] <Sylvia.Weir@interiorhealth.ca>; De Best, Lannon [IH] <Lannon.DeBest@interiorhealth.ca>
Subject: RE: Notification Letter - Boundary Extension

CAUTION: External Email - Check before you click!

Hi Kelly

Thank you for your email. At this time, I can not offer any further comments regarding this change except to say we can not forecast any impacts to Interior Health.

Regards

Shallen

Dr. Shallen Letwin

Vice President, Clinical Operations (South)

Interior Health

505 Doyle Ave., Kelowna BC V1Y 0C5

Mobile: 250-258-0132

shallen.letwin@interiorhealth.ca

Executive Assistant:

Jena Kilduff

Mobile: 250-878-5485

jena.kilduff@interiorhealth.ca



I respectfully acknowledge the traditional territory of the Syilx First Nation where we live, learn, collaborate and work together.

From: Kelly Deinstadt <kdeinstadt@grandforks.ca>

Sent: Tuesday, November 21, 2023 12:23 PM

To: Letwin, Shallen [IH] <Shallen.Letwin@interiorhealth.ca>

Subject: Notification Letter - Boundary Extension

Good Afternoon,

The City of Grand Forks has not heard any response to this e-mail sent two months ago, we are forwarding it along again in case the original message was spam filtered.

In addition to any feedback that you wish to send, would you mind replying to this message to just confirm that it has been received?

Thanks,
Kelly



Settle down.®

Kelly Deinstadt

Corporate Services and Information Technology Support

City of Grand Forks

250-442-8266 (City Hall)

www.GrandForks.ca

From: [Pepler, Darryl \(RCMP/GRC\)](#)
To: [Boundary Extension](#)
Subject: Re: Proposed Municipal Boundary Extension City of Grand Forks
Date: October 3, 2023 3:03:47 PM
Attachments: [image001.png](#)

CAUTION: External Email - Check before you click!

Good afternoon

In reviewing your letter, this proposed change would not effect the RCMP as it pertains to our call volume as we are still the police of jurisdiction for Area C and D. Being a rural or municipal call for service is irrelevant to us as we would attend regardless what area it is.

However, something I know both Mayor Baker and CAO Redfearn are aware of is growing the population over 5000 people will result in the municipality paying for a portion of the policing cost. Between 5000 and 15000 people, the City will cover 70% of the cost and the province 30%. To put that in perspective, Grand Forks has 10 police officers, which bill at \$180,000 per officer. The city would pay for 7 officers at a cost of \$1,260,000. I should also add that once we switch over to this funding, I would be asking for additional members as we are currently understaffed at 10 police officers. There are other factors to consider as well including that City may want municipal employees to work in the detachment as oppose to the Public Servants that we currently have. There are also costs related to the detachment building itself and its maintenance.

This is just what came to mind right away when I read your letter, and I may email again by October 27 if additional thoughts come to me.

I hope this was helpful

Darryl



Sgt D.G. (Darryl) Pepler
Detachment Commander
Grand Forks RCMP
Boundary Regional Detach
PO Box 370, 1608 Central Ave.
Grand Forks, BC

(250) 442-8288 Main
(250) 442-0172 Fax

Bureau de police communautaire de Grand Forks
Gendarmerie Royale du Canada (GRC) de DRDHF

December 28, 2023

Daniel Drexler
 Corporate Officer
 City of Grand Forks
 7217 – 4th Street, Box 220
 Grand Forks, BC V0H 1H0

Dear Mr. Drexler,

Re: Proposed Municipal Boundary Extension City of Grand Forks

Further to your request for information regarding the City of Grand Forks’ proposed boundary extension, the RDKB’s Finance Department has put together the following information in response to your specific requests.

1. Total taxable assessments within the boundary extension area

There are 22 folios in the proposed extension area with a current assessed value of \$10.3 million in comparison to \$848 million for all of Area D. The extension area represents 1.2% of the Area D assessed value. This is using the Hospital Net Taxable Amounts. Of the 22 folios, there appears to be 17 houses, 4 vacant properties, 1 farm, and one property that has a split class of residential and business.

Roll Year	Roll Number (TY)	Property Class	Previous Roll Value	Actual Value Tot	Hsptl Net Tot	Conv %	Converted Value
2023	4833075	1	194,000	207,000	-	10.0%	-
2023	4833100	1	925,050	986,050	986,050	10.0%	98,605
2023	4833925	1	152,000	162,000	162,000	10.0%	16,200
2023	4833950	1	300	300	300	10.0%	30
2023	4837010	1	463,000	461,000	461,000	10.0%	46,100
2023	4837020	1	468,000	489,000	489,000	10.0%	48,900
2023	4837030	1	412,000	419,000	419,000	10.0%	41,900
2023	4837040	1	355,000	375,000	375,000	10.0%	37,500
2023	4837050	1	204,000	218,000	218,000	10.0%	21,800
2023	4839000	1	220,000	127,500	127,500	10.0%	12,750
2023	4839005	1	473,000	488,000	488,000	10.0%	48,800
2023	4840000	1	415,000	496,000	496,000	10.0%	49,600
2023	4841000	1	390,000	480,000	480,000	10.0%	48,000
2023	4842000 01, 06		495,600	560,900	550,900	10.0%	55,090
2023	4843000	1	437,000	506,000	506,000	10.0%	50,600
2023	4844000	1	529,000	677,000	677,000	10.0%	67,700
2023	4844005	1	256,000	266,000	266,000	10.0%	26,600
2023	4844010	1	601,000	676,000	676,000	10.0%	67,600
2023	4844020	1	598,000	641,000	641,000	10.0%	64,100
2023	4845000	1	199,600	819,000	819,000	10.0%	81,900
2023	4845050 01, 09		455,465	518,165	513,632	24.5%	125,840
2023	4846000	1	270,000	289,000	289,000	10.0%	28,900
Total			8,513,015	9,861,915	9,640,382	10.8%	1,038,515

Main 202 – 843 Rossland Avenue
 Trail, BC V1R 4S8
 T: 250.368.9148
 T/F: 1.800.355.7352
 F: 250.368.3990

Grand Forks

2140 Central Avenue; Box 1965
 Grand Forks, BC V0H 1H0
 T: 250.442.2708
 T/F: 1.877.520.7352
 F: 250.442.2688

rdkb.com



Extension area assessments as a portion of Area D:

The allocations of RDKB services are based on the converted assessed values. The 2023 budget had a converted factor average of 11.2% between assessed value and converted value. The assessed value for Area D was \$685 million and the converted value was \$76.7 million.

Assuming that the residential/business property in the extension area would be converted using a factor of 24.5% instead of the 10% for residential, we would get a converted value of \$1.038 million.

Assuming the same ratio for 2023 budget cycle, we would estimate the extension area to have a converted property value of \$926,877 and used this figure to determine the proposed changes to the tax requisitions.

	Area D Total	Conv %	Area D Converted	Extension Area	Conv %	Extension Converted	D - Ext Total	D - Ext Conv
2022	685,515,471	11.2%	76,714,012	8,604,066	10.8%	926,877	1.3%	1.2%
2023	768,082,317	11.2%	85,656,575	9,640,382	10.8%	1,038,515	1.3%	1.2%
Annual Increase	12.0%		11.7%	12.0%		12.0%		

2. List of current services that would be impacted by the boundary extension, with current total requisition

Services not impacted as a result of proposed boundary extension:

There are 17 RDKB services where both Grand Forks and Area D participate. The only difference will be that the land value assessment will shift from Area D to Grand Forks and change the allocation accordingly. There will be no change to individual taxpayer for these services.

The only RDKB service where Grand Forks participates but not Area D is the 001-MFA which is only a municipal financing service that has no tax requisition. There will be no change to the individual taxpayer for this service.

		2023 Budget	2023 Requisition	Grand Forks Requisition	Area D Requisition
General Government Services	001	5,678,580	1,130,112	96,309	76,962
Planning & Development	005	1,091,512	901,755	20,756	107,047
Reserve for Feasibility Studies	006	82,621	-	-	-
Boundary Economic Development	008	1,389,737	186,571	33,477	26,752
Regionalized Waste Management	010	12,805,719	1,920,810	163,694	130,810
Emergency Preparedness	012	1,432,364	449,020	38,266	30,579
911 Emergency Communications	015	644,233	384,057	32,730	26,155
Recreation - Grand Forks & Area 'D'	021	757,943	576,388	320,374	256,015
Grand Forks Arena	030	842,774	501,290	340,877	160,413
Grand Forks Curling Rink	031	92,372	54,687	18,923	15,122
Grand Forks Aquatic Centre	040	1,995,347	781,250	434,242	347,008
Animal Control - Boundary	071	158,808	135,116	44,825	35,821
Area 'D' & GF Economic Development	078	75,508	75,508	41,970	33,538
Mosquito - Grand Forks, Area 'D'	080	107,544	107,544	59,776	47,768
Library - Grand Forks, Area 'C' & 'D'	140	459,028	457,028	158,145	126,375
Boundary Integrated Watershed	170	323,912	159,962	28,702	22,936
Boundary Transit	950	142,167	61,793	29,099	23,253
		28,080,167	7,882,892	1,862,164	1,466,553

Services impacted by the proposed boundary extension, to which properties within the proposed extension area will no longer contribute:

There are 9 RDKB services where Area D participates but not Grand Forks.

Base		2023 Budget	2023 Requisition	Area D Requisition
Building & Plumbing Inspection	004 All but GF/Rossland	1,220,813	1,153,402	110,033
Fire Protection - GF Rural	057 Just D	515,846	515,846	515,846
Electoral Area Administration	002 All Electoral	900,569	509,003	69,808
Electoral Grant - in - Aid	003 All Electoral	457,578	399,236	75,694
Boundary Museum Service	026 Just C & D	30,113	30,000	20,000
Noxious Weed Ctrl - Area 'D' & 'E'	092 Just E & D	280,177	96,240	24,168
Area 'D' Regional Parks & Trails	045 Just D	493,245	50,916	50,916
Heritage Conservation - Area 'D'	047 Just D	10,759	5,671	5,671
House Numbering - Area 'D'	121 Just D	3,315	3,311	3,311
		3,912,415	2,763,625	875,447

3. Percent of taxable assessment within the proposed extension area compared with the total within the identified service area

The assessment values in the extension area are based on current data where the requisition values and allocations are based on the 2023 budget and the 2024 budget is still being determined. We assumed that the extension properties would maintain their relative proportion in relation to Area D between the current data and that used for the 2023 budget. This resulted in a range from 1.2% percent, when the service applies to only Area D properties, down to a 0.1% percent for the

Building Inspection Service, which has a tax base that includes properties throughout the RDKB except those within the City of Rossland and City of Grand Forks.

	Service Area	Area D	Extension	% Prop	% Prop	
	Property Value	Property Value	Property Value *	Extension to Base	Extension/ Area D	
Building & Plumbing Inspection	004	892,602,960	76,714,012	926,877	0.1%	1.2%
Fire Protection - GF Rural	057	76,714,012	76,714,012	926,877	1.2%	1.2%
Electoral Area Administration	002	543,441,950	76,714,012	926,877	0.2%	1.2%
Electoral Grant - in - Aid	003	543,441,950	76,714,012	926,877	0.2%	1.2%
Boundary Museum Service	026	183,837,737	76,714,012	926,877	0.8%	1.2%
Noxious Weed Ctrl - Area 'D' & 'E'	092	285,750,930	76,714,012	926,877	0.3%	1.2%
Area 'D' Regional Parks & Trails	045	76,714,012	76,714,012	926,877	1.2%	1.2%
Heritage Conservation - Area 'D'	047	76,714,012	76,714,012	926,877	1.2%	1.2%
House Numbering - Area 'D'	121	76,714,012	76,714,012	926,877	1.2%	1.2%

*The methodology for the \$926,877 property value is described in point 1.

4. Requisition dollar amount for services attributable to extension area

The dollar amount ranges from \$6233 for the Fire Service down to \$40 for the House Numbering Service. This was derived by using the 1.2% factor of Extension area to Area D and multiplying that by the Area D requisition portion.

	2023	Area D	Area D	% Prop	% Prop	2023 Requisition
	Requisition	Requisition	Req %	Extension	Extension/	\$ requisition
			of Serv	to Base	Area D	from Extension
Building & Plumbing Inspection	004	1,153,402	110,033	10%	0.1%	1,329
Fire Protection - GF Rural	057	515,846	515,846	100%	1.2%	6,233
Electoral Area Administration	002	509,003	69,808	14%	0.2%	843
Electoral Grant - in - Aid	003	399,236	75,694	19%	0.2%	915
Boundary Museum Service	026	30,000	20,000	67%	0.8%	242
Noxious Weed Ctrl - Area 'D' & 'E'	092	96,240	24,168	25%	0.3%	292
Area 'D' Regional Parks & Trails	045	50,916	50,916	100%	1.2%	615
Heritage Conservation - Area 'D'	047	5,671	5,671	100%	1.2%	69
House Numbering - Area 'D'	121	3,311	3,311	100%	1.2%	40
		<u>2,763,625</u>	<u>875,447</u>			<u>10,577</u>

* The Building Inspection allocation is based on population and permit activity.

** GF Rural fire protection is based on about 90% of Area D


*** The Boundary Museum allocation is 1/3 Area E and 2/3 Area D


5. Estimated Tax Rate Increase

Not all the services had a requisition rate calculated. The tax rate for a \$100,000 home would increase from \$67.40 to \$68.21 for the Rural Fire Protection service. This is assuming that the same 50/50 split is maintained between the City Grand Forks and RDKB that applies under the existing service contract. The tax rate for a \$100,000 home for the Area D Regional Parks and Trails Service would increase from \$5.84 to \$6.01. Given that the extension area represents only about 1% of the Area D tax base, there will be other variables that will have a more significant effect on the tax rate changes.

6. Potential to Reduce Service Requisition

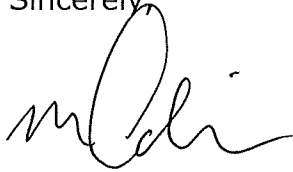
There is minimal ability to reduce the amount of required tax requisition due to the reduction in the service area, as there are only 22 folios in the extension area. This change would not cross any threshold requiring a change to the cost of service delivery.

BC ASSESSMENT 		2022 HOSPITAL NET TAXABLE AND CONVERTED VALUES FOR REGIONAL DISTRICT ELECTORAL AREAS - Per Sec 383(1)(a) & (b) Local Government Act Completed Roll					Processed Date: 03/Dec/2021 Printed Date: 04/Dec/2021		
Regional District: 16 - Kootenay-Boundary Electoral Area: D Jurisdiction: 712 - Grand Forks Rural									
Prop Class	Occurrences	Land	Converted Land	Improvements	Converted Impr	Total	Converted Total	Conv %	
01 Residential	2,734	203,302,672	20,330,267	444,975,210	44,497,521	648,277,882	64,827,788	10.00	
02 Utilities	107	2,417,461	846,111	24,703,440	8,646,204	27,120,901	9,492,315	35.00	
04 Major Industry	1	25,100	8,534	929,000	315,860	954,100	324,394	34.00	
05 Light Industry	37	1,665,925	566,414	1,190,000	404,600	2,855,925	971,014	34.00	
06 Business And Other	24	1,341,600	328,692	1,884,850	461,788	3,226,450	790,480	24.50	
08 Rec/Non Profit	2	250,000	25,000			250,000	25,000	10.00	
09 Farm	270	2,830,213	283,021			2,830,213	283,021	10.00	
Total Total (Less S.644LGA/398VC)	3,175	211,832,971	22,388,039 22,388,040	473,682,500	54,325,973 54,325,973	685,515,471	76,714,012 76,714,013		

BC ASSESSMENT 		2022 HOSPITAL NET TAXABLE AND CONVERTED VALUES FOR REGIONAL DISTRICT ELECTORAL AREAS - Per Sec 383(1)(a) & (b) Local Government Act Completed Roll					Processed Date: 03/Dec/2021 Printed Date: 04/Dec/2021		
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04 Major Industry	1	25,100	8,534	929,000	315,860	954,100	324,394	34.00	
05 Light Industry	37	1,665,925	566,414	1,190,000	404,600	2,855,925	971,014	34.00	
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Total Total (Less S.644LGA/398VC)	3,175	211,832,971	22,388,039 22,388,040	473,682,500	54,325,973 54,325,973	685,515,471	76,714,012 76,714,013		

I hope this information is helpful to your analysis. Please let me know if you have any questions or if you require anything else from us.

Sincerely,

A handwritten signature in black ink, appearing to read 'M Andison', written in a cursive style.

Mark Andison
Chief Administrative Officer



Okanagan Indian Band

12420 Westside Road • Vernon, BC, • V1H 2A4
Telephone: 250-542-4328 • Facsimile 250-542-4990
Email: okibreferrals@okanagan.org

“This correspondence will not be construed so as to to prejudice, limit, or derogate from any rights, claims or interests in respect of any Aboriginal title, rights and interests of Okanagan or Syilx Nation recognized and affirmed under Section 35 of the Constitution Act, 1982 and nothing in this letter indicates acceptance by Okanagan of federal or provincial Crown jurisdiction over or ownership of land, water or other resources within the Territory.”

Project Name:

City of Grand Forks Boundary Extension

FN Consultation ID:

PI2301

Consulting Org Contact:

Kevin McKinnon
Daniel Drexler

Consulting Organization:

[City of Grand Forks](#)

Date Received:

Monday, September 18, 2023

Attention: Kevin McKinnon

The Territorial Stewardship Division would like to acknowledge receipt of the above referral. The Okanagan Indian Band (“OKIB”) has conducted a desktop review of the project. The location of the project to which the referral relates is within Syilx (Okanagan Nation) territory, and may have impacts on Syilx Aboriginal Title and Rights, which OKIB holds as part of the Syilx. However, the project is located outside the OKIB’s Area of Responsibility as a member of the Syilx. At this time, we defer to the Osoyoos Indian Band and Lower Similkameen Indian Band for a more in depth review. Please keep us informed of any updates or changes to the project as this may change our assessment and our view on the need for further consultation with OKIB.

liml?mt | Thank You

Julie Richard
Referrals Management Clerk
Territorial Stewardship Division
Okanagan Indian Band
12420 Westside Road
Vernon BC, V1H 2A4
Office: 250-542-7132
Cell: 250-309-5217

From: [Boundary Extension](#)
To: [Shannon Jones](#)
Cc: [Courtney Laurence](#)
Subject: FW: Proposed Municipal Boundary Extension City of Grand Forks
Date: November 2, 2023 10:57:25 AM
Attachments: [Outlook-4me1ktzu.png](#)

Some people who received this message don't often get email from boundaryextension@grandforks.ca. [Learn why this is important](#)

Thanks
Daniel

Daniel Drexler, CMC
Corporate Officer & Manager of Information Technology
City of Grand Forks
250-442-8266 x 60117
www.GrandForks.ca



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From: Teresa Anderson <tanderson@oib.ca>
Sent: Thursday, November 2, 2023 10:45 AM
To: Boundary Extension <boundaryextension@grandforks.ca>
Cc: Info <info@grandforks.ca>; OIB-Referrals <referrals@oib.ca>
Subject: RE: Proposed Municipal Boundary Extension City of Grand Forks

You don't often get email from tanderson@oib.ca. [Learn why this is important](#)

CAUTION: External Email - Check before you click!

Attention: City of Grand Forks

We are in receipt of the above referral. This proposed activity is within the Osoyoos Indian Bands Area of Interest within the Okanagan Nation's Territory and the lands and resources are subject to our unextinguished Aboriginal Title and Rights.

Due to current levels of internal capacity, we are unable to review your referral in your proposed timeline. With additional time, the Osoyoos Indian Band will be able to ensure that

an informed review process will occur. We are setting the new timeline to be 60 days from the existing timeline.

The Osoyoos Indian Band has specific referral processing requirements for both government and proponents, which are integral to the exercise of our management right and to ensuring that the Crown can meet its duty to consult and accommodate our rights, including our Aboriginal title and management right.

According to this policy, proponents are required to pay a \$500.00 processing fee for each referral. This fee must be paid within 30 days. Please make the cheque payable to the Osoyoos Indian Band 1155 SEN POK CHIN BLVD, Oliver BC, V0H 1T8 re: RTS invoice: R-77-0018771

Proper consultation and consideration of potential impacts cannot occur without the appropriate resources therefore it is only with payment that proper consultation can begin, and the proposed activity/development can be reviewed.

Upon receipt of the processing fee, we will commence our review. You may then expect to receive a letter from us notifying you of the results of our review of potential impacts of the project within 60 days.

The Supreme Court of Canada in the Tsilhqot'in case has confirmed that the Province and Canada have been applying an incorrect and impoverished view of Aboriginal Title. Aboriginal Title includes the exclusive right to indigenous people to manage the land and resources as well as the right to benefit economically from the land and resources. The Court, therefore, concluded that when the Crown allocates resources on Aboriginal title lands without Indigenous people's consent, it commits a serious infringement of constitutionally protected rights that will be difficult to justify.

If the proposed activity requires a more in-depth review, the Osoyoos Indian Band will notify you and all parties will negotiate a Memorandum of Agreement regarding a process for review of the proposed activity.

Please note that our participation in the referral and consultation process does not define or amend the Osoyoos Indian Band's Aboriginal Rights and Title, or limit any priorities afforded to Aboriginal Rights and Title, nor does it limit the positions that we may take in future negotiations or court actions.

Not receiving a response regarding a referral from the Osoyoos Indian Band in the pre-application, current or post-application stage does not imply our support for the project.

We appreciate your co-operation.

Thank you,

Teresa Anderson

Referrals Coordinator



Osoyoos Indian Band

P: 250.498.3444 Ext. 3046

F: 250.498.6577

referrals@oib.ca

www.oib.ca/

Disclaimer

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Splatsin

PO Box 460 Enderby BC V0E 1V0

5775 Old Vernon Road

Tel: (250) 838-6496

Fax: (250) 838-2131

www.splatsin.ca

Project Name:

City of Grand Forks Boundary Extension

FN Consultation ID:

PI2301

Consulting Org Contact:

Kevin McKinnon

Daniel Drexler

Consulting Organization:

[City of Grand Forks](#)

Date Received:

Monday, September 18, 2023

Splatsin acknowledges receipt of your letter dated 2023-09-18T14:10:43 providing notice of City of Grand Forks Boundary Extension (the "Project"). Splatsin has reviewed the information that you have provided, which raised a number of questions and concerns. Splatsin expects to be meaningfully consulted to ensure that adverse impacts are substantially addressed and accommodated prior to any decision regarding the Project.

About Splatsin

Splatsin is the southernmost campfire of the Secwepemc people, and we have occupied the south-central part of British Columbia for at least 10,000 years. Secwepemc territory stretches from the British Columbia-Alberta border near the Yellowhead Pass to the plateau west of the Fraser River, southwest to the Arrow Lakes and the upper reaches of the Columbia River.

Splatsin are the caretakers or Yucwmenlúcucw of our area of responsibility of Secwepemculucw. Our stewardship area is generally considered to be the Eagle River Valley. Historical and genealogical records as well as oral history link Splatsin to the Arrow Lakes, to the Sicamous Narrows, to the Columbia River at Revelstoke, north to where the Mica Dam is now located, and everywhere in between. We have cared for the lands and waters in our territory for thousands of years.

Our caretaker responsibilities, or Yucwminmen, are a deeply imbedded aspect of Secwepemc law and way of life. These responsibilities guide us in our role as stewards of the land. The protection and maintenance of Secwepemculucw means the resources Splatsin people rely on for sustenance and cultural practices will continue to support current and future generations. Our stewardship allows us to continue our way of life, which is constitutionally protected under s. 35(1) of the Constitution Act, 1982.

Duty to Consult Where Potential Impacts to Aboriginal Rights and Title

Splatsin asserts Aboriginal rights and title in Secwepemculucw. As the Project falls within this area, any potential impact arising from the Project or cumulative impacts resulting from the Project on Splatsin's Aboriginal rights and title will trigger the duty to consult and accommodate Splatsin.

Given the extent of cumulative impacts in Splatsin's traditional territory, even a small project may have serious consequences for the exercise of our constitutionally-protected rights and title and may therefore require deep consultation and accommodation. Further, Splatsin asserts Aboriginal and other common law rights to the lands and water resources within, under, and adjacent to our reserve lands, and Splatsin has the right to govern those lands and water resources. To the extent the Project potentially impacts Splatsin's reserve land and/or water resources and/or Splatsin's ability and

authority to govern our reserve lands and water resources, the duty to consult is engaged at the higher level, including the requirement to obtain Splatsin's consent.

Concerns Regarding the Project

Recommendations

These works are taking place in Splatsin's area of Caretaker responsibility. We are recommending for the client reach out to a registered professional archaeologist to determine archaeological potential and to determine what level of work may be required to ensure that archaeological resources are protected prior to development. To coordinate this please email jimmy.william@splatsindc.com and steven.hamm@splatsindc.com with details at least five (5) business days in advance. We also request copies of all interim and final reports related to this assessment be uploaded to the appropriate file through the Nations Connect referral processing system or emailed to patricia_muskrat@splatsin.ca and kayla_gunner@splatsin.ca when they are available for review.

Splatsin wants to make it clear that Splatsin Development Corp, as represented by Yucwmenlúcwu staff does not fully represent all Splatsin interests, nor does it indicate that Splatsin supports the proposed work or project in its entirety.

The proponent must understand that having an AIA/PFR/AOA/CHA conducted by an employee from Yucwmenlúcwu does not mean that engagement with Splatsin is considered comprehensive nor complete.

Splatsin reserves the right to provide further comments and concerns and to have these concerns addressed by the proponent before we consider supporting any of the proposed works. Please forward along any monitoring reports and notify Splatsin immediately if there are non-compliance events.

Sincerely,

Kayla Gunner, Patricia Muskrat
Splatsin Referrals



Penticton Indian Band
Natural Resources Department
841 Westhills Drive | Penticton, B.C.
V2A 0E8
Referrals@pib.ca | www.pib.ca
Telephone: 250-492-0411
Fax: 250-493-2882

Project Name:

City of Grand Forks Boundary Extension

FN Consultation ID:

PI2301

Consulting Org Contact:

Kevin McKinnon
Daniel Drexler

Consulting Organization:

[City of Grand Forks](#)

Date Received:

Monday, September 18, 2023

File number:

PI2301

September 20, 2023

Attention: Kevin McKinnon

We are in receipt of the above referral. The proposed activity is located outside Okanagan/syilx Nation Territory.

The Penticton Indian Band has now had the opportunity to review the proposed activity. At this time, the Penticton Indian Band will be deferring further consultation and engagement to the Osoyoos Indian Band.

If you require further information or clarification, please do not hesitate to contact me.

1. Invoice Number: PI2301

Fees

Defer Admin (12%) \$ 9.60

Desktop Review (Defer) \$ 80.00

Total \$ 89.60

INVOICE AMOUNT FOR DEFERRAL REVIEW \$89.60

Please make cheque or cash payable to Penticton Indian Band. re: P.C.132. Mail payment to ATTN: Maryssa Bonneau, Penticton Indian Band Natural Resources Department 841 Westhills Drive, Penticton, British Columbia, Canada V2A 0E8. Please include this letter when sending.

limlāmt,

Madison Terbasket
Interim Referrals Coordinator
Penticton Indian Band
Natural Resources

email: mterbasket@pib.ca
office: 250-499-9866
address: 841 Westhills Drive
Penticton, British Columbia
Canada V2A 0E8



Settle down.

Open House: Grand Forks Resident Feedback

The following comments were provided during the open house with approximately 35 Grand Forks Residents attended. Comments collected include verbatim feedback from the post it notes and comments were captured by the project team, city council and staff during discussions.

Feedback Board: Do not support

Grand Forks Resident

- will not support this project or annexation. Property taxes will go up for us as a city resident.
- As much as the city says is not a cost to residents, it is a cost infrastructure to that many people and to say it's not a cost to the city as a non seller
- Aquifer testing required to find static height of water table in our aquifer for
- next time a map of a full city showing current zones homes empty lots etc. easy to project on a wall.
- make old rail grade along observation mountain into a road for traffic to town to elevate alleviate traffic on Donaldson.

Feedback Board: Support

Grand Forks Resident

- Can't wait for this improvement to our lovely city and way of life more stores will result in shopping local.
- yes, provided important service issues are addressed I'm in support more housing and development is beneficial to the city.
- want more nurses etc. to move here want park with a gazebo for big picnics and a big square for activities music food etc. once a week want dog park for rain shelter.
- support in principle provided housing development is balanced and across the income spectrum and not all high or lovely low end first.
- water studies the most important thing one hole on the West side is the same hole on the east side protect the water.
- Grand Forks has the last few years become more progressive continue this trend by annex in this land an improving Grand Forks yes.
- support if it doesn't impact city taxes, 1/4 treat water run off.
- Good restaurants audition
- support to expand opportunities for more people to help undeveloped recreation areas in the phoenix ski hill etc. and young people.



Settle down.

- make lots of sizes same as city lot sizes.
- happy to hear sewage won't be a big dollar.
- include all housing in copper rich not just along coal chute.

Feedback Board: Could support if

Grand Forks Resident

- Public transportation is important more than access point to the site especially for emergency services responsible transference of municipal by law enforcement between city and RDKB.
- I'd like to see current copper Ridge development included seems like an odd omission concern about the path of pace of growth 800 units will lead to increased policing costs.
- Keep the values of our small town, values and feel example walking and biking trails access to beaches country paths lots of people out.
- Less box stores and cafes and more boutique shops and eateries
- concern for recreational access and trails open to the public in the boundary extension area.
- Concerns about water to get me on board I need to see dad on water use projections and would like to see grey water recycling for such a large development.

Additional Comments

Grand Forks Resident

- Road access need detailed plans for two routes in and out, are there sufficient water sources, plans for sewage.
- If the province approves can the city still reject if the plans do not meet our requirements?
- I have a better understanding of the process and risks involved.
- Why is copper Ridge development excluded?
- I was surprised to hear how restricted exempted city areas are regarding electricity and sewer, however, are in city limits, very complex to maneuver. Maybe review what constitutes in the city of grand forks too many people use city infrastructure but do not want to be responsible for it.
- I am concerned about the trail biking and hiking planning should be done in consultation with the trail society and trails manager. All infrastructure cost should be incorporated into any cost of property.
- I'm concerned about the lack of water and the wildlife.
- Secondary access is essential: major roads. Our little city needs to grow to provide services to our residents. This extension will provide needed homes as well as work for tradespeople amazing go for it! Generate the largest possible tax for the city I am



Settle down.

shopping centres convention centre with a hotel. Lower to moderate priced homes are needed desperately. Higher population is necessary for growth and services.

- more details around the development plan. public transportation and access

Unknown

- Several expressed concern if the aquifer would support such a large development since there has been reduced water usage during the warmer months



Settle down.

Open House

The following comments were provided during the open house from approximately 40 RDKB residents who reside outside of Grand Forks. Comments collected include verbatim feedback from the post it notes and comments were captured by the project team, city council and staff during discussions.

Feedback Board: Do not support

Reside outside of Grand Forks

- don't support this expansion we have plenty of other properties that will not impact other properties in Grand Forks
- I can't support the development for many reasons.
- what about the hospital not enough nurses and doctors right now what about referrals to Trail, Nelson, this will impact them
- development will not solve Grand Forks current housing shortage. Not affordable
- concern for hydrological study
- North Fork Rd. is not anywhere near this expansion and all residents RV Very opposed to this.
- will definitely not support.
- this valley has a huge ALR what happens with water shortages.
- will not support nothing to gain but higher taxes a lot of traffic and water shortages.
- we do not want 800 units will not support because I can't lots of land in Grand Forks that is not being developed housing needs could be addressed by developing these lands without a city expansion extend city. Yard works - employees
- north fork Rd. concern for traffic density study concerns about water sewer Rd. access safety predict for pedestrians and cyclists' tax increases.
- the city can't keep up with the roads now So what can they do then.
- do we have landfill capacity?
- all feedback should be included water. Our source comes from big white there is concerns already on water shortages.
- what about homeless this is our unresolved problem already
- Since development focus is not driven it will create a dead downtown. Development will ruin our beautiful area people are here because it's not busy period not for low-income people cheapest built stand over \$500,000 market target is mainland Kelowna overseas major development like proposed equals 2500 plus people, we need an Aqua fire study to determine the adequate before committing. Oppose this will destroy a lot of grand forks wildlife habitat. Inversion this density will probably create a toxic valley. No consideration for copper Ridge residents. Commercial will require huge trucks to service those businesses. Food bank recycling depot will be moved accident waiting to happen. Water need water for life. Grand Forks on H2O restrictions. How much more



Settle down.

draws can be done before a negative balance. Mayor and council agreed to tax revenue and cost sharing it will affect taxes period snow job city website map shows the developer landowner high density build extends beyond the current boundary extension period taxes will go up 5000 people for policing big increase what's the capacity of our current arena library pool curling rink. All properties will be annexed into the city should be grandfathered in taxes period figure out same as in land stayed in area D. When property sold city tax rate. Totally opposed to high density build many Kelowna in this area. Object to our way of living with the natural build out of our homes and population in jeopardy so landowner can make more money.

Feedback Board: Support

Reside outside of Grand Forks

- I support city expansion and development as long as it's responsible.
- in support of this development city needs to grow more opportunities for our children and our future housing shortages
- expansion al ways helps when can you start.

Feedback Board: Could support if

Reside outside of Grand Forks

- I personally prefer a slow rate of expansion to keep the small feel of the area around Grand Forks
- Grand forks in regional district might think about a dam and reservoir to support growth it would help reduce pressure on the aquifers.
- I have doubts that Grand Forks is the place for this kind of development.
- Need assurance of the protection of trail access in crown lands and observation peak I support growth we need housing but why are we cutting down forested trees to do this infilling is much preferred.
- Concern for tax increase school water not enough doctors
- the project could interfere with the trail system on Riverside meadows but hiking biking trails are on the economic boost to any region thus trail planning must be done in cooperation with the trails society and newly developed trails manager urban planning employer draw multi-income housing how fast development happens.

Additional Comments

Reside outside of Grand Forks



Settle down.

- please please mail out a flyer to grand fork city informing of this boundary extension so everyone is well informed as it does not cost a lot \$600 to do a male in the city and area D. I'm willing to pay etc. well-informed electorate is necessary for a true vote.
- capacity at Christina Lake beach will have to buy tickets for a day at the beach like provincial camping groups demand lessens availability.
- Proposed development happens in a balanced way range of housing built at each stays stage. Low-income residents how would they access DT and services transit. Concerns about aquifer capacity and cost of water. Concerns about sewer capacity
- concerns that there are no detailed confirm plans for alternate access. Need to get the access figured out before moving forward not prospect Dr. Would like to see both cases no commitment period concerns about how RCMP response time to area.
- concern about our DCB residents weren't engaged by the Rd. KB. Concerns about water supply. Concerns about wildfires. Supportive need growth period location is away from existing residents. Support a larger tax base don't want prospect to be used as a main access traffic volumes and safety. Concerns about water treatment facilities and input impact to aquifer. Location of water and where it would go.
- would like to have RCMP reside more of a?
- Concerns that approval happens and development doesn't happen water aquifer.
- Future growth of Grand Forks benefits for the next generation
- capacity rather see it not move forward if it can't be confirmed certain that the range of housing price points would be provided concern about affordability of housing what benefit would there be to the city.
- So much is possible at this stage the RDKB should consult with area residents.
- My main concern is the use of prospect dr as the primary access to the proposed development period who will be responsible for the repairs and maintenance to prospect city or region.
- Concern that Prospect Drive will be used as the only access to the development. If that is the case, the couple will sell their home in Copper Ridge as they are opposed to growth in our community. The comment was that if they wanted to live in an urban area, they would have chosen Kelowna.

Unknown

- Several expressed concern if the aquifer would support such a large development since there has been reduced water usage during the warmer months

Boundary extension open house coming Feb. 21

KAREN MCKINLEY

Grand Forks Gazette

The City of Grand Forks wants to hear from residents about what the proposed boundary extension means to them and hear what the city has heard.

An open house is scheduled for Feb. 21 at the Grand Forks Seniors Centre. Anyone who has questions or wants to share any feedback is encouraged to come between 3 and 7 p.m., stated a social media post

from the City. There is no formal presentations, but there will be multiple stations set up to discuss the various topics.

Before the Open House, a report with more feedback from the developer is expected to be brought to the Feb. 12 Committee of the Whole Meeting for information purposes, the post read. The report will be providing City Council more information based on questions received from the public about the proposed development.

After the open house, a summary based on the public feedback will be prepared and presented to Council at a later Council Meeting as a current summary of public engagement.

While updates are coming, people are encouraged to review <https://www.grandforks.ca/2023-boundary-extension/> to answer some of their questions.

Any additional questions can be forwarded to boundaryextension@grandforks.ca



The City of Grand Forks is holding an open house Feb. 21 on the proposed boundary extension along North Fork Road. Photo: Gazette file

Council to make 'shot in the dark' request on boundary expansion exclusion

KAREN MCKINLEY
Grand Forks Gazette

Grand Forks City Council is putting together a request with the province to exclude up to 20 properties in the proposed boundary expansion in a bid to help worried residents.

The proposed boundary expansion north along North Fork Road has become a contentious issue over the past few months, raising fears over taxes, services and property values.

These sticking points led a group of property owners that could be affected to ask City Council to work towards a graduated tax increase residents could afford. Last October, council voted to request the province look at a \$60 increase per year for 15 years with no changes to water, sewer or land use status.

Several of those property owners had another request brought forth by Deb Zibin on Feb. 12. During the Committee of the Whole meeting, she laid out a formal request by these property owners to be completely exempted from boundary expansion.

While they were pleased with the request council was bringing to the province, Zibin explained the affected property owners know that was just a request the province could turn down, so they are asking if there was any way they could be exempted.

"We are still opposed to the inclusion of our properties in the expansion," she said. "We appreciate the decision at the time, but we are aware this is just a recommendation and a final decision will be made by the province if the expansion is successful."

The boundary expansion has been in the works for a while, primarily due to the proposed Copper Sky Development. Expanding the city limits would allow developers to have the development within city limits.

While it could take years before development gets underway, the developer's report to council stated there was an estimated start time between late this winter, or early spring, 2025.

She pointed out on a map of Copper Sky's development plans, which she said "clearly" supports their request. The group sees no justification in including their parcels of private property in the expansion. She added the developer also doesn't own land that touches the existing city boundary, making Copper Sky "an island."

She added Copper Sky can develop land within RDKB boundaries, as Copper Ridge did in its development. The only reason the group could see developers applying for an extension into the city is because Copper Sky is a higher-density development.

"Our properties are being 'given' as a corridor for developers," she said. "If the city is not proposing to have to supply amenities to Copper sky, private properties are being 'sacrificed' to the profit of the developers."

Mayor Everett Baker decided to address the matter early in the Regular Council meeting as Zibin had remained in the gallery to hear the decision.

The city has been collecting feedback and questions from the public, explained City Manager Daniel Drexler.

Councillor Rod Zielinski went to a chart put together from questions asked



Walk honours missing and murdered

The sounds of drums and honour songs emanated from downtown Grand Forks on Wednesday afternoon to mark the National Day for Missing and Murdered Indigenous Women, Girls and Two-Spirited (MMIWG2S). The group walked around Market Avenue, stopping at some corners and in the park behind City Hall to drum, talk about the significance of the day, sing the Women's Warrior Song and The Traveller Song, before heading to Boundary Women's Coalition office to drum. This march has been happening in Grand Forks since 2011, with 2024 being the 33rd year of the National Day for MMIWG2S. See the full story on on page 3.

Photo by Karen McKinley

of the developer by the city based on that feedback, pointing out there were three possible routes for a secondary access road to the site that hadn't been fully investigated, yet. All three need to be explored, he said.

Zielinski went on to say he has no problem asking the Government to leave properties in the RDKB. However, he's not sure if they will agree.

"We have spoken with the residents up North Fork Road and I am okay with asking the government if there is any way to make an exception. Can we allow Copper Sky to have 800 or so homes

within city limits and allow that strip to stay part of the RDKB?" he asked.

While councillors proposed several exemption scenarios, the question Mayor Baker asked, out of concerns from residents, was could Council ask for exemptions at this stage on the proposal without having to start over?

Drexler said there are ways they could ask, adding it's feasible to ask for a reduction without having to restart the proposal process, with Redfearn adding they can also ask the province to absorb some land not originally in previous requests.

Boundary expansion open house draws large crowds

KAREN MCKINLEY
Grand Forks Gazette

Seeing so many people come to the open house for the proposed boundary extension pleased Mayor Everett Baker, city staff and representatives from the engineering company working on behalf of the developer.

Large and steady crowds packed the Grand Forks Senior's Centre on Wednesday afternoon to learn more about the progress of the proposal, where developers wanted to expand and why, logistics like water and sewer, and speak to city officials about concerns and provide feedback.

That feedback included messages of support, non-support and others saying they would support it, if certain conditions or concerns were addressed.

The boundary expansion pro-

posal process has been contentious at times, admitted Mayor Everett Baker, but said he was still very pleased with the turnout and what he and staff were hearing.

Generally, he said there is a lot of support, but welcomed and encouraged concerns and questions.

"I'm extremely pleased with the turnout here," he said. "This was not what I expected and feedback is all over the board. It's not all positive and not all negative. It's good conversation and a lot of comments. Citizens are welcome to see the information presented to them and to us and talk with people, rather than read it online."

This boundary expansion proposal started in the spring of last year, when a developer asked the Regional District of Kootenay Boundary for approval for a residential develop-

ment called Copper Sky just south of the Copper Ridge neighbourhood on North Fork Road, explained Baker. However, the five-acre lot sizes are too small for the regional district's land parcel requirements, which has a minimum of 10 acres for development. The developer approached the city about expanding the city's boundaries so it would meet the city's requirements.

Normally, this process would take 18 months, but this has a timeline of only one year. While short, Mayor Baker said this is one of many development projects happening in Grand Forks right now, which includes flood mitigation and addressing "pinch points" for traffic in the west end.

Mayor Baker stressed this is just a proposal and city staff and councillors are doing their diligence to gain feedback.

However, he also reiterated that growth is inevitable.

The city is going to grow, no matter what," he said. "It's just naturally going to happen. There's been no decision on the development. If it does happen, it's going to take time. This is why we are having conversations with the government and all the necessary individuals will have to be taken into consideration."

Even at this late stage, suggestions and concerns were being taken. A few included why the proposed expansion border didn't extend into Copper Ridge, to where the secondary road could be located and even concerns over the possibility of increased heavy equipment traffic through Copper Ridge.

Among those who were in support, but still had questions, was Larry Hudema, who stopped by several stations to talk with city officials on various technical and planning questions he had, specifically an artificial wetland and underground storage facility for sewage.

He explained he didn't want



GRAND FORKS BRAVES ELEMENTS FOR COLDEST NIGHT OF THE YEAR

Mayor Everett Baker led the walk as it left Gyro Park and headed west along Highway 3. From there, walkers could either take a five-kilometre loop, or a shorter two-kilometre loop. The walk was a fundraiser for several service groups and an awareness campaign on the conditions vulnerable and unhoused people face on the streets. See the story and more photos on page 11. Photo: Karen McKinley



Grand Forks Corporate Officer Daniel Drexler was among several city management officials helping to explain the boundary expansion process and collect feedback at the city's open house on Feb. 21. The open house was part of the process in the city's proposal to the province on extending city boundaries along North Fork Road to include a housing development. Photo: Karen McKinley

to elaborate on the record what they were as they were just his opinion and he was here to gain more insight. However, he did say there was no natural wetland in the area. The soil drains quickly, so he had some questions about how the properties water and sewer would be designed.

As a resident of 37 years, he added he's had a keen interest in how the area is being developed. One thing he did point out was traffic on North Fork Road.

While he understood it will take years to develop the parcel, eventually that would mean more people commuting along that road.

"I commuted on that road when I worked at the mill for a number of years. It's a risky road now," he said. "Even if they build 200 homes, how will that impact the transportation infrastructure?"

With that in mind, he pointed out Copper Ridge was origi-

nally supposed to be around 200 homes, with a golf course and a road that cut through the development.

The open house is the last step the city had to undergo before taking all the feedback and data and submitting a request for ministry review. After that, if it goes ahead, it will be put out for elector approval, then be given provincial approval and move ahead with implementation.

The provincial government can make decisions and alterations, but if all goes ahead, development could start as early as the end of this year, or spring 2025.



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Accusations of deceit fly over boundary expansion plans

KAREN MCKINLEY

Grand Forks Gazette

A call for questions from the public turned emotional for an Area D resident and City Council over ongoing concerns with boundary expansion.

Trish Horz sat before the Nov. 20 city council to ask questions about expansion plans based on her own concerns, concerns she says are shared by some fellow Area D residents.

“I care about my Area D neighbours who may be annexed into the city,” she said.

Frequently referring to an article published in the Oct. 18 edition of The Gazette on a delegation of six people that attended the Committee of the Whole and Regular Council meetings. The primary concern they had was how a tax increase brought on by boundary expansion would be detrimental to them. She asked Area D Director Linda Kay Wiese on Nov. 9 why no one was told about the tax increase before the council meeting, and was told no one had asked that question.

Her worries, like others, are

that an expansion would cause a very large tax increase, so they want to know how big so they can budget accordingly.

The primary concern, Horz said, was herself and several others feel they are not being told all aspects of how this will impact them financially. She spoke about a meeting she organized on April 12 with fellow Area D residents, City Council, Mayor Everett Baker, RDKB Area D Director Linda Kay Wiese, and developers to talk about expansion.

She referred back to several

conversations she had afterwards with Area D director Linda Kay Wiese and fellow Area D resident Deb Zibin stating there were letters of support for annexing their properties into the city.

She found this hard to believe, and while trying to stifle tears, said she is certain this isn't the case.

“So here I am, 99.9 per cent sure that when Linda Kay Wiese speaks of letters of support, she is referring to letters written as a direct result of my email and bulletin posting for the April

12 meeting,” she said.

She went on to state she felt Mayor Everett Baker and City Council wanted to hear their concerns, but she was unintentionally used by them to hurt other Area D property owners. She asked Mayor Baker if the news about the letters are true, to address this issue and everyone who was wrote in to be re-contacted and told the correct version. She added that she was warned about a potential backlash.

While Horz asked council and

Continued on A3

No decision yet on how City Council will proceed on boundary expansion

Continued from A1

staff not to speak to her after she was finished, Councillor David Mark was quick to say she was not being used and she didn't get to come to council chambers to tell them what to do without councillors responding.

He reiterated there is plenty of accurate information out there for her to find, even if she doesn't have access to a computer or the Internet.

"I understand you are passionate about your cause and care about your community, but please stay informed and talk to the people," he said. "Especially the people you are trying to understand instead of trying to assume their intentions."

After Horz left, Councillor Deborah Lafleur said people need to remember that the council hasn't made any decisions on how to proceed with boundary expansion.

"We are not being deceitful and this is a process for all of us, so let's just try to be kind to

each other," she said.








Mayor Baker added he felt for Horz and understood she was very sensitive about this and his door is open to anyone who wants to talk about this process, adding it's going to be

a long process but it presents an opportunity to have more housing in Grand Forks.

There were door-to-door talks with residents along the corridor the previous week, he said, but he didn't attend so he could keep politics

out of the conversations.

He added in later comments it could be decades before any development happens in the area.

<h2>How they voted</h2> <h3>Monday, Nov. 20 meeting of Grand Forks City Council</h3> <p>✓ For ✗ Against AB Absent</p>	 Everett Baker	 Zak Eburne-Stoodley	 Neil Krog	 Deborah Lafleur	 David Mark	 Christine Thompson	 Rod Zielinski
2024 revenue anticipation borrowing bylaw 2105.	✓		✓	✓	✓	✓	✓
2024 revenue anticipation borrowing bylaw 2106.	✓	✓	✓	✓	✓	✓	✓

Boundary expansion process mentally disturbing

Editor, The Gazette:

According to the Grand Forks Mayor's commentary (Oct. 11/23 edition of the Gazette) the boundary expansion process is underway. The Mayor writes "throughout the process, the proposed development will not be a factor in the decision-making process." That is unbelievable!

The reason this boundary expansion process is underway is because of the proposed Copper Sky development which does not meet Area D guidelines. Why is the Copper Sky development not part of the decision-making process? This is vital information.

How are eligible voters going to

make an informed decision when vital information is withheld from the process? This boundary expansion is a serious issue. If successful, it will alter Grand Fork and Area D forever. It will be setting a course for our community – Grand Forks and Area D – which is drastically different than what it is now. The Copper Sky development needs to be disclosed. I was led to believe at the May 8/23 council meeting it would be part of the process.

What happened? Is it because as the commentary states "a consultant paid for by the developer but reporting to the city..." Has the developer decided it would be to their detriment to inform everyone in

detail what they are planning?

The consultant is well aware that he or she is being paid by the developer. It doesn't make sense that the reason this boundary expansion process is happening because of the Copper Sky development is not part of the process.

You might ask why do I care? I moved here because it was a small town. Small town living is totally different than larger city living. City living is different than rural living. Here's hoping and praying the Grand Forks Electorate will see the positive value of the land in question remaining in Area D and being developed under Area D guidelines. Here's hoping and praying they will

take the time to vote accordingly.

Unfortunately, Copper Sky land looks over my backyard. Fortunately, my property will not be annexed into the city boundaries, but I will be affected. It is unbelievable that the City of Grand Forks can decide to take Area D land we have no say as an Area D resident. I was taught I lived in a democratic county. Grand Forks is supposed to rule in a democratic way, but that is not happening during this boundary expansion process.

So, I am mentally disturbed, which has affected me for the following reasons:

1. That there is not going to be full disclosure of the proposed

Copper Sky development during the decision-making process.

2. My concerns will not be part of the submissions to the province.

3. I don't count in this process, but I'm good enough to pay property taxes.

4. There is no support from Area D or Regional District elected officials to keep the land in Area D.

5. I don't have a paid consultant to speak on my behalf to the province and Grand Forks electorate.

6. I have no vote!

7. The boundary expansion process is undemocratic and totally unfair to me as an Area D resident.

**Trish Horz,
Area D**

Grand Forks Gazette

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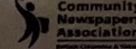


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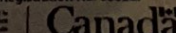
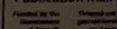
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Copper Sky a threat to Grand Forks' "small town charm"

Editor, The Gazette:

The Corporation of The City of Grand Forks has now begun informing some residents of the "Proposed Municipal Boundary Extension City of Grand Forks," referred to as "Copper Sky."

A similar type of proposal was brought forward to Grand Forks in 2008 by the same Developer: Copper Sky.

From what I understand, the Council of Grand Forks, on April 17, 2023 began reviewing this proposal.

It involves creating a development reflective of a small "city" to be built in the Copper

Ridge area on 233.57 acres.

There are some Rural homes, which have been notified, that should this proposal get accepted, their properties will be re-zoned as Urban/City.

As part of this process the Residents in the "City of Grand Forks" will be given an "Electorial Response Proposal form" to cast their vote.

The rural properties, which will be affected, are not allowed to partake in this voting process.

There will undoubtedly be impacts on the environment, putting pressures on our sewage

and water resources, medical system, increased taxes, and other unforeseen financial expenses.

The small town charm of Grand Forks will no longer exist if this is built.

Attached is the link of the proposed development.

Copper Sky's plan....
www.copperskyliving.com/masterplan

A meeting at the Grand Forks City Hall will be taking place Oct. 10th at 10 a.m. where questions and concerns can be presented.

**Yelana Sykes,
Grand Forks**

What are the real objective of the boundary expansion?

Editor, The Gazette:

Recently there has been increased talk regarding the proposed municipal boundary extension into the Copper Ridge area that is being requested by Copper Sky Land Development, a large Calgary based developer.

This developer is requesting that Grand Forks Council/Mayor consider this municipal boundary extension in order to facilitate a giant development, which if approved will lead to a "Mini Kelowna" right here in Grand Forks with 800-plus new homes, changing the small town feel of Grand Forks forever.

These two issues are obviously related as the new development can't happen without the boundary extension and the boundary

extension is not required if there is no new development, however the mayor and council refuse to discuss the two in the same breath.

What are they trying to hide ?

Perhaps some of the info below might shed some light on their real objectives.

The proposed area (known as Copper Ridge) is currently RDKB land. The property is currently zoned for 1 / 2 acre lots as per RDKB guidelines, the same as the current Copper Ridge subdivision. However, the developer and land owner are asking that the land be pulled out of RDKB and by extending the city's boundaries can then be re-zoned as city land.

This will allow for greater density, more houses and more profit for the developer/land owner, all at

the expense of Grand Forks and its citizens.

To make this happen 20 properties on Coalshute Road and North Fork Road are being forced to be rezoned from RDKB rural to city rural. Most of these residents are against being re-zoned into the city however will be forced to so this development can happen.

How is this fair or legal?

We should all be very wary of this proposed boundary extension and the related massive subdivision that will come with it.

Residents of Grand Forks and surrounding areas need to educate themselves on this issue before it is too late. This issue of extending the city's boundaries in order to facilitate this massive subdivision will at some point go to an electoral

vote (either alternate approval, referendum or both) and we need to ensure it is voted down at that time.

The 20 affected residents mentioned above WILL NOT have a vote on this issue, nor will other Area D residents who will be affected have a vote.

Other concerns regarding this massive project:

1). These 800 new homes will not be affordable, unless you are a retiree moving from the coast, Kelowna or Calgary.

2) Water and sewer are currently not available.

3) Increased vehicle emissions and a huge increase in area traffic.

4). Huge safety concerns as right now there is only one road leading to this area, posing huge safety concerns should there be a wildfire

in the area.

5) What about the hundreds of hours of council and staff time already being taken up on this proposal, all at the whim of an out of town land owner and being paid by Grand Forks tax payers.

This issue must be addressed to ensure this municipal boundary expansion never happens, a huge unaffordable subdivision is never built and our town, while growing and maturing at a reasonable and liveable pace, continues to be the special place we call home.

Please contact the city council and the mayor and let them know you are against this and let's vote this down when the time comes to do so!

**Dave Murphy,
Area D**

Copper Sky out of proportion for Grand Forks' needs

Editor, Grand Forks Gazette
January 9, 2024:

The following letter regarding the proposed Boundary Extension was delivered to the City of Grand Forks on December 13, 2023. This Boundary Extension will have a significant impact on our community and all taxpayers in the City should have an understanding of the magnitude of the proposed Copper Sky project.

Re: Boundary Extension
Mayor Baker and Councilors:

I note that on the "City Website / Boundary Extension" the proposed Copper Sky development has a suggested size of 800 units.

As a retired architect, having practiced in greater Vancouver for 36 years, I provide the following projection for Council and Grand Forks residents in order to comprehend the magnitude of this project.

Hi-Rises: 1 @ 20 storeys @ 8 units/floor 160 units

1 @ 15 storeys @ 8 units/

floor 120 units

1 @ 10 storeys @ 8 units/floor 80 units

Lo-Rise Apt. 4 @ 4 storeys @ 12 units/floor 192 units

Single family lots 248 units

Total proposed in Copper Sky project 800 units

248 single family lots is approximately two times the size of the Valmar neighbourhood.

Roads and parking would be required for approximately 1,600 automobiles.

It is my opinion that this proposed project is out of scale with Grand Forks and does not remotely respect the Official Community Plan (OCP).

The existing RDKB residential zoning respects the Grand Forks OCP and allows incremental expansion for years in the future.

I believe the Boundary Extension project is not in the best interest of the future of Grand Forks and should be terminated before more money and effort is wasted.

Robert J. Morton

Questions linger over boundary expansion info meetings

Editor, The Gazette:

The Dec. 15th deadline for the Grand Forks general public to provide their concerns on the Proposed Boundary expansion/extension has now passed with many of the residents/businesses remaining unaware this process happened.

During the Committee of the Whole meeting dated 2023-12-11 regarding the Open House at the Senior's Center it says 'Staff will be advertising the opportunity through our usual channels allowing an RSVP option determining if the venue is sufficient or if a larger location is needed to accommodate more people.'

It's more than apparent, that the 'usual channels of advertising' for a large population of Grand Forks residents is not working. So how's the RSVPing suppose to work to determine the venue?

Why not hold it in the High School gymnasium? Is it because the City doesn't expect more than 120 people that this venue holds?

In the Oct. 11th, 2023 Gazette Mayor Baker makes reference to "much information" being distributed to all taxpayers in the City, as well as those affected by the proposed boundary expansion/extension with multiple public en-

gagement opportunities.

When will this statement be enacted?

Has the City considered mailing the information handouts provided at the Open House, to Grand Forks residents?

How are they to become well informed voters?

This is a 'village, city type of resort' with a creative studio, whiskey distillery, luxury villa's, hotels, retail, craft brewery, shops and other amenities. How are the businesses of Grand Forks to benefit and/or prosper once this self-contained 'village/resort' is built?

When asking about the timeline of the expansion/extension and development we are repeatedly told, this will take some time and isn't being rushed through, yet in the November 29th, 2023 Gazette, Mayor Baker "admits the timeline is aggressive with a submission expected by March of next year." (2024). "The reason for the relatively short timeline, Mayor Baker said, was at the request of the province." Further in the article "Mayor Baker said even if the boundary expansion happens, it could be decades before any ground is broken". *editor's note: the aggressive timeline refers to the permitting process, not*

the start of the development.

Am I to understand by Mayor Baker's last statement that those of us in the proposed boundary expansion will be paying increased taxes annually, for a timeline where no development could happen for decades?

Why is this proposed development being touted, as an important part of the housing crisis? Which is it...the development won't have any near future benefits to the housing crisis because of a decades long timeline, or it will be started in the near foreseeable future, over a period of years?

These are examples of the inconsistencies 'we' in the proposed boundary extension/expansion are being told.

The analogy that building Copper Sky will bring in more Doctor's/Nurses is far-fetched. One only has to look at the Grand Forks Real Estate and see beautiful homes already available.

It is not the lack of homes preventing these professionals from relocating here.

Furthermore, our hospital is not set up to treat an increased population to the degree this proposed development would have.

Yelana Sykes

Copper Sky: will it raise our taxes even more?

Editor, The Gazette:

In case you haven't heard, plans for a major expansion of the City of Grand Forks are being considered by city council.

A developer is planning on building something like 800 homes, just adjacent to the existing Copper Ridge area.

The developer is apparently going to take responsibility for all costs associated with the expansion. But therein lies the rub. There are so many future implications re city services - how can this be done without affecting our tax base in the future? Just stating that the developer would be responsible for all development costs doesn't tell us much... that is just the beginning... It will cost millions to provide water and sewer, substation expansion, roads, connection to existing services, and millions later to support those services. Not to mention potential future issues connected with overloading our existing hospital / health care system.

It is already costing us: The man-hours put into this by council, CFO, and city staff. Who is paying for that? To accommodate the Expansion,

city staff will be increased to support an additional 800 residences. Who will pay for that?

Council has already reduced watering within the city to a level that makes green lawns and a green yard unsustainable. You see dead lawns and plants throughout the city in the summertime. They claim there is not enough water. How do they propose to sustain an additional 800 residences if we can't meet our current needs?

Council is likely anxious to expand the city tax base, but that means that the taxation will be co-mingled, the current tax base will be affected, and taxes will very likely go up. Not acceptable.

Since this is being done for profit by the developer, there is always a possibility of litigation due to the developer not getting what he wants from the city, and later suing the city for possible breach of some sort or other. Or, perhaps the developer might not follow thru with his obligations, leaving the taxpayers of Grand Forks holding the bag. Also, with skyrocketing costs these days, projected costs to the city will likely be much higher than expected.

The development on 68th Ave was denied, apparently on the basis that the city would not financially back/go into partnership with private enterprise. Then why would the city consider "partnering" in this Expansion?

This whole process was very poorly publicized... too many residents either don't know about it, or don't know enough about it to understand how it will affect them. Why is that? There should be an update/insert in each city bill for such a drastic proposed change to our city.

Lastly, the only way to approve something like this is via referendum. Get everyone informed and polled. Taking any other approach would not be acting in the best interests of the residents of Grand Forks.

**Jack Koochin,
Grand Forks**

Disclaimer: The Gazette contacted City Hall for clarification and received a message from CAO Duncan Redfearn that "the report on the agenda answers all of his questions and goes into detail regarding the local government tools in place to ensure the costs are borne by the developer and future owners."

May 3/23

Letters to the Editor



No vote for affected area D residents – unbelievable but true

Editor, The Gazette:

Heads up! Enjoy area D as it is now because soon it will be changing if the Grand Forks mayor and council is successful with their motion passed April 17th, 2023, to annex some of Area D land into their boundaries. Why are they doing this you ask? With the exception of counselor Rod Zielinski who voted against the motion, the Grand Forks mayor and council want housing and they don't care who they trample on to get it. The developer wants to make more money from his Area D land than is possible if it remains in Area D. To make more money, the developer needs to get his land annexed into the city. For this to occur, other Area D land must also be annexed into the city.

This developer does not care who he tramples on to achieve his goal of making more money. The saddest part of all of this is the fact that the Area D residents affected the most by annexing this land into the Grand Forks city has NO VOTE! That's right! No vote! How ironic that

the Area D people affected the most get no vote, but Grand Forks residents do get a vote. Here's hoping the Grand Forks residents will value and support their Area D rural living neighbors when it comes time for them to vote.

The Grand Forks mayor and the City Council along with the developer and his planner reminds me of a bully. This thought comes to mind "I want, I want, and I will do everything in my power to get what I want with total disregard for the current rural type living being enjoyed in area D". I do not object to development but there is a right place for everything. Grand Forks mayor and council should focus on developing their own available land before pushing high density living into our beautiful rural Area D. It's sad the Grand Forks mayor and council are helping people who don't even live here get richer and support destroying rural type living for some area D residents.

**Patricia Horz,
Area D resident**

THE FINE PRINT The Grand Forks Gazette welcomes letters to the editor intended for publication but reserves the right to edit for brevity, clarity, legality, accuracy and topicality. Letters should be a maximum of 500 words in length. Anonymous letters will not be published. Email letters to: editor@grandforksgazette.ca.

Correction Notice

Correction from the April 26 Gazette.

Page 15 reads that the Rotary Club of Grand Forks donated between \$6,000 and \$7,000 from their Bingo proceeds to local area non-profit groups. The actual amount donated was \$67,000.

The Grand Forks Gazette apologizes for the error.



Boundary expansion: myths and facts explained

It's understandable that some people are worried with the prospect of boundary expansion bringing their properties within Grand Forks city limits. However, much of that fear is coming from misinformation.

Trish Horz brought a summary of those fears to city council Nov. 20 with a tearful and emotional statement accusing council, Mayor Everett Baker and city staff of ramming the process through and having a hidden agenda.

A little digging in provincial and municipal documentation and a meeting with Mayor Baker and CAO Duncan Redfearn made it clear this process is far from a foregone conclusion. This is a consultation and public outreach to see if, and only if, residents and the city agree that boundary expansion should happen. Mayor Baker admits the timeline is aggressive with a submission expected by March of next year, but not to shove a hidden plan through, as Horz sharply stated.

While she said she doesn't have access to the Internet, for us, a quick search with "Municipal Boundary Expansion Process Guide" will bring you to the actual process the province must legally follow. Among the rules is where borders must be drawn, as has been a sticking point for some. The guide clearly states all municipal boundary expansion proposals have to have "contiguous" borders to allow for clear borders. Municipalities cannot just pull out blocks of land at the request of people.

The reason for the relatively short timeline, Mayor Baker said, was at the request of the province, but there is still a lot of work to be done, including more consultation and ratification. It only takes around 10 per cent of the city's population to say no to stop the process, he pointed out. This is far from a foregone conclusion, it's only to gauge interest and find out where the city can expand.

The city has been clear why they wanted to expand borders. Primar-

ily, it's for housing and increase the tax base. All communities have to grow or they will stagnate and fade into ghost towns. To attract people, land has to be acquired for development. There is a critical shortage of housing, that isn't a secret, but to get more homes, the city needs more land. Developers of a proposed development nearby, Copper Sky, have been open and honest about wanting boundary expansion to make it easier to get the development going. However, Mayor Baker said even if boundary expansion happens, it could be decades before any ground is broken.

Mayor Baker said he understands people are nervous over taxes going up and who would pay for services. However, we are in a relatively safe space over taxation. One only has to look to residents in Osoyoos and Oliver, who are getting hit with a whopping 40 per cent increase to their municipal taxes, something Mayor Baker said isn't happening here for the

foreseeable future. In the report for taxes in this proposal, there will be an increase, but phased in, with council recently voting a resolution that will see residents getting a \$60 increase per year for 15 years.

He also understands people are fearing losing their properties to increased values and taxes. Again, this process is only at the proposal stage and they are keeping in mind many who are worried about their properties as investments, retirement and to pass on to family members.

After considering the facts, it can be easy to dismiss fears as wild speculation based on annoying gossip, but let's not be too harsh with those confused by misunderstanding the process. As Councillor Deborah Lafleur said after Horz' plea, let's all try to be kind to one another. We are still a community and neighbours, no matter where the regional and municipal borders may end up.

Memo



To: Committee of the Whole
 From: **Chief Administrative Officer**
 Date: 2023-02-13
 Subject: Copper Sky Development Project – Boundary Expansion Information

Purpose

To provide Council with additional information regarding the process for expanding the municipal boundary in order to accommodate the Copper Sky Land Development.

Background

At the January 9th, 2023 Committee of the Whole meeting Council received a presentation from Copper Sky Associates requesting Council consider a boundary expansion to incorporate a proposed development, currently located in the Regional District of the Kootenay Boundary (RDKB), North of Coalchute Road.

The Project:

The Copper Sky Development is a proposed multi-phase development south of Copper Ridge and north of Coalchute Road. The development will consist of approximately 800 units located on 100 acres, with an additional 30 acres used for public transportation, green space amenities and infrastructure. Based on the presentation, the developer has confirmed that new technologies, currently being used in other parts of BC, will allow the development to provide onsite sewer infrastructure and treatment. And further, that only once the development surpasses 800 units will there be a need to access City sewer infrastructure. In addition to a confirmed onsite sewer system, the developer has also indicated that they will not require City water as there is a water district and well in the close proximity to the development that can service its needs.

Why is the Developer Requesting a Boundary Expansion:

As mentioned above, this development does not require City water or sewer so why are they requesting to join the municipality? The following was received from an RDKB representative providing some background:

“When the application to develop the area was last formally considered as an application at the RDKB table in 2008, concern was expressed that the scale and density of the proposed development was not consistent with an unincorporated servicing model. The RDKB’s Planning and Development Committee directed the applicant, at that time, to: “...engage in a consultation process with the community as to an acceptable form of development for Copper Ridge, which is to include, the residents of Copper Ridge, the residents of Electoral Area ‘D’, and the City of Grand Forks.”

From the presentation and further investigation, it appears the primary reason for the request is due to the RDKB zoning and the minimum lot size. As mentioned in the email above, unincorporated areas generally don’t have a servicing model that can support the proposed

scale and density of this project; in this particular case the minimum lot size for this zone is a ½ acre in order to support onsite infrastructure such as a septic tank. Under the current zoning the development could support 200 units, provided the topography allows for 2 units per acre; however, it is our understanding the costs associated with building and servicing the subdivision far exceed a business case for 200 units. In short, a development proposing approximately 8 units per acre does not fit within the RDKB guidelines and is not typically considered rural development. Further, 2 units per acre does not fit within the developer's business case.

Legislative Process

Local Governments in BC are creatures of legislation and in particular, the requirements for Municipal Boundary Changes are addressed through the Local Government Act - Division 3 section 12. In addition to section 12, the Province has also provided a number of resources to help articulate the process and to guide municipalities along this journey. Staff have included some of these resources as attachments to the memo as additional information.

Key highlights from the resource guides and legislation include:

Legislative Framework – (Policy Guide, pg1)

Prior to forwarding a municipal boundary extension proposal to Cabinet, the Minister must have evidence that the:

- *municipal council has requested the boundary extension;*
- *property owners and residents of the boundary extension area are aware of, and have been provided an opportunity to express their opinion on the proposed boundary extension; and,*
- *majority of municipal electors do not object to the proposed extension*

Policy Framework – (Policy Guide, pg2)

The Ministry's approach to municipal boundary extensions is guided by the following principles that recognize the legislative provisions required for approving boundary extensions:

- *municipal leadership;*
- *inter-jurisdictional collaboration;*
- *consultation with, and consent of those affected;*
- *consistency with community sustainability objectives; and,*
- *provincial approval.*

The municipality is responsible for:

- *developing a proposal that meets provincial policy and legislative requirements;*
- *communicating and providing information to electors of the municipality;*
- *communicating with, and providing information to property owners and residents of the area proposed for inclusion within the municipality;*
- *submitting a complete proposal for a municipal boundary extension;*
- *confirming the consent or opposition of those living in the proposed boundary extension area;*
- *consulting with neighbouring municipalities, the regional district, improvement districts and provincial agencies to determine their views, and addressing issues that are raised;*

- *engaging First Nations to determine their views, and addressing issues raised that are within the jurisdiction of the municipality*
- *meeting the legislative requirements for obtaining elector approval; and,*
- *implementing the boundary extension in cooperation with the regional district and other jurisdictions, if the proposal is approved. (Policy Guide, pg3)*

The regional district is responsible for:

- *working with a municipality that is developing a boundary extension proposal;*
- *providing the municipality with information relating to the area, such as community plans and regulations;*
- *reviewing a boundary extension proposal to determine the impact on existing services and future service plans;*
- *communicating the regional district's interests to the municipality;*
- *assisting in the resolution of issues; and,*
- *if the proposal is approved, implementing the boundary extension in cooperation with the municipality.*

The extent and involvement of the regional district in developing boundary extension proposals will depend on the circumstances of each proposal. Generally, regional districts with an OCP or RGS in place find that these documents assist in developing boundary extension proposals that meet the needs of communities. (Policy Guide, pg4)

Scope of the Required Expansion and Consultation:

Upon investigation, the proposed development is not the only area that would need to be incorporated into the City as part of this proposal. As per the attached Process Guide, there are only a few circumstances in which the Province will approve a panhandle or non-continuous boundary expansion.

Generally the area being brought into the municipality should be continuously adjacent, or contiguous, to the existing municipal boundary. The boundary extension proposal should not create an area that would remain outside the municipal boundary and jurisdiction, resulting in a 'doughnut-hole' within the municipality. The only exception to this requirement is land designated as Indian Reserve or Treaty lands, which will not be included within a municipal boundary unless requested by the First Nation. (Process Guide, pg6)

As per the attached boundary adjustment map, in order to accommodate the proposed development, it is estimated that the City would have to incorporate 19 properties in addition to the proposed development. And further, as shown on page 10 of the Process guide, the following would apply:

- Medium area boundary extension 11 to 49
- Municipality provides information to property owners and residents.
- Municipality holds an open house/public meeting.
- Individual response letters.
- Meeting feedback forms.

Electoral Approval:

The Local Government Act (section 20) establishes minimum requirements for public notice of the proposed boundary extension. The legislation is focused on the approval by the municipality's electors, because a boundary extension may have significant implications for the municipality as a whole. The municipality may obtain elector approval through a referendum or the Alternative Approval Process (Community Charter, section 85, 86). The Minister cannot recommend the boundary extension without municipal elector approval. (Policy Guide, pg1)

Costs:

Costs at this time are very hard to project as Council would need to provide some direction regarding electoral approval. A full-fledged referendum vs alternate approval process has very different associated costs. The alternate approval process would be very similar to a candidate registering for an election, with one staff member reviewing proof of identification for any individuals wishing to sign the petition. If 10% of the eligible electors sign the petition, a referendum is required, or Council can abandon the expansion at that time. A referendum closely aligns with an election, including voting stations, ballots, staff, advertising, voting machine rentals, etc. A referendum is estimated at \$20k - \$30k, not including the development of communication materials or townhall meetings.

In addition to potential electoral approval costs, there will also be costs associated with the application, registration and legal. Further, the City would most likely hire a consultant to handle the entire process as this can be a comprehensive undertaking requiring attention to detail that cannot be dealt with off of the side of someone's desk.

Considerations:

If Council does decide to consider this proposal and to move to the next step in the process, the following should be considered:

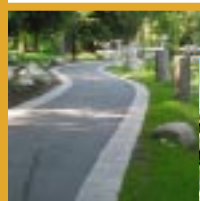
- Strategic Planning – Due to the amount of internal and external resources that will be required as part of this project, if Council decides to move forward, this will need to be included as one of Council's priorities in the 2023 strategic plan. Although the City may hire a consultant to undertake the project, a significant amount of help will still be required from all City departments. Identifying this as a strategic priority will ensure financial and human resources are available.
- RCMP – As Council is aware, the City has for a number of years been on the cusp of being required to pay for the costs of policing within the municipality as per the Police Act. Even though the development could take up to 15yrs to reach full build out, or longer, Council should be aware that once the City's population reaches 5000 people, the City will be responsible for 70% of eligible policing costs. Eligibility determined by direct policing costs within the City boundary, not the entire detachment.
- City Services – the proposed boundary expansion would add approximately .5km² of land to the City. If approved the City would be responsible for all additional infrastructure including roads, water, sewer, parks, playgrounds, etc.
- In speaking with our solicitor, we were also informed:
 - In the past, the minister has not approved proposed boundary expansions unless the majority of the properties within the proposed expanded area support the alignment. Unless there have been extenuating circumstances.

- If approved, any service agreements tied to the proposed properties carry with the land. For instance, if there were local area services for water or sewer, they would transfer.
 - If approved the current land use designations transfer with the land and remain until changed through the appropriate process.
-

Attachments

1. Municipal Boundaries Extension Policies Guide (Policy Guide)
2. Municipal Boundary Extension Process Guide (Process Guide)
3. Required Boundary Adjustment Map
4. RDKB – Letter

Previously Received



Municipal Boundary Extension Policies Guide



March 2010



Ministry of
Community and
Rural Development

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Preface

The *Municipal Boundary Extension Policies Guide* describes provincial policies for working with local governments to develop and process municipal requests for boundary extensions.

A companion document, the [Municipal Boundary Extension Process Guide](#), describes the steps for submitting a municipal boundary extension proposal for provincial approval.

These two documents replace the *Municipal Boundary Extension Criteria* (2002).

Processing municipal requests for boundary extensions is the responsibility of the Ministry of Community and Rural Development. Please direct inquiries to:

Ministry of Community and Rural Development
Local Government Structure Branch
800 Johnson Street
PO Box 9839 Stn Prov Govt
Victoria B.C. V8W 9T1

Phone: 250-387-4019

Facsimile: 250-387-7972

Toll free through Enquiry BC:

Call 604-660-2421 in Vancouver or 1-800-663-7867 elsewhere in B.C. and request a transfer to 250-387-4019 in Victoria.

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Introduction

Municipalities and regional districts are created under provincial legislation and operate primarily under the *Local Government Act* and *Community Charter*, which are the responsibility of the Ministry of Community and Rural Development (Ministry).

A municipal boundary extension transfers local government jurisdiction for a defined area from a regional district to a municipality. The municipality assumes responsibility for some local services, governance, and for local roads, subdivision approval and property tax collection. Responsibilities that do not change when a municipal boundary extension occurs include provincial responsibility for Crown land and the obligation of property owners to pay school property taxes.

Legislative Framework

The *Local Government Act* (section 20) describes the requirements that must be met before the Province considers approving a municipal boundary extension. Under the legislation, the Lieutenant Governor in Council (Cabinet) may approve a municipal boundary extension on the recommendation of the Minister of Community and Rural Development (Minister). A boundary extension application is approved by an Order in Council that issues Letters Patent for both the municipality and regional district.

Prior to forwarding a municipal boundary extension proposal to Cabinet, the Minister must have evidence that the:

- municipal council has requested the boundary extension;
- property owners and residents of the boundary extension area are aware of, and have been provided an opportunity to express their opinion on the proposed boundary extension; and,
- majority of municipal electors do not object to the proposed extension.

The *Local Government Act* (section 20) establishes minimum requirements for public notice of the proposed boundary extension. The legislation is focused on the approval by the municipality's electors, because a boundary extension may have significant implications for the municipality as a whole. The municipality may obtain elector approval through a referendum or the Alternative Approval Process (*Community Charter*, section 85, 86). The Minister cannot recommend the boundary extension without municipal elector approval.

Policy Framework

The Ministry's approach to municipal boundary extensions is guided by the following principles that recognize the legislative provisions required for approving boundary extensions:

- municipal leadership;
- inter-jurisdictional collaboration;
- consultation with, and consent of those affected;
- consistency with community sustainability objectives; and,
- provincial approval.

Municipal leadership. Whether a boundary extension proposal originates with property owners or council, the municipality is expected to:

- articulate its reasons and rationale for requesting the change in jurisdiction;
- initiate consultation with other jurisdictions;
- communicate effectively with residents in the boundary extension area and in the municipality about the proposal; and,
- provide a complete proposal to the Ministry.

Inter-jurisdictional collaboration. Successful management of a jurisdictional change requires a willingness to adjust plans when necessary to minimize negative consequences to other jurisdictions. Therefore, the municipality is responsible for engaging with residents, regional districts, improvement districts, provincial agencies and ministries, other municipalities, and First Nations to develop boundary extension proposals.

Consultation and consent. Local government service, taxation and regulatory authorities affect the residents and property owners within their boundaries. As a result, electors of a municipality and the property owners within a proposed extension area must be consulted and have an opportunity to indicate their opinion of a municipal boundary extension proposal.

Community sustainability. The municipality should describe a rationale for developing and submitting a boundary extension proposal to the Ministry. The rationale should be based on addressing, as applicable, goals for community growth management, governance, local servicing, financial management, administrative sustainability, and mitigating and adapting to climate change.

Provincial approval. The Minister's decision to advance a boundary extension proposal for consideration by Cabinet must balance the interests of a municipality with the Province's overall obligations and interests.

Relationship to Land Use Processes

Municipalities submitting a boundary extension proposal to the Ministry should have considered the impact of the proposal on current land use processes and obtain the support of other relevant parties in developing the municipality's rationale for a municipal boundary extension. This is particularly important if a municipality is involved in land use processes, such as the review of an Official Community Plan (OCP) or the development or amendment of a Regional Growth Strategy (RGS).

While a decision on a municipal boundary extension is independent of land use processes, the municipality may need to wait for these processes to be completed before submitting a municipal boundary extension proposal to the Ministry.

Roles and Responsibilities

The Ministry

The Ministry is responsible for establishing policies and processing the boundary extension requests submitted by municipalities.

The Ministry is responsible for ensuring that:

- proposals meet policy and legislative requirements;
- referrals are complete;
- any issues raised are resolved;
- Letters Patent are prepared; and,
- the Province's decision is communicated to relevant parties.

The Municipality

The municipality is responsible for taking the lead role in developing a municipal boundary extension proposal.

The municipality is responsible for:

- developing a proposal that meets provincial policy and legislative requirements;
- communicating and providing information to electors of the municipality;
- communicating with, and providing information to property owners and residents of the area proposed for inclusion within the municipality;
- submitting a complete proposal for a municipal boundary extension;
- confirming the consent or opposition of those living in the proposed boundary extension area;
- consulting with neighbouring municipalities, the regional district, improvement districts and provincial agencies to determine their views, and addressing issues that are raised;
- engaging First Nations to determine their views, and addressing issues raised that are within the jurisdiction of the municipality¹;
- meeting the legislative requirements for obtaining elector approval; and,
- implementing the boundary extension in cooperation with the regional district and other jurisdictions, if the proposal is approved.

¹ Note: The *Interim Guide to Engagement with First Nations on Local Government Statutory Approvals* provides guidance to local governments on engaging with First Nations on municipal boundary extension proposals. The Guide is available at:

www.cd.gov.bc.ca/lgd/library/First_Nations_Engagement_Guide.pdf

The Regional District

As the current provider of services and land use planning, the regional district will have important knowledge and interests that will help inform the development of a municipal boundary extension proposal. Regional districts are encouraged to actively participate in the review and implementation of municipal boundary extensions.

The regional district is responsible for:

- working with a municipality that is developing a boundary extension proposal;
- providing the municipality with information relating to the area, such as community plans and regulations;
- reviewing a boundary extension proposal to determine the impact on existing services and future service plans;
- communicating the regional district's interests to the municipality;
- assisting in the resolution of issues; and,
- if the proposal is approved, implementing the boundary extension in cooperation with the municipality.

The extent and involvement of the regional district in developing boundary extension proposals will depend on the circumstances of each proposal. Generally, regional districts with an OCP or RGS in place find that these documents assist in developing boundary extension proposals that meet the needs of communities.

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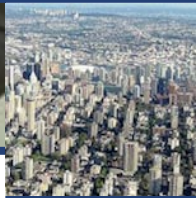
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Municipal Boundary Extension Process Guide



March 2010

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Preface

The *Municipal Boundary Extension Process Guide* (Guide) describes the steps for submitting a municipal boundary extension proposal for provincial approval. This process involves property owners and residents in the extension area and the municipality, the regional district, improvement districts, various government ministries and agencies, and First Nations.

The Guide applies to all municipal boundary extensions, whether the area is small or large, with many residents or none. In the case of a complex municipal boundary extension that includes a large area with many residents, the boundary extension process may include additional steps and considerations.

A companion document, the [Municipal Boundary Extension Policies Guide](#), describes provincial policies for developing boundary extension proposals. These two documents replace the *Municipal Boundary Extension Criteria* (2002).

Processing municipal requests for boundary extensions is the responsibility of the Ministry of Community and Rural Development. Please direct inquiries to:

Ministry of Community and Rural Development
Local Government Structure Branch
800 Johnson Street
PO Box 9839 Stn Prov Govt
Victoria B.C. V8W 9T1

Phone: 250-387-4019

Facsimile: 250-387-7972

Toll free through Enquiry BC:

Call 604-660-2421 in Vancouver or 1-800-663-7867 elsewhere in B.C. and request a transfer to 250-387-4019 in Victoria.

Introduction

There are six steps to developing, processing and approving a municipal boundary extension proposal. The Ministry of Community and Rural Development (Ministry) recommends that a municipality contact the Local Government Structure Branch prior to Step 1.

Ministry staff can provide answers to questions as well as clarify requirements and discuss timing issues. It is helpful to the timely processing of requests if the municipality can provide as many details as possible related to the proposal, such as the community's overall approach to growth management, long-term servicing objectives and other relevant issues important to the community.

Municipalities are encouraged to take a comprehensive, strategic approach to boundary extension proposals as the process involves significant time and resources at both the local and provincial level.

Step 1: Proposal Development and Referrals

Developing a municipal boundary extension proposal begins with a council resolution confirming the municipality is willing to consider a boundary extension proposal (Appendix 1). The resolution also authorizes municipal staff to develop the details of the proposal and to send it to the Ministry for processing.

Municipal boundary extension proposals should include:

- blocks of property continuously adjacent (contiguous) to the current municipal boundary;
- complete parcels as described on the land title certificate; and,
- roads and road-rights-of-way adjacent to the proposed extension area that provide access from the municipality to the proposed extension area.

Appendix 2 provides the specific technical criteria needed to develop a municipal boundary extension proposal. Ministry staff are also available to provide assistance. Once the proposal is complete, the municipality must refer the proposal to the following parties for comment:

- property owners within the proposed municipal boundary extension area to obtain their opinion on the proposal (Appendix 4);
- the regional district to determine the impact on existing services and the details of transferring services should the municipal boundary extension be approved (Appendix 5);
- improvement districts that overlap with the proposed municipal boundary extension area¹;
- Agricultural Land Commission (ALC) if the proposed extension area includes land in the Agricultural Land Reserve (ALR);
- Integrated Land Management Bureau (ILMB) if the proposed extension area includes Crown land; and,
- First Nations whose traditional territory includes the proposed municipal boundary extension area.

Through the referral process, the municipality should identify and resolve concerns with the proposed municipal boundary extension before the municipality submits the proposal. Ministry staff can provide advice for resolving issues.

¹ Note: Generally improvement district boundaries will be reduced or the improvement district dissolved, and the service responsibility will transfer to the municipality, if a boundary extension is approved.

Step 2: Proposal Submission

A municipal boundary extension proposal submitted to the Ministry should include the following:

- a council resolution confirming the municipality wishes to consider a boundary extension proposal (Appendix 1);
- a rationale for the proposal, including land use implications;
- maps (Appendix 3);
- a list of parcels in the extension area including legal descriptions;
- a parcel map and/or list of parcels indicating which property owners are in favour or opposed to the proposal;
- the name of the regional district and the affected electoral area(s);
- copies of communications with, and the opinions of, owners and other interested parties within the area of the proposed municipal boundary extension;
- results of referrals to the regional district, improvement districts, ALC and ILMB, including correspondence, and a record of issues identified and resolved or unresolved;
- results of referrals to First Nations, including correspondence and a record of issues identified and resolved or unresolved¹; and,
- consideration of any specific conditions related to implementation and other relevant background information.

The Proposal Submission Checklist has been developed to help municipalities ensure that applications are complete (Appendix 6). The submission should be sent to:

Ministry of Community and Rural Development
Local Government Structure Branch
800 Johnson Street
PO Box 9839 Stn Prov Govt
Victoria BC V8W 9T1

Step 3: Ministry Review

The Ministry will acknowledge receipt of the municipal boundary extension proposal and review the submission by preparing an Administrative Report that will provide the municipality with feedback. If further work is required, Ministry staff are available to work with the municipality to complete the proposal.

Once the Ministry confirms a complete municipal boundary extension proposal, it will be referred by the Ministry to the Ministry of Transportation and Infrastructure (BC MoT) for review. The Ministry will discuss BC MoT's report with the municipality.

The Ministry recommends that the municipality wait until the Ministry confirms that all issues are addressed before seeking elector approval. This ensures that elector approval is obtained on a complete municipal boundary extension proposal. Technical changes to the proposal after elector approval is obtained could void the results, requiring the elector approval process to be repeated.

¹ NOTE: The *Interim Guide to Engagement with First Nations on Local Government Statutory Approvals* provides guidance to local governments on engaging with First Nations on municipal boundary extension proposals. The Guide is available at: www.cd.gov.bc.ca/lgd/library/First_Nations_Engagement_Guide.pdf

Step 4: Elector Approval

The *Local Government Act* (section 20) requires municipal elector approval of proposed boundary extensions. Elector approval may be obtained by the municipality through a referendum or the Alternative Approval Process (AAP) (*Community Charter*, section 85, 86). For more information on the AAP process and the processes related to voting, see the *Local Government Act* and the *Community Charter*.

If electors support the municipal boundary extension proposal, the municipality must provide the Ministry with:

- a second council resolution confirming the request to the Minister to extend the boundary of the municipality and confirming the legal description of the parcels to be included within the municipal boundary;
- a declaration that the statutory requirements of section 20 of the *Local Government Act* are met; and,
- the results of the elector approval process.

For more information, see Electoral Approval and Council Resolution Checklist (Appendix 7), Sample Statutory Alternate Approval Process Public Notice (Appendix 8), and Sample Council Resolution #2 (Appendix 9).

Step 5: Provincial Approval

Once the elector approval process is complete, the Ministry prepares Letters Patent implementing the proposed boundary change. Letters Patent describe the properties being included in the municipality, provide for the transfer of services from the regional district/improvement district to the municipality, and if necessary, provide for special or transition features. The Ministry also amends the Letters Patent for the relevant regional district, removing the boundary extension area from the applicable electoral area.

The *Local Government Act* (section 20) requires the Lieutenant Governor in Council (Cabinet) to approve municipal boundary extension requests.

Step 6: Implementation

If the boundary extension proposal is approved by Cabinet, the Ministry notifies the municipality, the regional district and other ministries and agencies, such as BC Assessment and the Land Title and Survey Authority of BC that the municipal boundary extension will be implemented.

The municipality and relevant regional district are responsible for implementing the transfer and coordination of services within the boundary extension area. The municipality and the regional district may choose to establish a transition agreement to assist in this process.

To conclude the municipal boundary extension process, the municipality must confirm to the Ministry the population in the extension area. This information is used to adjust the municipality's population for grant allocations and to determine the number of votes held by the municipality on the regional district board. It is important that the population certification be submitted to the Ministry in a timely fashion (Appendix 10).

Glossary

Alternative Approval Process (AAP)

Local governments can use the Alternative Approval Process (*Community Charter*, section 86) to gauge public opinion instead of a referendum, in cases where the local government is required to obtain elector approval. The AAP can be used by a municipality to obtain elector opinion for a municipal boundary extension proposal.

Contiguous

Describes objects such as land parcels that adjoin and share a common border.

Elector

A resident elector or non-resident property elector of a municipality or regional district electoral area. See the *Local Government Act* (Part 3).

Elector Approval

Legislation provides the municipal electorate with an opportunity to voice their opinion on the proposal through an Alternative Approval Process or referendum.

Legal Description

The complete description of a parcel of land, such as parcel identifier, lot number, district lot number, district plan and the name of the land district.

Letters Patent

The legal document describing the local government's name and boundary as well as any unique or customized authorities of that government. Letters Patent are approved by Cabinet through an Order in Council. When municipal boundaries are changed, the Letters Patent for both the municipality and affected regional district are issued.

Order in Council (OIC)

An Order under the authority of legislation approved by the Lieutenant Governor in Council. An Order in Council is the instrument that Cabinet uses to approve boundary extensions. The OIC issues Letters Patent for the municipality and the regional district.

Referendum

A vote seeking elector opinion.

Appendix 1 – Sample Council Resolution #1

I, _____, Corporate Officer for the (Corporate Name of Municipality) do hereby certify the following to be a true and correct copy of a resolution adopted by the Council of the (Corporate Name of Municipality).

“THAT the (Corporate Name of Municipality) proceed with the proposed _____ area boundary extension proposal; and

That (Corporate Name of Municipality) staff be authorized to develop, sign, and submit the proposal to the Provincial Government.”

(Corporate Officer)

DATED at (Municipality), B.C. this _____ day of _____, _____.

Previously Received

Appendix 2 – Technical Criteria

Municipal boundary extension proposals must meet the technical criteria described below.

Boundary Composition

The proposed boundary extension area should include complete legal parcels to avoid split local government jurisdiction over legal parcels. Legal descriptions for each parcel, as found on the land title certificate, must be included in the proposal submitted to the Ministry.

For more efficient and timely processing of municipal boundary requests, proposals that include a logical block of parcels rather than multiple requests to include single parcels are encouraged.

Various factors can define a block, the most obvious being the local road network so all parcels are bounded by intersecting roads. Other factors include local service areas and natural features such as water bodies, rivers or elevation.

Properties of the New Boundary

Generally the area being brought into the municipality should be continuously adjacent, or contiguous, to the existing municipal boundary.

The boundary extension proposal should not create an area that would remain outside the municipal boundary and jurisdiction, resulting in a 'doughnut-hole' within the municipality. The only exception to this requirement is land designated as Indian Reserve or Treaty lands, which will not be included within a municipal boundary unless requested by the First Nation.

Figure 1 shows a proposal that meets the criteria of contiguity. The proposed extension area is adjacent to the existing municipal boundary and represents a complete block of legal parcels.

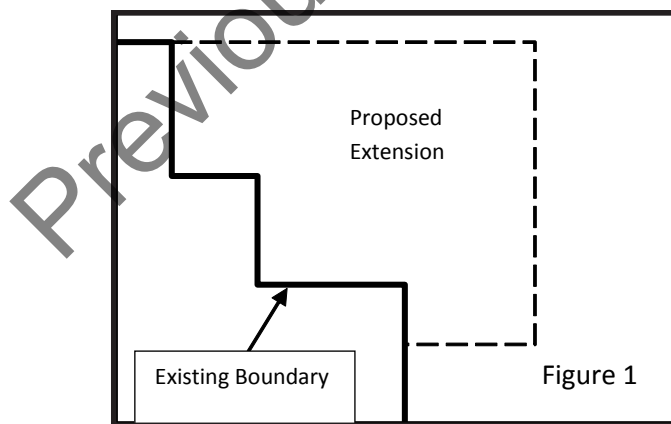


Figure 1 - Boundary extension proposal.

Figure 2 shows a “satellite” boundary extension which is only appropriate for exceptional cases such as:

- a major industrial site (e.g. utility, saw mill or mine) for which the municipality is the major service centre; or,
- an area owned by the municipality used for municipal purposes, such as an airport, a recreation area/facility, or public works yard.

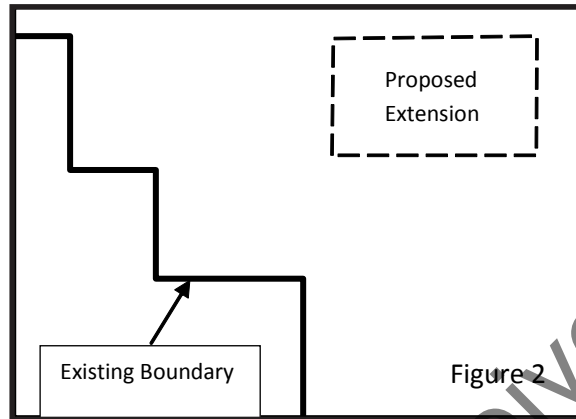


Figure 2 - Satellite boundary extension proposal.

Figure 3 shows a proposal that does not meet the requirements for developing a boundary extension proposal because it is not contiguously adjacent to the municipal boundary, and it does not qualify as a satellite boundary extension.

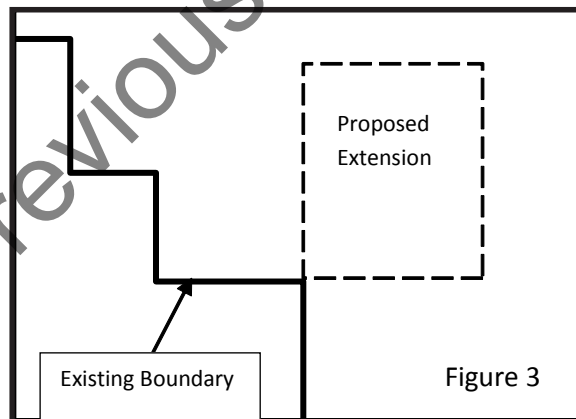


Figure 3 - Invalid boundary extension proposal.

Local Roads

A major consideration for municipalities when developing a boundary extension proposal is the efficient operation of the local road network. Following the boundary extension, any roads not designated as arterial or provincial, are transferred from the Province to the municipality, which assumes responsibility for maintenance and future upgrades.

The municipal boundary extension proposal should meet the following criteria:

- the boundary should follow one side of a road right-of-way, and include the entire road within the municipality;
- roads that provide access from the municipality to the boundary extension area should be included;
- roads and road rights-of-way adjacent to the boundary extension area should be included; and,
- where a boundary extension area is in the vicinity of an existing boundary that follows the centre line of a road, the boundary shall be adjusted to include the entire road within the municipality.

Where the inclusion of a road is not suitable from the perspective of road maintenance jurisdiction, the road will be excluded from the municipality to avoid situations where the road maintenance jurisdiction is not continuous.

Previously Received

Appendix 3 – Maps

As part of the boundary extension proposal, a municipality is required to provide the Ministry with a map of the proposed boundary extension showing its relationship to the current municipal boundary. Maps of the extension and surrounding areas should be provided to the Ministry in hardcopy and in electronic format.

The maps are used to review the road network and to prepare the new municipal boundary description for the Letters Patent. An appropriate scale will ensure clarity and accuracy of detail; ideally a scale of 1:5,000. Maps should accurately describe the:

- current municipal boundary;
- proposed municipal boundary;
- parcel lot lines;
- parcel identifiers and legal descriptors;
- ownership information;
- consent of landowners and residents (via shading);
- roads and road labels;
- other rights-of-way;
- major landmarks;
- Crown land;
- ALR land; and,
- First Nation Reserves and Treaty lands.

Previously Received

Appendix 4 – Public Consultation Within The Proposed Extension Area

It is the municipality's responsibility to design an appropriate process to obtain the opinion of residents and property owners within the area of the proposed boundary extension. The municipality is responsible for providing adequate information to allow residents and property owners to make an informed decision about their support for the proposal.

In particular, the municipality is likely to use ownership information from BC Assessment as the basis for individual distribution of information. It should be noted that eligible electors may not be property owners (renters, mobile home park residents), and these residents should be provided with information as well.

The nature and extent of the public consultation varies with the size of the proposed boundary extension. The table below outlines some possible consultation approaches for a municipality to consider.

Size of Boundary Extension	Number of Parcels	Consultation Approach	Consultation Results
Small area boundary extension	1 to 10	Municipality provides information to property owners and residents.	Individual response letters.
Medium area boundary extension	11 to 49	Municipality provides information to property owners and residents. Municipality holds an open house/public meeting.	Individual response letters. Meeting feedback forms.
Large area boundary extension	More than 50	Municipality provides information to property owners and residents. Municipality holds an open house/public meeting. Municipality posts information on its website.	Individual response letters. Meeting feedback forms. Feedback through website.

The municipality's information to property owners and residents in the proposed boundary extension area should include the following:

- the municipality's reasons for considering the boundary extension proposal;
- general property tax implications (a comparison of tax rates inside and outside the municipality or a sample property tax calculation);
- general information about the costs, process and timing of providing the service if municipal water or sewer infrastructure service is the reason for the boundary extension;
- other significant changes related to local service delivery and service cost recovery (e.g. fees and charges); and,
- any council policy items relating to the boundary extension proposal (e.g. transitional measures).

Generally, the Minister will not recommend a boundary extension to Cabinet if a majority of property owners within the proposed extension area object. An exception may be made where overriding provincial or local interests exist, such as resolving public health concerns or environmental protection issues.

Consultation Information to the Ministry

When submitting the boundary extension proposal to the Ministry, the municipality should provide the following:

- copies of correspondence from owners/residents for small to medium area proposals; and,
- a summary of the public consultation process undertaken by the municipality and consultation results for medium to large area proposals.

A summary of the results of the public consultation process can be provided in the following ways:

- a map showing the opinion for each parcel for medium to large areas;
- a numerical summary of the opinions received;
- copies of individual submissions from owners/residents, cross-referenced to map location;
- a copy, or summary, of a petition or public meeting report, if those methods were used to determine opinion; and,
- a copy, or summary, of other material that relates to the opinion of owners/residents.

Vote within the Proposed Boundary Extension Area

Based on the population of the proposed boundary extension area and the consultations conducted by the municipality with property owners, a vote may be held. Generally, a vote in a proposed boundary extension area is reserved for situations involving a substantial population and where the municipality cannot accurately gauge the opinion of property owners in the proposed boundary extension area through another consultation process.

If a municipal council wishes a vote be held in the proposed boundary extension area, a request is made to the Minister to order a vote. The Minister also has the authority to order a vote independent of the municipality's request. If a vote is held, the municipality is required to submit a copy of the results certified by the Chief Election Officer.

Appendix 5 – Regional District Consultation

When a municipal boundary is extended, the area of the boundary extension is 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.

Boundary extension proposals should be sent to the regional district Chief Administrative Officer who will refer to the appropriate staff for review (e.g. corporate administration, finance, engineering, planning). As a best practice, municipalities and regional districts should work together to jointly establish processes for reviewing proposals for boundary extensions.

Proposal submissions need to outline the consultation process between the municipality and the regional district and report on the results, including the resolution of issues and agreed-to terms for implementation. If required, special mitigation provisions can be designed through discussion between the municipality, regional district, and the Ministry.

When a municipality consults with the regional district, it is the responsibility of the regional district to identify the services currently provided in the extension area and the financial impact on those services if the boundary extension is approved.

If there is the possibility of significant financial or service impact, the regional district should provide the following information, as applicable, to the municipality:

- total taxable assessments within the boundary extension area;
- 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 comments about the nature of the expenditures for the service (for example, debt versus operational costs);
- percentage of taxable assessment within the area compared with the total within the identified service areas;
- estimated dollar amount of the requisition for each service identified that can be attributed to the boundary extension area;
- 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; and,
- the potential for reducing the amount of requisition as a result of the reduction in the service area.

The existence of a significant impact on regional district services can be addressed through discussion between the municipality and the regional district, with Ministry assistance as needed. Special mitigation provisions may be included in Letters Patent.

The primary test for determining significance is that the assessments in the municipal boundary extension area range from five to ten 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 financial impact on the remainder of the service area. Each service of the regional district will be considered individually.

Region-wide services such as grants in aid, electoral area administration, or regulatory services, where the service area consists of one or more electoral areas will generally not be considered for mitigation measures. They are intended for local services only such as fire protection, water, and recreation.

Mitigation measures are appropriate, for the following issues:

- Service participants. Is it an option to maintain the service financing by establishing the municipality as a participant?
- Debt. Could transitional provisions 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 with minimal financial impact?
- Contractual arrangements. Can 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 financial impact, number of years for which they will apply (except possibly for debt, they will rarely be long-term), possibility of a phased-in approach and governance arrangements.

Previously Received

Appendix 6 – Proposal Submission Checklist

Municipality:	
Extension Area Description:	
Submission Date:	

Submission to Ministry of Community and Rural Development	
	Council resolution confirming the municipality wishes to consider a boundary extension proposal (Appendix 1).
	Rationale for the proposal, including land use implications.
	Maps (Appendix 3).
	A list of parcels in the extension area including legal descriptions.
	Parcel map and/or list of parcels indicating which property owners are in favour or opposed to the proposal.
	Name of the regional district and the affected electoral area(s).
	Copies of communications with, and the opinions of, property owners and other interested parties within the area of the boundary extension proposal.
	Results of referrals with the regional district.
	Results of referrals with relevant agencies (ALC, ILMB, improvement districts, etc.)
	Results of referrals to First Nations, including correspondence and a record of issues resolved or unresolved.
	Other relevant background information such as staff reports.

Include this checklist with the proposal application package.

Appendix 7 – Elector Approval and Council Resolution Checklist

Municipality:	
Extension Area Description:	
Submission Date:	

Submission to Ministry of Community and Rural Development	
	A declaration that the statutory requirements are met.
	Council resolution confirming the request for the boundary extension (Appendix 9).
	<p>Elector approval: If by vote, the results of the vote. If by AAP, the results of the AAP process certified by the Chief Election Officer and copies of the AAP notice published in the newspaper.</p>

Previously Received

Appendix 8 – Sample Statutory AAP Public Notice

NOTICE TO ELECTORS OF _____ (CORPORATE NAME OF MUNICIPALITY)

OF AN ALTERNATIVE APPROVAL PROCESS FOR A PROPOSED EXTENSION OF BOUNDARIES

Notice is hereby given that under section 86 (Alternative Approval Process) of the *Community Charter* and section 20 of the *Local Government Act*, the Council of the (Corporate Name of Municipality) intends to petition the Minister of Community and Rural Development requesting an 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)

(Insert information regarding the rationale for the proposed extension and include any special features for Letters Patent, as appropriate.)

ALTERNATIVE APPROVAL PROCESS AND ELIGIBILITY

And Further Take Notice That the municipality may proceed with the boundary extension request unless at least ten percent of municipal electors indicate that a referendum must be held by submitting a signed Elector Response Form to (Municipal) City Hall no later than (usual closing time) 4:30 p.m. on (date: dd/mm/yy). Elector Response Forms must be in the form established by the (Corporate Name of Municipality), and only those persons who qualify as electors of the municipality are entitled to sign Elector Response Forms.

Resident Elector – You are entitled to submit an Elector Response Form as a resident elector if you are age 18 or older on the day of submission, are a Canadian citizen, have lived in B.C. for at least six months, and have been a resident of the (Corporate Name of Municipality) for the past 30 days or more.

Non-Resident Elector – You are entitled to submit an Elector Response Form as a non-resident property elector if you are age 18 or older on the day of submission, are a Canadian citizen, have lived in B.C. for at least six months, have owned and held registered title to a property in the (Corporate Name of Municipality) for the past 30 days or more, and do not qualify as a resident elector.

NOTE: Only one non-resident property elector may submit an Elector Response Form per property, regardless of how many owners there may be.

If less than ten percent (#) of municipal electors submit an Elector Response Form, the boundary extension request will be deemed to have the approval of the electors and the proposal may proceed to the Minister of Community and Rural Development for consideration. For the purpose of conducting the alternative approval opportunity, the number of electors is calculated as (#).

Elector Response Forms are available from City Hall, (provide: street address, phone number, email and operating hours).

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 9 – Sample Council Resolution #2

I, _____, Corporate Officer for the (Corporate Name of Municipality) do hereby certify the following to be a true and correct copy of a resolution adopted by the Council of the (Corporate Name of Municipality).

“THAT the (Corporate Name of Municipality) has obtained the assent of the electors to petition the Minister of Community and Rural Development to extend the boundaries of the (Corporate Name of Municipality) as it appeared in the Gazette under issue of Month, Day, Year, and in the local newspaper (Name) under issues of (Month, Day, Year).

THAT all relevant legislative requirements pertaining to a municipal boundary extension in the Local Government Act and Community Charter have been completed.

THAT the parcels approved for inclusion within the (Corporate Name of Municipality) are as follows: (List and include PID numbers and a map).”

(Corporate Officer)

DATED at (Municipality), B.C. this _____ day of _____, _____.

Appendix 10 – Sample Declaration of Population

[Name of Municipality]

WHEREAS a population of census was taken on [date], and [number of persons/nil] are found to be residents of that Boundary [extension] Area of [municipality] described and authorized in Order in Council No. _____, approved and ordered on [date].

I, THEREFORE, CERTIFY THAT there are [number of persons/nil] residents in the said [municipality] Boundary [extension] Area on [effective date of above Order in Council].

(Enumerator)

DATED at [name of municipality], British Columbia, this [date]

This is the Statutory Declaration of population,

Dated _____, 2009

(Mayor)

and

(Corporate Administrator)

(Commissioner for taking Affidavits within the Province of British Columbia)

Previously Received



Ministry of
Community and
Rural Development



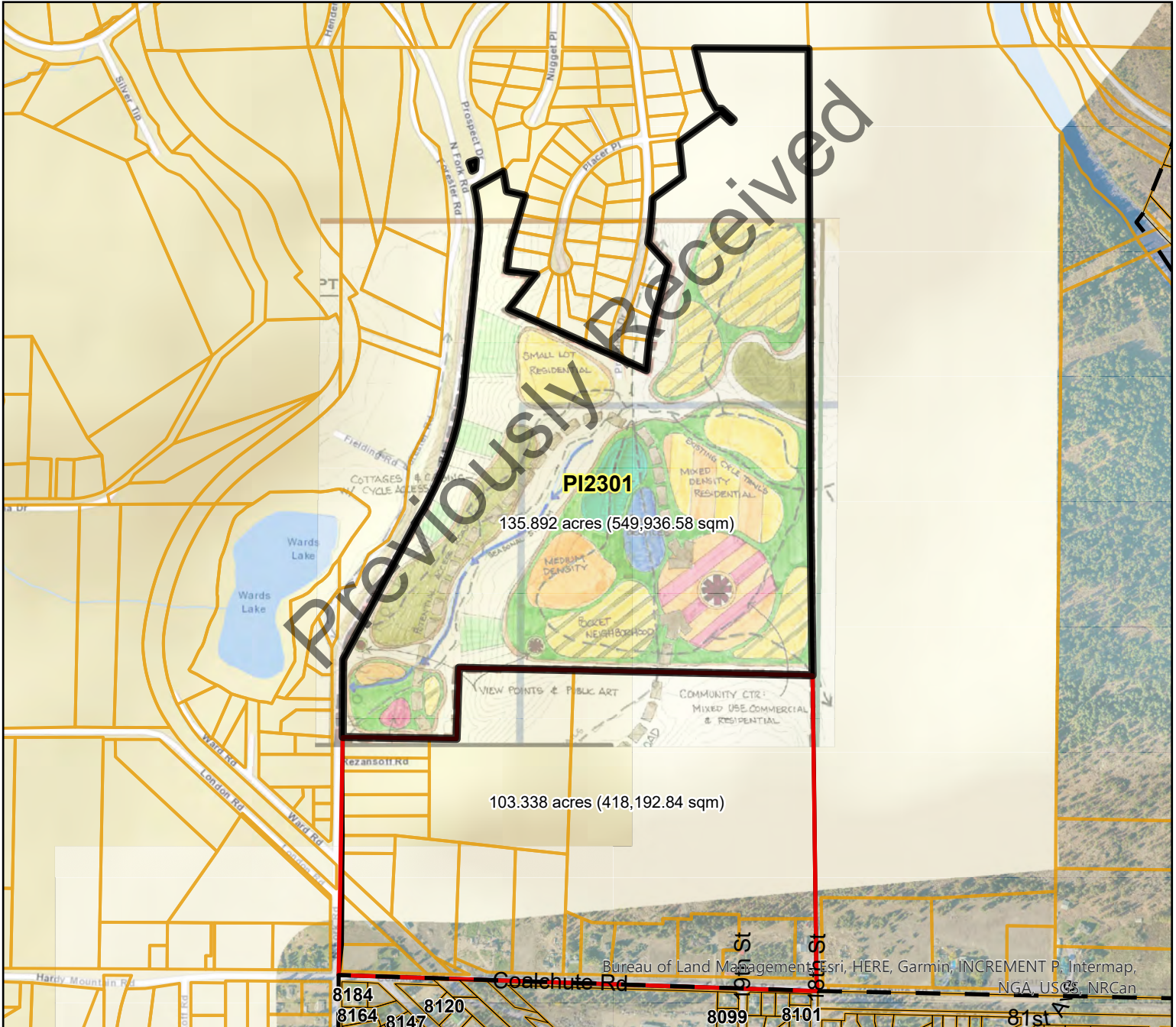
Settle down.

Copper Sky Proposed Boundary Adjustment

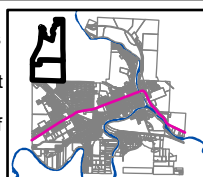
Reference Id: PI2301

Property Address: 2635 Placer Pl
PID: 014985365
Lot#: N/A
Plan#: NO_PLAN
District Lot: 1494
Lot Size: 135.892 acres (549,936.58 sqm) 103.338 acres (418,192.84 sqm)
Zoning:
OCP-Land Use:
DP Areas:
Description: Copper Sky Proposed Boundary Adjustment with Proposed Boundary Inclusion Area #1

- PI2301
- Parcel Fabric
- City Boundary
- Copper Sky Inclusion Area #1
- ParcelMap BC Parcel Fabric



The City of Grand Forks cannot guarantee accuracy or fitness for any purpose and does not provide warranty of any kind. The City accepts no liability for any expenses, losses, damages, or costs relating to the use of this map or data. This map and/or data must not be used for direct marketing or be used in the breach of privacy laws, it is intended only for the requested use. The data must not be circulated or copied without prior consent of the City of Grand Forks.



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Scale: 1:10,000

Datum: North American 83
 Print Date: 2023-02-06 User: acameron

Path: S:\Adriana\AdrianaTemplate.aprx

January 26, 2023

Mayor Everett Baker
City of Grand Forks
PO Box 220
Grand Forks, BC V0H 1H0

CAO Duncan Redfern
City of Grand Forks
PO Box 220
Grand Forks, BC V0H 1H0

By email: ebaker@grandforks.ca
dredfern@grandforks.ca

Dear Mayor Baker and CAO Redfern:

Re: Potential Municipal Boundary Expansion

On behalf of the Regional District of Kootenay Boundary, thank you for invitation to participate in discussions regarding a possible municipal boundary expansion.

The subject was raised at yesterday's RDKB Board meeting and the following resolution was passed:

34-23

That the City of Grand Forks be notified that the Regional District of Kootenay Boundary is willing to participate in discussions with the City and other stakeholders regarding the possibility of a municipal boundary expansion to accommodate a proposed new development area located north and west of the City's current boundaries.

We look forward to engaging with your municipality.

Yours truly,



Anitra Winje
Corporate Officer

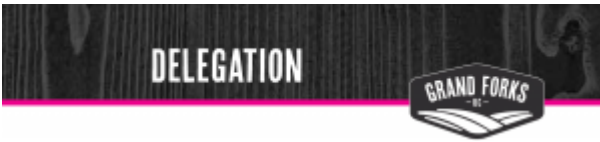
Main

202 – 843 Rossland Avenue
Trail, BC V1R 4S8
T: 250.368.9148
T/F: 1.800.355.7352
F: 250.368.3990

Grand Forks

2140 Central Avenue
Grand Forks, BC V0H 1H0
T: 250.442.2708
T/F: 1.877.520.7352
F: 250.442.2688

rdkb.com



Online Delegation Form

MAYOR AND MEMBERS OF COUNCIL, I/WE ARE HERE ON BEHALF OF:

Copperfield Living Ltd's "Copper Sky" project

TO REQUEST THAT YOU CONSIDER:

information that has been assembled on the boundary extension process, and then to consider adopting a resolution that meets the Province's guidelines.

THE REASONS THAT I/WE ARE REQUESTING THIS ACTION ARE:

The Provincial Ministry of Community and Rural Development has guidelines for municipalities to follow with regards to potential boundary extensions. It is important that Council be aware of the process and the associated actions that will need to be taken. It will also be an opportunity to answer questions that Council may have about the project and / or various aspects of the project.

I/WE BELIEVE THAT IN APPROVING OUR REQUEST THE COMMUNITY WILL BENEFIT BY:

The partners in Copperfields Living Ltd. are committed to assisting the City's staff and Council in assembling all of the background information required allow the Province to consider and approve the City's boundary extension application, if it is Council's decision to proceed. At the meeting a representative of 1st Principles Planning will an outline of the process that will need to be followed, as well as the "alternate" process for informing the public and gaining their consent.

Copperfields Living Ltd. will cover the costs associated with this process.

I/WE BELIEVE THAT BY NOT APPROVING OUR REQUEST THE RESULT WILL BE:

Council will not have a fulsome understanding of boundary extension process, what the portions city staff will be required to undertake and what portions Copperfield/1st Principles will be undertaking.

IN CONCLUSION, I/WE REQUEST THAT COUNCIL FOR THE CITY OF GRAND FORKS ADOPT A RESOLUTION STATING:

THAT the City of Grand Forks proceed with the proposed 239.23 acre (96.81 ha) area boundary extension proposal and

THAT City of Grand Forks staff be authorized to develop, sign and submit the proposal to the Provincial Government.

NAME
Harry Harker, FCIP

ORGANIZATION
1st Principles Planning

MAILING ADDRESS



3110 - 100 Walgrove Court SE
Calgary, Alberta T2X 4N1
Canada

TELEPHONE NUMBER

403-336-1720

EMAIL ADDRESS

hharker@1stpp.ca

MEETING SCHEDULE

Committee of the Whole meetings start at 10:00am and delegations are generally scheduled at the start of the meeting. I acknowledge the start time of the meeting.

PRESENTATION TIME/SUPPLEMENTAL DOCUMENTS

Presentations are limited to 10 minutes plus questions. Supporting documents should be provided to City Hall (email info@grandforks.ca) the Tuesday before the meeting for inclusion in Council's agenda package. Presentation slides should be limited to 10-15 pages to fit in the allotted time.

Previously Received



Previously Received

COPPER SKY LIVING DEVELOPMENT PLAN

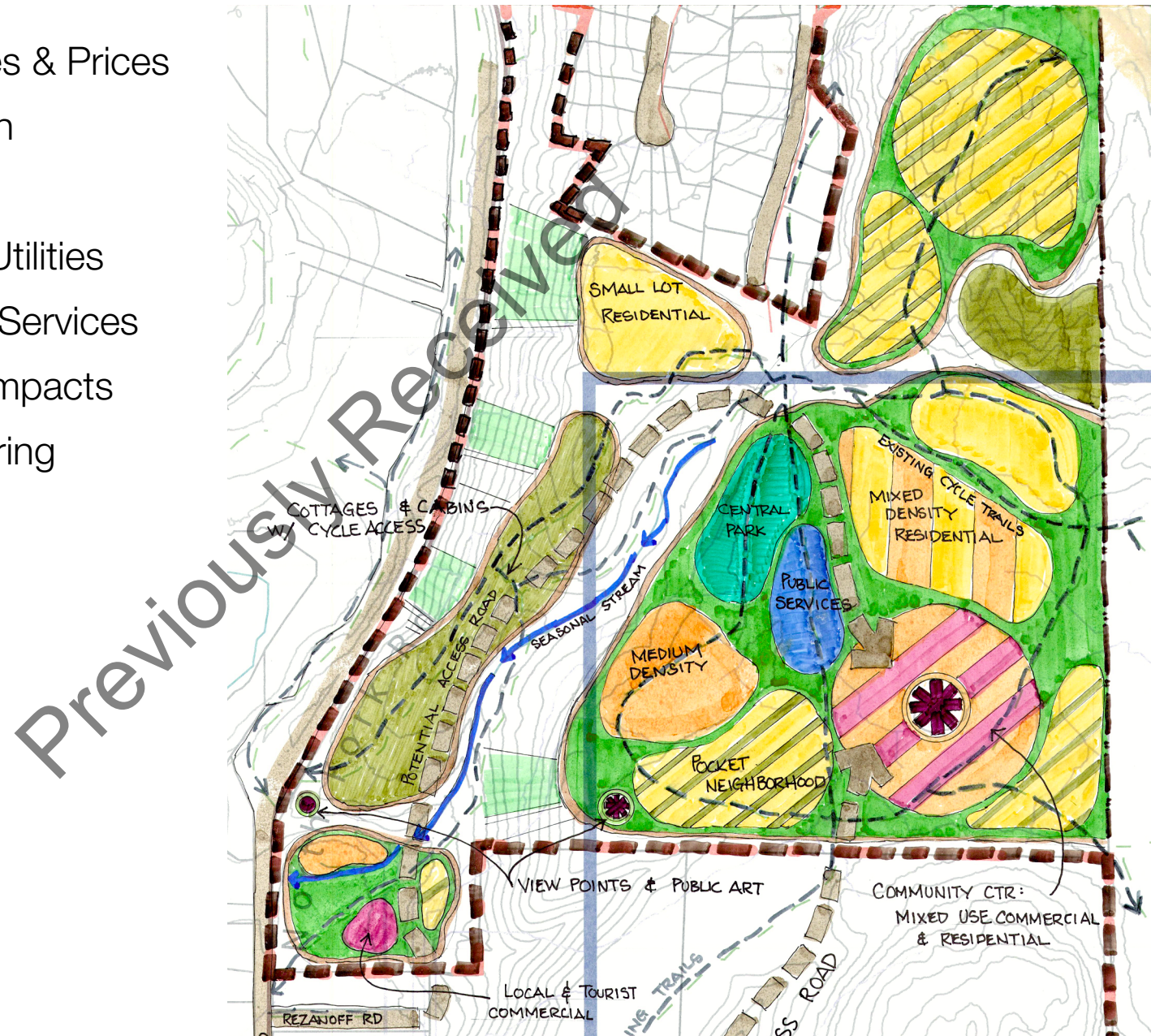
APRIL 17, 2023

1ST PRINCIPLES PLANNING TEAM
Shaun Ali, MPlan
Scott Thompson, MPlan
Elham Kiani Dehkordi, MLA, MArch

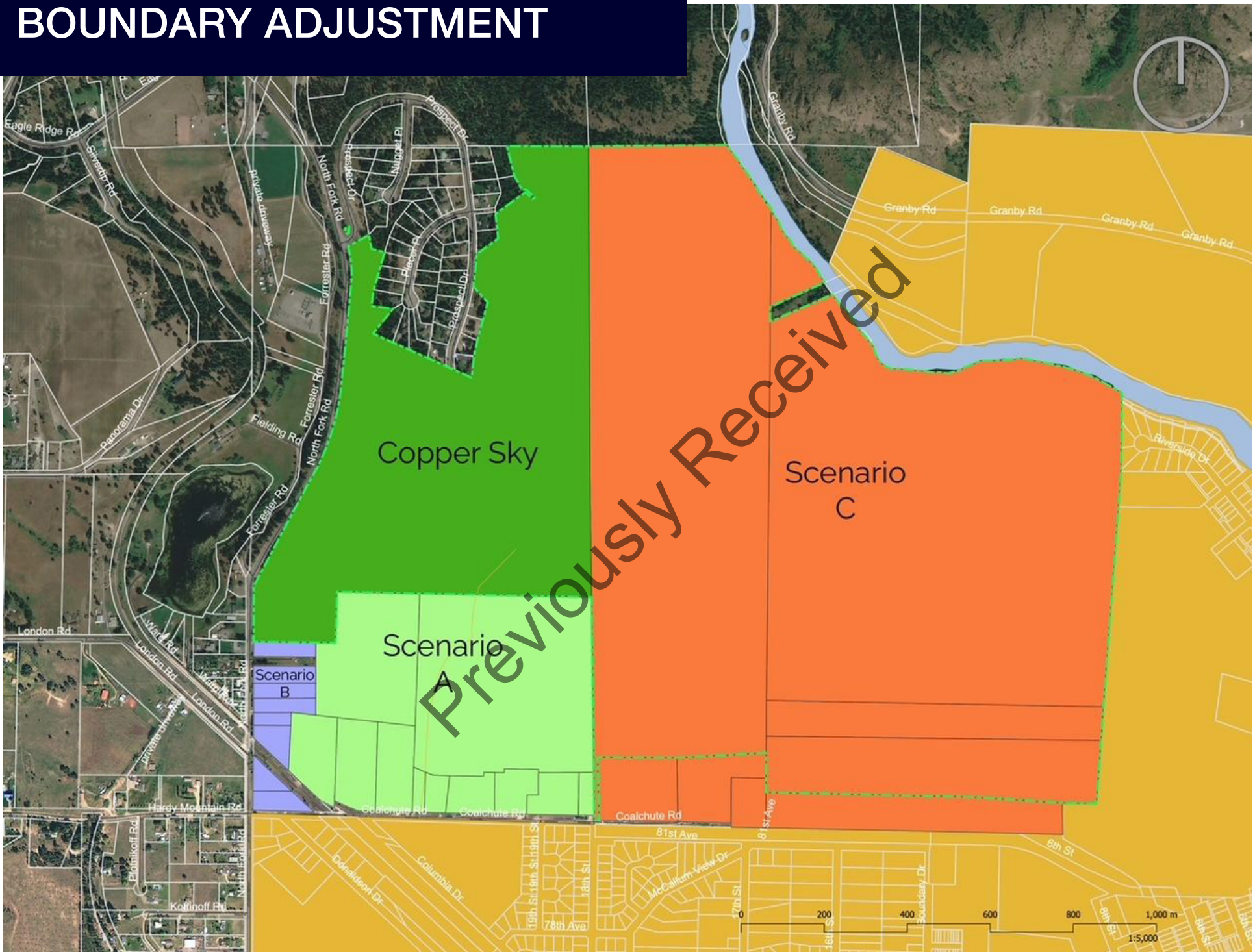
COPPERFIELD LIVING LTD.
Daniel Chiu, Partner
William Lam, Partner
Connie Lam, Partner
Harry Harker, FCIP, Agent

EVOLVING DEVELOPMENT VISION

- Phased Development
- Diversity of Housing: Types & Prices
- Environmental Preservation
- Active Living Amenities
- Sustainable Independent Utilities
- Community Node – Local Services
- Positive Local Economic Impacts
- Tax Revenues & Cost Sharing



BOUNDARY ADJUSTMENT



BOUNDARY EXTENSION PROCESS

STEP 1



Council Resolution

STEP 2



Extension Proposal Development

1. Rational & Implications
2. Mapping
3. Communications & Notices
4. Referrals to the Regional District, Ministries, & First Nations

STEP 3



Ministry Referral & Review

STEP 4



Elector Approval

STEP 5



Provincial Approval

STEP 6



Implementation: City & Regional District

Previously Received

CORE VALUE



PRINCIPLE #1:
Integrate Natural Systems



Create a sustainable neighbourhood that reduces the need for vehicular traffic and focuses on active living.



PRINCIPLE #2: Enhance
Our Great Neighbourhoods



Embrace diversity of choices that offers a range of housing options that caters to individuals and families from all walks of life.



PRINCIPLE #3: Maintain a
Thriving Local Economy



Provide for a variety of new commercial opportunities that are site appropriate and compliment the existing downtown businesses.



PRINCIPLE #4:
Connect the City



Conscious integration of existing trails and natural areas providing enhanced connectivity to the City.

Previously Received

CONCEPT LAYOUT

COMPACT BLOCK SIZES

- More walkable = more active mobility
- Vehicular traffic kept to the perimeter

DIVERSITY OF HOUSING CHOICES

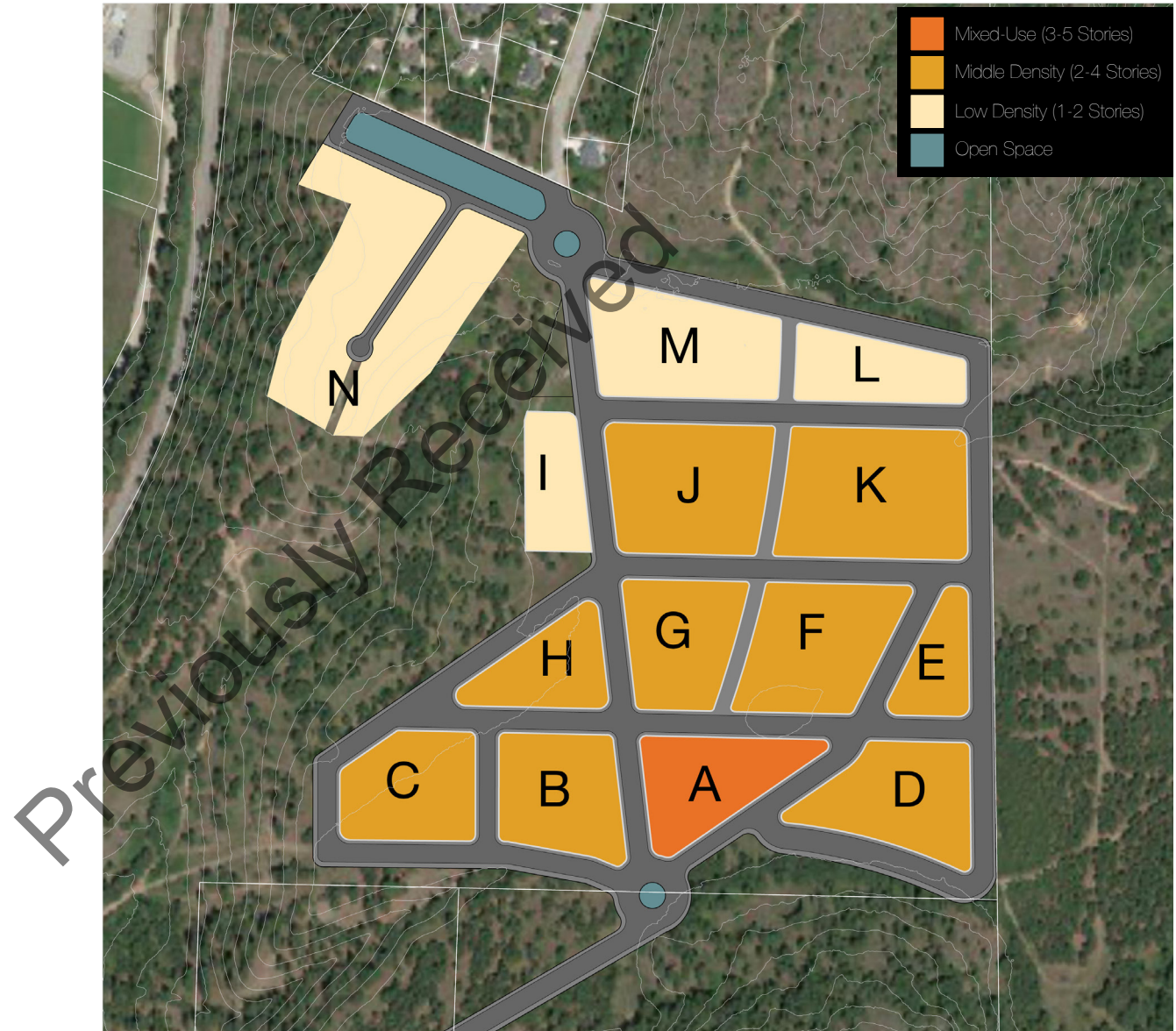
- Variety of housing options for different demographics and income levels.
- Establishment of Community Node

PROVIDE NEW EMPLOYMENT OPPORTUNITIES

- Provide new employment opportunities through all stages of the project

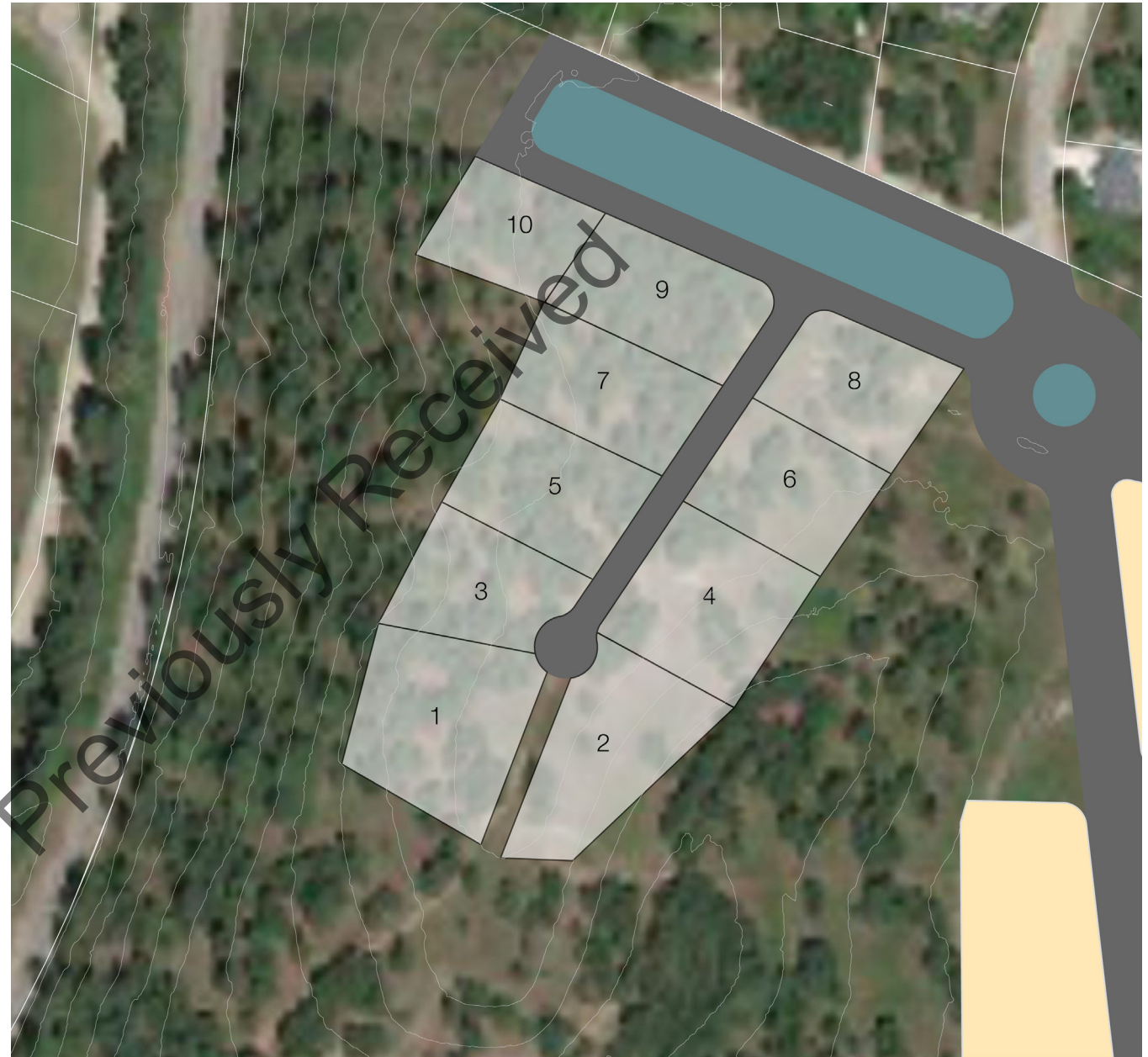
CONNECTED COMMUNITY

- Develop a community around existing trails and enhance existing trail network
- Provide a new access to provide safety



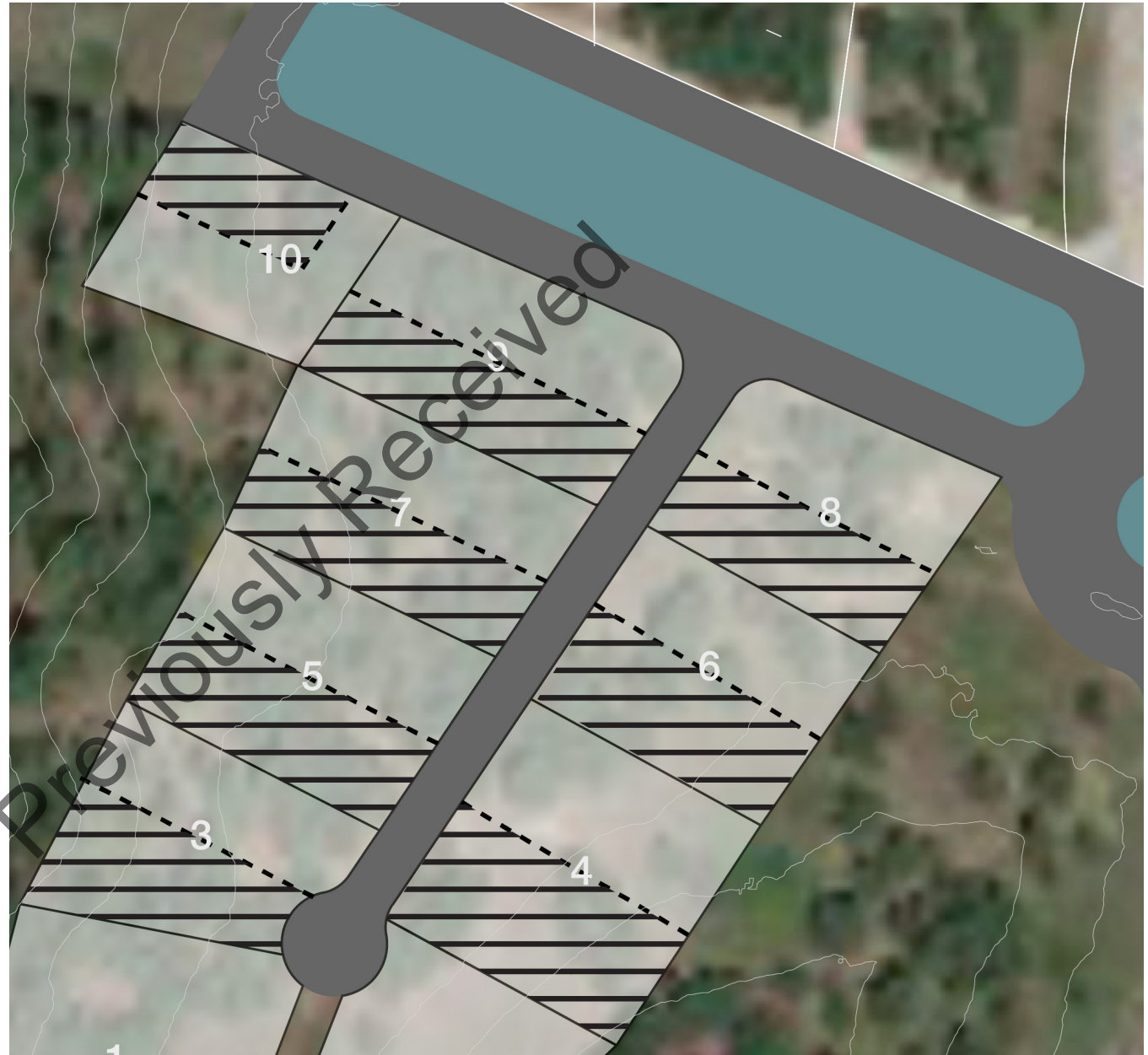
PRE-BOUNDARY ADJUSTMENT


- Initial Development within the Regional District.
- 1/2 Acre lots, meeting Regional District Zoning.
- No immediate need to new access to the plateau.
- Recognizes and is sensitive to the Copper Ridge neighbourhood to the North.



RESTRICTIVE COVENANT

- Restrictive Covenants will be registered on title to only allow building on certain areas.
- Once Boundary Adjustment is completed parcels will be able to further subdivided to provide for more housing.



 Restrictive building on site.

RESOLUTION

THAT the City of Grand Forks proceed with the proposed 94.52 hectare (233.57 acre) boundary extension proposal;

AND THAT the City of Grand Forks staff be authorized to develop, sign and submit the proposal to the Provincial Government.

Previously Received



THANK YOU | Q&A

Memo



To: Committee of the Whole
 From: **Corporate Services**
 Date: 2023-08-14
 Subject: Boundary Extension – Anticipated Project Timeline

Purpose

For the Committee of the Whole to review the Boundary Extension Project Timeline and information.

Background

On April 17, 2023, at the Committee of the Whole, the developer (Copper Sky) presented their proposal for a boundary extension to include roughly 233.57 acres within city limits. (The presentation is attached)

Subsequently, at the Regular meeting on the same day, Council passed the following resolution:

THAT the City of Grand Forks proceed with the proposed 94.52 hectare (233.57 acre) boundary extension proposal;

AND THAT the City of Grand Forks staff be authorized to assist in the development at the cost of the developer, as well as sign and submit the proposal to the Provincial Government.

After the meeting, as instructed, Staff began to negotiate a Contribution Agreement with the developer and posted a Request for Proposal (RFP) through BCBid to enlist the support of a qualified communications consultant to assist the City with the required steps to prepare the boundary extension proposal for submission to the Province that meet legislated requirements.

The contribution agreement with the developer was finalized in early August 2023, and a contract with the preferred consultant is almost finalized as of the time of writing this report.

After reviewing the RFP response, the preferred consultant, the developer and Staff determined to include an option for in-person interviews with property owners of the boundary extension area. This will ensure that the affected residents receive the correct information regarding the project in a one-on-one setting, which will directly support achieving the objectives of the Provincial requirements under Steps 1 & 2. (For additional information on the Provincial Approval Steps, please see the next paragraph and the attached guiding document.)

Provincial Approval Steps (also see attached guide)

Step 1. – Current Step – Proposal Development and Referral

Council already instructed Staff to proceed with the development of the proposal. The next phase of this step will be to seek comments from:

- Property owners in the area of the proposed boundary expansion
- The RDKB
- Any improvement districts that may overlap
- The Agricultural Land Commission – if the area includes land that is in the Agricultural Land Reserve
- Ministry responsible for Crown Land – if the area includes Crown Land
- Indigenous communities

Step 2. – Proposal Submission to the Province

This Step would include all the items collected under Step 1. and the package would be submitted to the Province.

Step 3. – Ministry Review

The Ministry will handle internal referrals and ensure that all required components for a potential expansion have been submitted. The timeline for this is unknown, but staff are estimating a 90-day review window at this time.

Step 4 – Elector Approval process

Council would need to determine at a later date if they would like to undertake a full Referendum or seek input from electors through an Alternate Approval Process (AAP). Legislated timelines must be followed for this process regardless of which option is chosen. More information on this step will be coming to Council this fall.

Step 5 – Provincial Approval

The results of the Elector Approval process must be submitted to the Province along with a Council resolution confirming the process for the boundary extension, a declaration that all statutory requirements have been met as well as a list of properties to be included within the City's boundaries.

Step 6 – Implementation

If approved by Cabinet, the City and Regional District will be notified, and letters patent will be drafted and boundary lines will be adjusted.

Tentative Timeline

Below is a tentative timeline for the public engagement process that we are currently working with which would see a package finalized for submission to the Province around March/April 2024. However, the Ministry Review step and their processes are outside of the City's control.

Activity	Public Engagement	Tentative Date
Kick off Meetings		August 2023
Develop Communications and Engagement Plan		August 2023
Develop Communications Materials		August / September 2023
Landowner Resident Information Package		September 2023
Landowner Interviews (for affected property owners)	Yes (specific)	September 2023
Engagement with Local Governments / Indigenous Communities / etc. as per provincial requirements in Step 1	Yes (specific)	September / October 2023
What we heard Summary		October 2023
Combine all information and Submit to the Province (Step 2 of Provincial Guide)		October / November 2023
Ministry Review (Step 3) – unknown time frame, I'm reaching out to the Province for feedback on that timeline		TBD
In Person Open House – after submission to the Province	Yes	October / November 2023
Communications Material Update		November / December 2023
Virtual Information Session	Yes	TBD – possibly January / February 2024
Prepare Information Packages for electoral Approval		TBD – possibly January / February 2024
Electoral Approval Process (timeline depending on Ministry Review) (Step 4)	Yes	TBD – possibly February / March 2024
Prepare Package for final Provincial Approval		TBD – possibly March / April 2024
Submission to the Province (Step 5)		TBD – possibly April 2024

Strategic Impact

Council's Strategic Plan for 2023 included the following priority and assign actions and results.

Priority: Create Opportunities for Additional Housing Development in Grand Forks

Goal 1.: Apply to the Provincial Government to Expand the City of Grand Forks Municipal Boundary

Actions to get us there:

- Secure a consultant to guide the City through the boundary expansion application process – **in progress**
- Create a schedule which clearly outlines a timeline and benchmarks for public engagement opportunities, communication, external agency referrals, technical data, stakeholder feedback, and any other major steps within the application process – **completed with this report**
- Provide Council with regular updates through the Committee of the Whole – **in progress**
- Council to determine electoral approval process (Alternate Approval Process or Referendum) – **not started**

The Results We Want to See:

A complete and compliant boundary expansion application ready for submission to the Provincial Government within 10 months – **on track**

Next Steps

- At a minimum, Staff will update Council at the next COTW meeting in October and provide a timeline update.
- Staff will bring the submission package for Step 2 back to Council before submitting to the Province.
- Council will have to determine at a later time what Electoral Approval process (Referendum or Alternate Approval Process) should be utilized, possibly in the early budget 2024 cycle.

Attachments

1. Copper Sky Presentation – April 17, 2023 – COTW – previously received
2. Provincial Guide to Boundary Expansions

Previously Received



COPPER SKY LIVING DEVELOPMENT PLAN

APRIL 17, 2023

1ST PRINCIPLES PLANNING TEAM

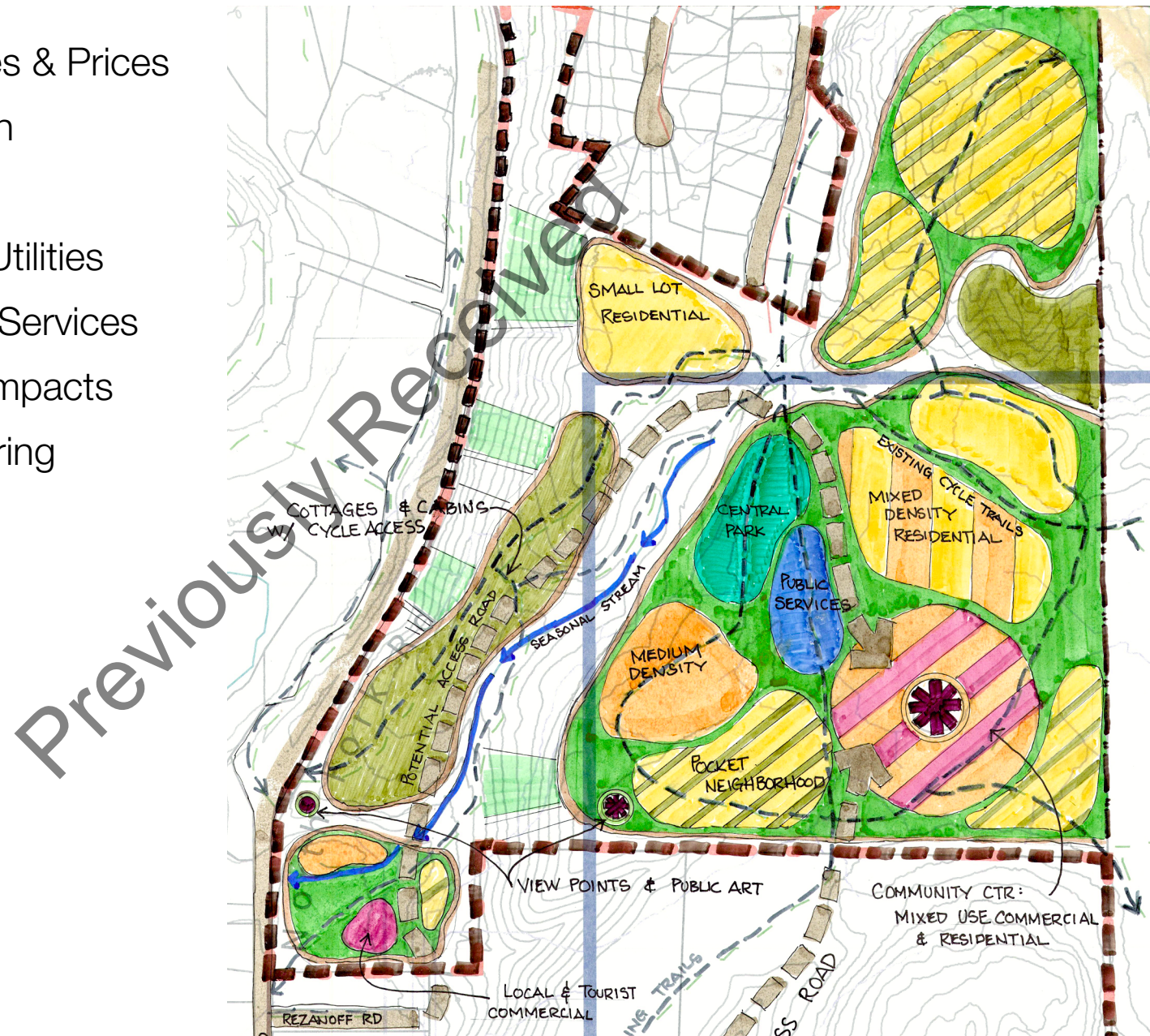
Shaun Ali, MPlan
Scott Thompson, MPlan
Elham Kiani Dehkordi, MLA, MArch

COPPERFIELD LIVING LTD.

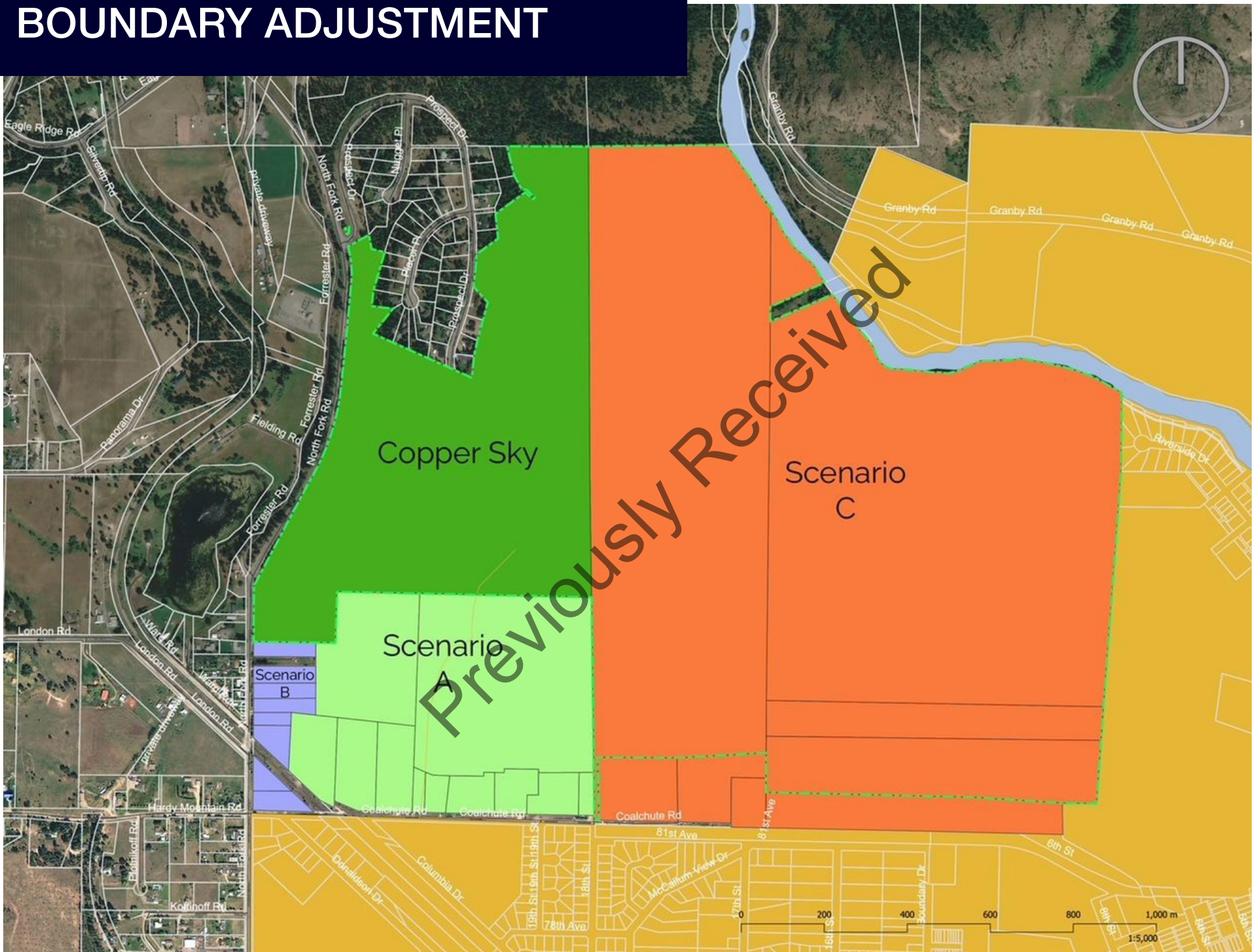
Daniel Chiu, Partner
William Lam, Partner
Connie Lam, Partner
Harry Harker, FCIP, Agent

EVOLVING DEVELOPMENT VISION

- Phased Development
- Diversity of Housing: Types & Prices
- Environmental Preservation
- Active Living Amenities
- Sustainable Independent Utilities
- Community Node – Local Services
- Positive Local Economic Impacts
- Tax Revenues & Cost Sharing



BOUNDARY ADJUSTMENT



BOUNDARY EXTENSION PROCESS

STEP 1



Council Resolution

STEP 2



Extension Proposal Development

1. Rational & Implications
2. Mapping
3. Communications & Notices
4. Referrals to the Regional District, Ministries, & First Nations

STEP 3



Ministry Referral & Review

STEP 4



Elector Approval

STEP 5



Provincial Approval

STEP 6



Implementation: City & Regional District

Previously Received

CORE VALUE



PRINCIPLE #1:
Integrate Natural Systems



Create a sustainable neighbourhood that reduces the need for vehicular traffic and focuses on active living.



PRINCIPLE #2: Enhance
Our Great Neighbourhoods



Embrace diversity of choices that offers a range of housing options that caters to individuals and families from all walks of life.



PRINCIPLE #3: Maintain a
Thriving Local Economy



Provide for a variety of new commercial opportunities that are site appropriate and compliment the existing downtown businesses.



PRINCIPLE #4:
Connect the City



Conscious integration of existing trails and natural areas providing enhanced connectivity to the City.

Previously Received

CONCEPT LAYOUT

COMPACT BLOCK SIZES

- More walkable = more active mobility
- Vehicular traffic kept to the perimeter

DIVERSITY OF HOUSING CHOICES

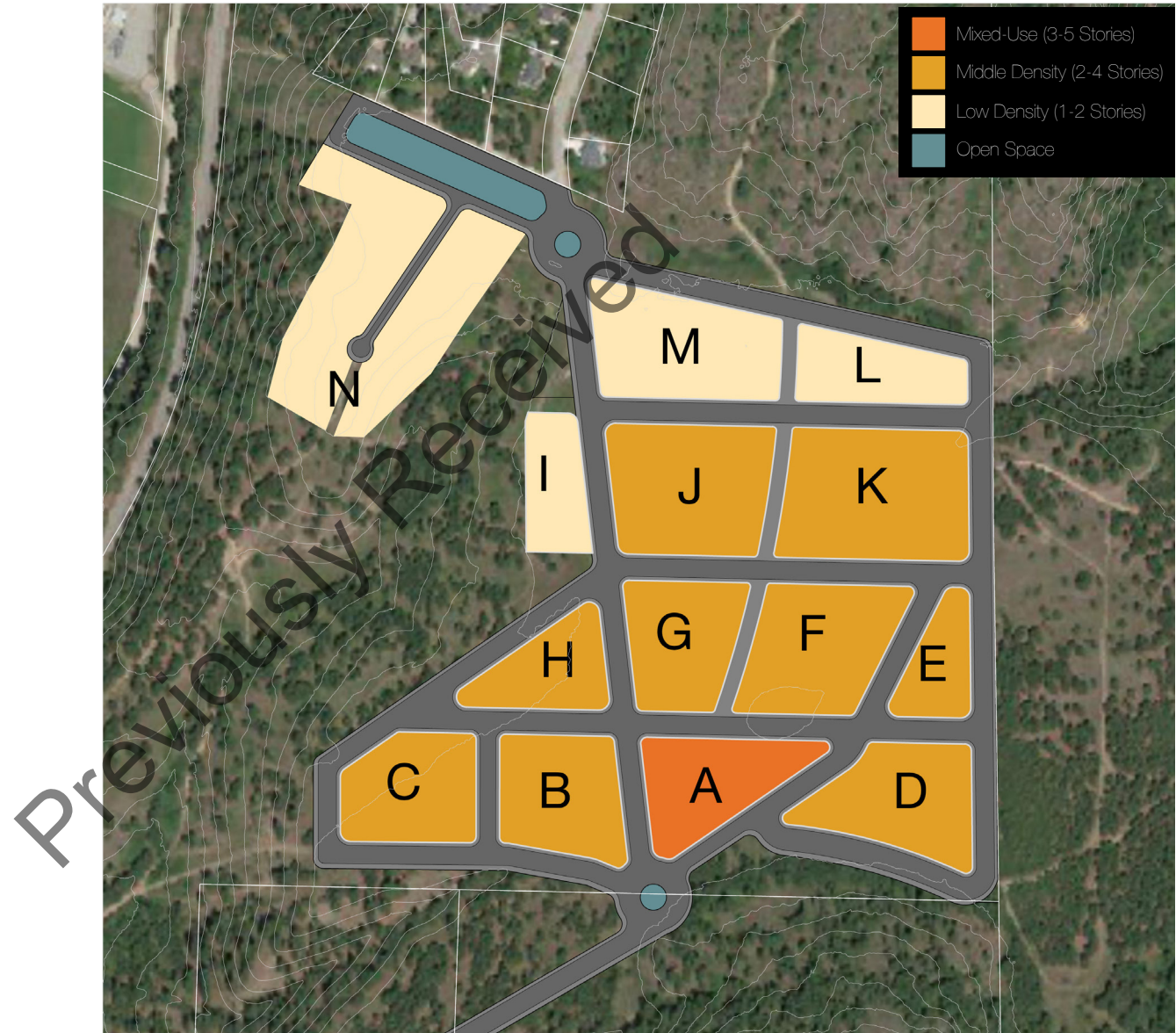
- Variety of housing options for different demographics and income levels.
- Establishment of Community Node

PROVIDE NEW EMPLOYMENT OPPORTUNITIES

- Provide new employment opportunities through all stages of the project

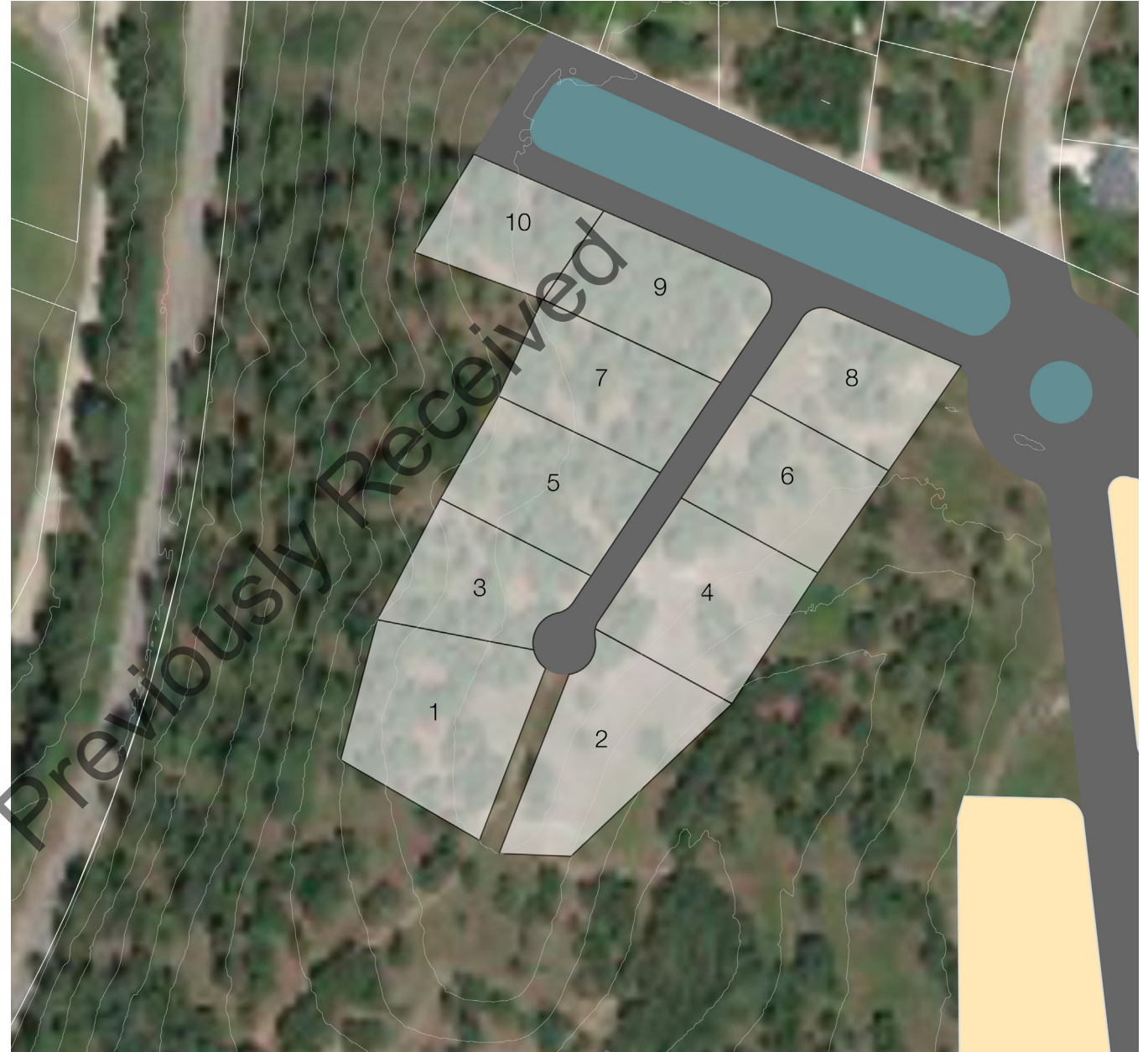
CONNECTED COMMUNITY

- Develop a community around existing trails and enhance existing trail network
- Provide a new access to provide safety



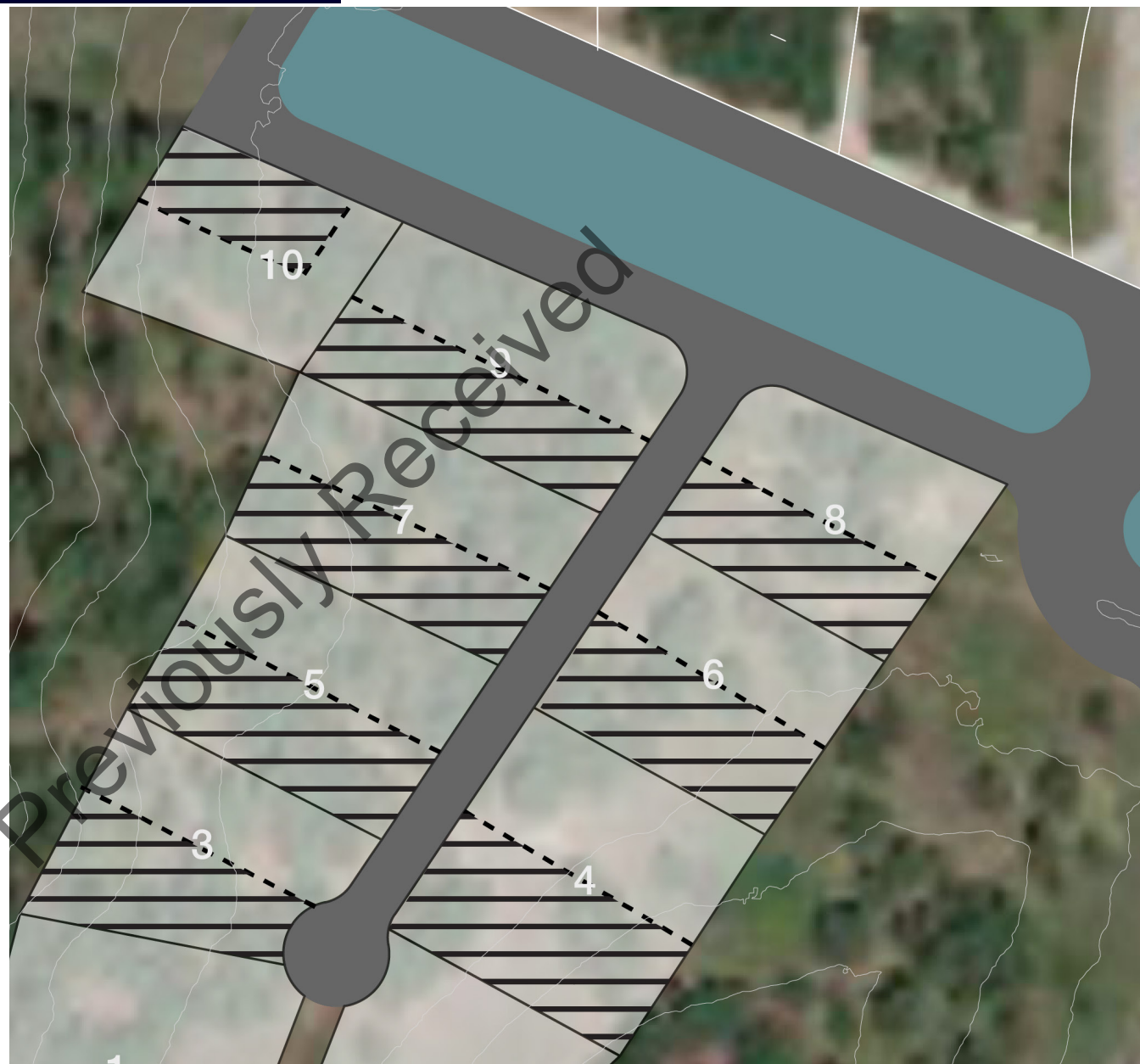
PRE-BOUNDARY ADJUSTMENT


- Initial Development within the Regional District.
- 1/2 Acre lots, meeting Regional District Zoning.
- No immediate need to new access to the plateau.
- Recognizes and is sensitive to the Copper Ridge neighbourhood to the North.



RESTRICTIVE COVENANT

- Restrictive Covenants will be registered on title to only allow building on certain areas.
- Once Boundary Adjustment is completed parcels will be able to further subdivided to provide for more housing.



 Restrictive building on site.

RESOLUTION

THAT the City of Grand Forks proceed with the proposed 94.52 hectare (233.57 acre) boundary extension proposal;

AND THAT the City of Grand Forks staff be authorized to develop, sign and submit the proposal to the Provincial Government.

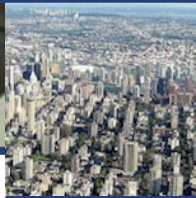
Previously Received



THANK YOU | Q&A



Municipal Boundary Extension Process Guide



March 2010

Previously Received



Ministry of
Community and
Rural Development

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Previously Received

Previously Received

Preface

The *Municipal Boundary Extension Process Guide* (Guide) describes the steps for submitting a municipal boundary extension proposal for provincial approval. This process involves property owners and residents in the extension area and the municipality, the regional district, improvement districts, various government ministries and agencies, and First Nations.

The Guide applies to all municipal boundary extensions, whether the area is small or large, with many residents or none. In the case of a complex municipal boundary extension that includes a large area with many residents, the boundary extension process may include additional steps and considerations.

A companion document, the [Municipal Boundary Extension Policies Guide](#), describes provincial policies for developing boundary extension proposals. These two documents replace the *Municipal Boundary Extension Criteria* (2002).

Processing municipal requests for boundary extensions is the responsibility of the Ministry of Community and Rural Development. Please direct inquiries to:

Ministry of Community and Rural Development
Local Government Structure Branch
800 Johnson Street
PO Box 9839 Stn Prov Govt
Victoria B.C. V8W 9T1

Phone: 250-387-4019

Facsimile: 250-387-7972

Toll free through Enquiry BC:

Call 604-660-2421 in Vancouver or 1-800-663-7867 elsewhere in B.C. and request a transfer to 250-387-4019 in Victoria.

Introduction

There are six steps to developing, processing and approving a municipal boundary extension proposal. The Ministry of Community and Rural Development (Ministry) recommends that a municipality contact the Local Government Structure Branch prior to Step 1.

Ministry staff can provide answers to questions as well as clarify requirements and discuss timing issues. It is helpful to the timely processing of requests if the municipality can provide as many details as possible related to the proposal, such as the community's overall approach to growth management, long-term servicing objectives and other relevant issues important to the community.

Municipalities are encouraged to take a comprehensive, strategic approach to boundary extension proposals as the process involves significant time and resources at both the local and provincial level.

Step 1: Proposal Development and Referrals

Developing a municipal boundary extension proposal begins with a council resolution confirming the municipality is willing to consider a boundary extension proposal (Appendix 1). The resolution also authorizes municipal staff to develop the details of the proposal and to send it to the Ministry for processing.

Municipal boundary extension proposals should include:

- blocks of property continuously adjacent (contiguous) to the current municipal boundary;
- complete parcels as described on the land title certificate; and,
- roads and road-rights-of-way adjacent to the proposed extension area that provide access from the municipality to the proposed extension area.

Appendix 2 provides the specific technical criteria needed to develop a municipal boundary extension proposal. Ministry staff are also available to provide assistance. Once the proposal is complete, the municipality must refer the proposal to the following parties for comment:

- property owners within the proposed municipal boundary extension area to obtain their opinion on the proposal (Appendix 4);
- the regional district to determine the impact on existing services and the details of transferring services should the municipal boundary extension be approved (Appendix 5);
- improvement districts that overlap with the proposed municipal boundary extension area¹;
- Agricultural Land Commission (ALC) if the proposed extension area includes land in the Agricultural Land Reserve (ALR);
- Integrated Land Management Bureau (ILMB) if the proposed extension area includes Crown land; and,
- First Nations whose traditional territory includes the proposed municipal boundary extension area.

Through the referral process, the municipality should identify and resolve concerns with the proposed municipal boundary extension before the municipality submits the proposal. Ministry staff can provide advice for resolving issues.

¹ Note: Generally improvement district boundaries will be reduced or the improvement district dissolved, and the service responsibility will transfer to the municipality, if a boundary extension is approved.

Step 2: Proposal Submission

A municipal boundary extension proposal submitted to the Ministry should include the following:

- a council resolution confirming the municipality wishes to consider a boundary extension proposal (Appendix 1);
- a rationale for the proposal, including land use implications;
- maps (Appendix 3);
- a list of parcels in the extension area including legal descriptions;
- a parcel map and/or list of parcels indicating which property owners are in favour or opposed to the proposal;
- the name of the regional district and the affected electoral area(s);
- copies of communications with, and the opinions of, owners and other interested parties within the area of the proposed municipal boundary extension;
- results of referrals to the regional district, improvement districts, ALC and ILMB, including correspondence, and a record of issues identified and resolved or unresolved;
- results of referrals to First Nations, including correspondence and a record of issues identified and resolved or unresolved¹; and,
- consideration of any specific conditions related to implementation and other relevant background information.

The Proposal Submission Checklist has been developed to help municipalities ensure that applications are complete (Appendix 6). The submission should be sent to:

Ministry of Community and Rural Development
Local Government Structure Branch
800 Johnson Street
PO Box 9839 Stn Prov Govt
Victoria BC V8W 9T1

Step 3: Ministry Review

The Ministry will acknowledge receipt of the municipal boundary extension proposal and review the submission by preparing an Administrative Report that will provide the municipality with feedback. If further work is required, Ministry staff are available to work with the municipality to complete the proposal.

Once the Ministry confirms a complete municipal boundary extension proposal, it will be referred by the Ministry to the Ministry of Transportation and Infrastructure (BC MoT) for review. The Ministry will discuss BC MoT's report with the municipality.

The Ministry recommends that the municipality wait until the Ministry confirms that all issues are addressed before seeking elector approval. This ensures that elector approval is obtained on a complete municipal boundary extension proposal. Technical changes to the proposal after elector approval is obtained could void the results, requiring the elector approval process to be repeated.

¹ NOTE: The *Interim Guide to Engagement with First Nations on Local Government Statutory Approvals* provides guidance to local governments on engaging with First Nations on municipal boundary extension proposals. The Guide is available at: www.cd.gov.bc.ca/lgd/library/First_Nations_Engagement_Guide.pdf

Step 4: Elector Approval

The *Local Government Act* (section 20) requires municipal elector approval of proposed boundary extensions. Elector approval may be obtained by the municipality through a referendum or the Alternative Approval Process (AAP) (*Community Charter*, section 85, 86). For more information on the AAP process and the processes related to voting, see the *Local Government Act* and the *Community Charter*.

If electors support the municipal boundary extension proposal, the municipality must provide the Ministry with:

- a second council resolution confirming the request to the Minister to extend the boundary of the municipality and confirming the legal description of the parcels to be included within the municipal boundary;
- a declaration that the statutory requirements of section 20 of the *Local Government Act* are met; and,
- the results of the elector approval process.

For more information, see Electoral Approval and Council Resolution Checklist (Appendix 7), Sample Statutory Alternate Approval Process Public Notice (Appendix 8), and Sample Council Resolution #2 (Appendix 9).

Step 5: Provincial Approval

Once the elector approval process is complete, the Ministry prepares Letters Patent implementing the proposed boundary change. Letters Patent describe the properties being included in the municipality, provide for the transfer of services from the regional district/improvement district to the municipality, and if necessary, provide for special or transition features. The Ministry also amends the Letters Patent for the relevant regional district, removing the boundary extension area from the applicable electoral area.

The *Local Government Act* (section 20) requires the Lieutenant Governor in Council (Cabinet) to approve municipal boundary extension requests.

Step 6: Implementation

If the boundary extension proposal is approved by Cabinet, the Ministry notifies the municipality, the regional district and other ministries and agencies, such as BC Assessment and the Land Title and Survey Authority of BC that the municipal boundary extension will be implemented.

The municipality and relevant regional district are responsible for implementing the transfer and coordination of services within the boundary extension area. The municipality and the regional district may choose to establish a transition agreement to assist in this process.

To conclude the municipal boundary extension process, the municipality must confirm to the Ministry the population in the extension area. This information is used to adjust the municipality's population for grant allocations and to determine the number of votes held by the municipality on the regional district board. It is important that the population certification be submitted to the Ministry in a timely fashion (Appendix 10).

Glossary

Alternative Approval Process (AAP)

Local governments can use the Alternative Approval Process (*Community Charter*, section 86) to gauge public opinion instead of a referendum, in cases where the local government is required to obtain elector approval. The AAP can be used by a municipality to obtain elector opinion for a municipal boundary extension proposal.

Contiguous

Describes objects such as land parcels that adjoin and share a common border.

Elector

A resident elector or non-resident property elector of a municipality or regional district electoral area. See the *Local Government Act* (Part 3).

Elector Approval

Legislation provides the municipal electorate with an opportunity to voice their opinion on the proposal through an Alternative Approval Process or referendum.

Legal Description

The complete description of a parcel of land, such as parcel identifier, lot number, district lot number, district plan and the name of the land district.

Letters Patent

The legal document describing the local government's name and boundary as well as any unique or customized authorities of that government. Letters Patent are approved by Cabinet through an Order in Council. When municipal boundaries are changed, the Letters Patent for both the municipality and affected regional district are issued.

Order in Council (OIC)

An Order under the authority of legislation approved by the Lieutenant Governor in Council. An Order in Council is the instrument that Cabinet uses to approve boundary extensions. The OIC issues Letters Patent for the municipality and the regional district.

Referendum

A vote seeking elector opinion.

Appendix 1 – Sample Council Resolution #1

I, _____, Corporate Officer for the (Corporate Name of Municipality) do hereby certify the following to be a true and correct copy of a resolution adopted by the Council of the (Corporate Name of Municipality).

“THAT the (Corporate Name of Municipality) proceed with the proposed _____ area boundary extension proposal; and

That (Corporate Name of Municipality) staff be authorized to develop, sign, and submit the proposal to the Provincial Government.”

(Corporate Officer)

DATED at (Municipality), B.C. this _____ day of _____, _____.

Previously Received

Appendix 2 – Technical Criteria

Municipal boundary extension proposals must meet the technical criteria described below.

Boundary Composition

The proposed boundary extension area should include complete legal parcels to avoid split local government jurisdiction over legal parcels. Legal descriptions for each parcel, as found on the land title certificate, must be included in the proposal submitted to the Ministry.

For more efficient and timely processing of municipal boundary requests, proposals that include a logical block of parcels rather than multiple requests to include single parcels are encouraged.

Various factors can define a block, the most obvious being the local road network so all parcels are bounded by intersecting roads. Other factors include local service areas and natural features such as water bodies, rivers or elevation.

Properties of the New Boundary

Generally the area being brought into the municipality should be continuously adjacent, or contiguous, to the existing municipal boundary.

The boundary extension proposal should not create an area that would remain outside the municipal boundary and jurisdiction, resulting in a 'doughnut-hole' within the municipality. The only exception to this requirement is land designated as Indian Reserve or Treaty lands, which will not be included within a municipal boundary unless requested by the First Nation.

Figure 1 shows a proposal that meets the criteria of contiguity. The proposed extension area is adjacent to the existing municipal boundary and represents a complete block of legal parcels.

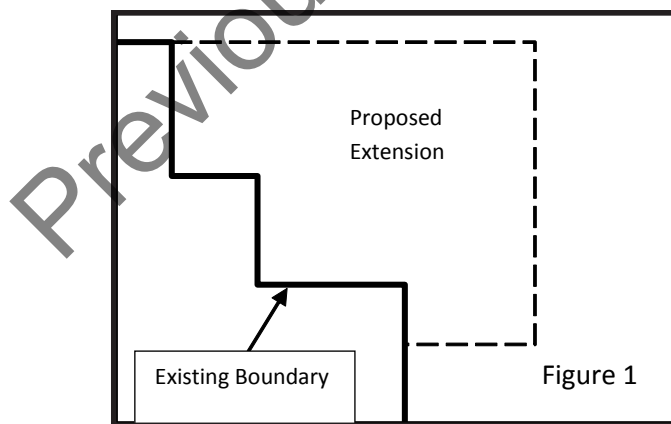


Figure 1 - Boundary extension proposal.

Figure 2 shows a “satellite” boundary extension which is only appropriate for exceptional cases such as:

- a major industrial site (e.g. utility, saw mill or mine) for which the municipality is the major service centre; or,
- an area owned by the municipality used for municipal purposes, such as an airport, a recreation area/facility, or public works yard.

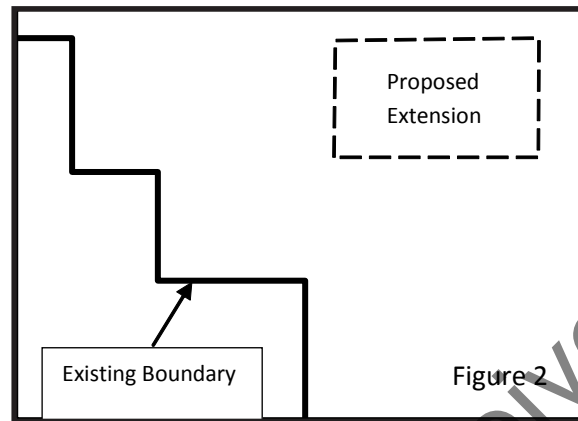


Figure 2 - Satellite boundary extension proposal.

Figure 3 shows a proposal that does not meet the requirements for developing a boundary extension proposal because it is not contiguously adjacent to the municipal boundary, and it does not qualify as a satellite boundary extension.

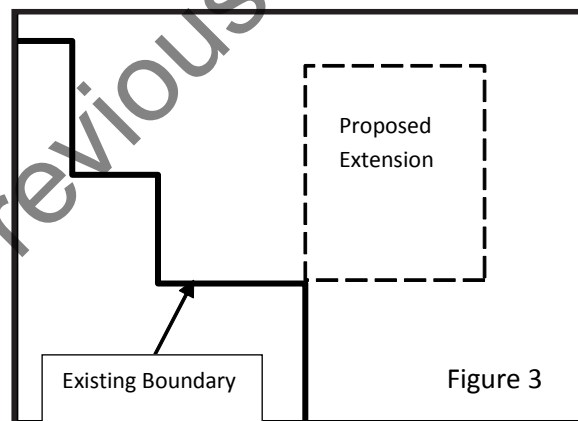


Figure 3 - Invalid boundary extension proposal.

Local Roads

A major consideration for municipalities when developing a boundary extension proposal is the efficient operation of the local road network. Following the boundary extension, any roads not designated as arterial or provincial, are transferred from the Province to the municipality, which assumes responsibility for maintenance and future upgrades.

The municipal boundary extension proposal should meet the following criteria:

- the boundary should follow one side of a road right-of-way, and include the entire road within the municipality;
- roads that provide access from the municipality to the boundary extension area should be included;
- roads and road rights-of-way adjacent to the boundary extension area should be included; and,
- where a boundary extension area is in the vicinity of an existing boundary that follows the centre line of a road, the boundary shall be adjusted to include the entire road within the municipality.

Where the inclusion of a road is not suitable from the perspective of road maintenance jurisdiction, the road will be excluded from the municipality to avoid situations where the road maintenance jurisdiction is not continuous.

Previously Received

Appendix 3 – Maps

As part of the boundary extension proposal, a municipality is required to provide the Ministry with a map of the proposed boundary extension showing its relationship to the current municipal boundary. Maps of the extension and surrounding areas should be provided to the Ministry in hardcopy and in electronic format.

The maps are used to review the road network and to prepare the new municipal boundary description for the Letters Patent. An appropriate scale will ensure clarity and accuracy of detail; ideally a scale of 1:5,000. Maps should accurately describe the:

- current municipal boundary;
- proposed municipal boundary;
- parcel lot lines;
- parcel identifiers and legal descriptors;
- ownership information;
- consent of landowners and residents (via shading);
- roads and road labels;
- other rights-of-way;
- major landmarks;
- Crown land;
- ALR land; and,
- First Nation Reserves and Treaty lands.

Previously Received

Appendix 4 – Public Consultation Within The Proposed Extension Area

It is the municipality's responsibility to design an appropriate process to obtain the opinion of residents and property owners within the area of the proposed boundary extension. The municipality is responsible for providing adequate information to allow residents and property owners to make an informed decision about their support for the proposal.

In particular, the municipality is likely to use ownership information from BC Assessment as the basis for individual distribution of information. It should be noted that eligible electors may not be property owners (renters, mobile home park residents), and these residents should be provided with information as well.

The nature and extent of the public consultation varies with the size of the proposed boundary extension. The table below outlines some possible consultation approaches for a municipality to consider.

Size of Boundary Extension	Number of Parcels	Consultation Approach	Consultation Results
Small area boundary extension	1 to 10	Municipality provides information to property owners and residents.	Individual response letters.
Medium area boundary extension	11 to 49	Municipality provides information to property owners and residents. Municipality holds an open house/public meeting.	Individual response letters. Meeting feedback forms.
Large area boundary extension	More than 50	Municipality provides information to property owners and residents. Municipality holds an open house/public meeting. Municipality posts information on its website.	Individual response letters. Meeting feedback forms. Feedback through website.

The municipality's information to property owners and residents in the proposed boundary extension area should include the following:

- the municipality's reasons for considering the boundary extension proposal;
- general property tax implications (a comparison of tax rates inside and outside the municipality or a sample property tax calculation);
- general information about the costs, process and timing of providing the service if municipal water or sewer infrastructure service is the reason for the boundary extension;
- other significant changes related to local service delivery and service cost recovery (e.g. fees and charges); and,
- any council policy items relating to the boundary extension proposal (e.g. transitional measures).

Generally, the Minister will not recommend a boundary extension to Cabinet if a majority of property owners within the proposed extension area object. An exception may be made where overriding provincial or local interests exist, such as resolving public health concerns or environmental protection issues.

Consultation Information to the Ministry

When submitting the boundary extension proposal to the Ministry, the municipality should provide the following:

- copies of correspondence from owners/residents for small to medium area proposals; and,
- a summary of the public consultation process undertaken by the municipality and consultation results for medium to large area proposals.

A summary of the results of the public consultation process can be provided in the following ways:

- a map showing the opinion for each parcel for medium to large areas;
- a numerical summary of the opinions received;
- copies of individual submissions from owners/residents, cross-referenced to map location;
- a copy, or summary, of a petition or public meeting report, if those methods were used to determine opinion; and,
- a copy, or summary, of other material that relates to the opinion of owners/residents.

Vote within the Proposed Boundary Extension Area

Based on the population of the proposed boundary extension area and the consultations conducted by the municipality with property owners, a vote may be held. Generally, a vote in a proposed boundary extension area is reserved for situations involving a substantial population and where the municipality cannot accurately gauge the opinion of property owners in the proposed boundary extension area through another consultation process.

If a municipal council wishes a vote be held in the proposed boundary extension area, a request is made to the Minister to order a vote. The Minister also has the authority to order a vote independent of the municipality's request. If a vote is held, the municipality is required to submit a copy of the results certified by the Chief Election Officer.

Appendix 5 – Regional District Consultation

When a municipal boundary is extended, the area of the boundary extension is 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.

Boundary extension proposals should be sent to the regional district Chief Administrative Officer who will refer to the appropriate staff for review (e.g. corporate administration, finance, engineering, planning). As a best practice, municipalities and regional districts should work together to jointly establish processes for reviewing proposals for boundary extensions.

Proposal submissions need to outline the consultation process between the municipality and the regional district and report on the results, including the resolution of issues and agreed-to terms for implementation. If required, special mitigation provisions can be designed through discussion between the municipality, regional district, and the Ministry.

When a municipality consults with the regional district, it is the responsibility of the regional district to identify the services currently provided in the extension area and the financial impact on those services if the boundary extension is approved.

If there is the possibility of significant financial or service impact, the regional district should provide the following information, as applicable, to the municipality:

- total taxable assessments within the boundary extension area;
- 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 comments about the nature of the expenditures for the service (for example, debt versus operational costs);
- percentage of taxable assessment within the area compared with the total within the identified service areas;
- estimated dollar amount of the requisition for each service identified that can be attributed to the boundary extension area;
- 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; and,
- the potential for reducing the amount of requisition as a result of the reduction in the service area.

The existence of a significant impact on regional district services can be addressed through discussion between the municipality and the regional district, with Ministry assistance as needed. Special mitigation provisions may be included in Letters Patent.

The primary test for determining significance is that the assessments in the municipal boundary extension area range from five to ten 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 financial impact on the remainder of the service area. Each service of the regional district will be considered individually.

Region-wide services such as grants in aid, electoral area administration, or regulatory services, where the service area consists of one or more electoral areas will generally not be considered for mitigation measures. They are intended for local services only such as fire protection, water, and recreation.

Mitigation measures are appropriate, for the following issues:

- Service participants. Is it an option to maintain the service financing by establishing the municipality as a participant?
- Debt. Could transitional provisions 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 with minimal financial impact?
- Contractual arrangements. Can 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 financial impact, number of years for which they will apply (except possibly for debt, they will rarely be long-term), possibility of a phased-in approach and governance arrangements.

Previously Received

Appendix 6 – Proposal Submission Checklist

Municipality:	
Extension Area Description:	
Submission Date:	

Submission to Ministry of Community and Rural Development	
	Council resolution confirming the municipality wishes to consider a boundary extension proposal (Appendix 1).
	Rationale for the proposal, including land use implications.
	Maps (Appendix 3).
	A list of parcels in the extension area including legal descriptions.
	Parcel map and/or list of parcels indicating which property owners are in favour or opposed to the proposal.
	Name of the regional district and the affected electoral area(s).
	Copies of communications with, and the opinions of, property owners and other interested parties within the area of the boundary extension proposal.
	Results of referrals with the regional district.
	Results of referrals with relevant agencies (ALC, ILMB, improvement districts, etc.)
	Results of referrals to First Nations, including correspondence and a record of issues resolved or unresolved.
	Other relevant background information such as staff reports.

Include this checklist with the proposal application package.

Appendix 7 – Elector Approval and Council Resolution Checklist

Municipality:	
Extension Area Description:	
Submission Date:	

Submission to Ministry of Community and Rural Development	
	A declaration that the statutory requirements are met.
	Council resolution confirming the request for the boundary extension (Appendix 9).
	<p>Elector approval: If by vote, the results of the vote. If by AAP, the results of the AAP process certified by the Chief Election Officer and copies of the AAP notice published in the newspaper.</p>

Previously Received

Appendix 8 – Sample Statutory AAP Public Notice

NOTICE TO ELECTORS OF _____ (CORPORATE NAME OF MUNICIPALITY)

OF AN ALTERNATIVE APPROVAL PROCESS FOR A PROPOSED EXTENSION OF BOUNDARIES

Notice is hereby given that under section 86 (Alternative Approval Process) of the *Community Charter* and section 20 of the *Local Government Act*, the Council of the (Corporate Name of Municipality) intends to petition the Minister of Community and Rural Development requesting an 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)

(Insert information regarding the rationale for the proposed extension and include any special features for Letters Patent, as appropriate.)

ALTERNATIVE APPROVAL PROCESS AND ELIGIBILITY

And Further Take Notice That the municipality may proceed with the boundary extension request unless at least ten percent of municipal electors indicate that a referendum must be held by submitting a signed Elector Response Form to (Municipal) City Hall no later than (usual closing time) 4:30 p.m. on (date: dd/mm/yy). Elector Response Forms must be in the form established by the (Corporate Name of Municipality), and only those persons who qualify as electors of the municipality are entitled to sign Elector Response Forms.

Resident Elector – You are entitled to submit an Elector Response Form as a resident elector if you are age 18 or older on the day of submission, are a Canadian citizen, have lived in B.C. for at least six months, and have been a resident of the (Corporate Name of Municipality) for the past 30 days or more.

Non-Resident Elector – You are entitled to submit an Elector Response Form as a non-resident property elector if you are age 18 or older on the day of submission, are a Canadian citizen, have lived in B.C. for at least six months, have owned and held registered title to a property in the (Corporate Name of Municipality) for the past 30 days or more, and do not qualify as a resident elector.

NOTE: Only one non-resident property elector may submit an Elector Response Form per property, regardless of how many owners there may be.

If less than ten percent (#) of municipal electors submit an Elector Response Form, the boundary extension request will be deemed to have the approval of the electors and the proposal may proceed to the Minister of Community and Rural Development for consideration. For the purpose of conducting the alternative approval opportunity, the number of electors is calculated as (#).

Elector Response Forms are available from City Hall, (provide: street address, phone number, email and operating hours).

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 9 – Sample Council Resolution #2

I, _____, Corporate Officer for the (Corporate Name of Municipality) do hereby certify the following to be a true and correct copy of a resolution adopted by the Council of the (Corporate Name of Municipality).

“THAT the (Corporate Name of Municipality) has obtained the assent of the electors to petition the Minister of Community and Rural Development to extend the boundaries of the (Corporate Name of Municipality) as it appeared in the Gazette under issue of Month, Day, Year, and in the local newspaper (Name) under issues of (Month, Day, Year).

THAT all relevant legislative requirements pertaining to a municipal boundary extension in the Local Government Act and Community Charter have been completed.

THAT the parcels approved for inclusion within the (Corporate Name of Municipality) are as follows: (List and include PID numbers and a map).”

(Corporate Officer)

DATED at (Municipality), B.C. this _____ day of _____, _____.

Appendix 10 – Sample Declaration of Population

[Name of Municipality]

WHEREAS a population of census was taken on [date], and [number of persons/nil] are found to be residents of that Boundary [extension] Area of [municipality] described and authorized in Order in Council No. _____, approved and ordered on [date].

I, THEREFORE, CERTIFY THAT there are [number of persons/nil] residents in the said [municipality] Boundary [extension] Area on [effective date of above Order in Council].

(Enumerator)

DATED at [name of municipality], British Columbia, this [date]

This is the Statutory Declaration of population,

Dated _____, 2009

(Mayor)

and

(Corporate Administrator)

(Commissioner for taking Affidavits within the Province of British Columbia)

Previously Received



Ministry of
Community and
Rural Development

Memo



To: Regular Meeting
 From: **Corporate Services**
 Date: 2023-09-11
 Subject: Boundary Extension – Discussion Points for Council

Purpose

To engage in a discussion with Council about some early concerns that have been received regarding the proposed boundary expansion and to discuss potential options to address these concerns.

Background

Council reviewed a report on the Anticipated Project Timelines for the Boundary Extension project at the Committee of the Whole (COTW) meeting on August 14, 2023. The report and all supplemental items are attached to this report for reference.

The report outlined the various steps that would be required to complete the project. Step 1 is highlighted below:

Step 1. – Current Step – Proposal Development and Referral
 Council already instructed Staff to proceed with the development of the proposal. The next phase of this step will be to seek comments from:

- Property owners in the area of the proposed boundary expansion
- The RDKB
- Any improvement districts that may overlap
- The Agricultural Land Commission – if the area includes land that is in the Agricultural Land Reserve
- Ministry responsible for Crown Land – if the area includes Crown Land
- Indigenous communities

As part of Step 1, the City's consultant is preparing to seek comments from the various groups that have a potential interest in this extension, with the initial correspondence expected to be released the week of September 11, 2023.

To streamline public engagement with the individual affected property owners, the consultant is working on creating individual information packages and would like to be able to answer questions regarding some of the known concerns and also to provide some answers to questions that were previously received.

Some of the discussions with affected property owners are anticipated to point out some of the following items:

- The difference in taxation
- The differences in zoning, water servicing, and wastewater servicing
- Differences in subdivision requirements

As such, it would be beneficial for Council at the October 10, 2023, meeting to indicate the City's willingness and commitment to work with the affected landowners if they should become part of the City.

Discussion Points

Tax Rate Limit

This item will most likely be the most contentious for most of the 19 affected property owners. Based on current 2023 assessment and taxation rates, a successful expansion would result in the following tax changes if there were no other mechanisms implemented to ease the properties into the new taxation regulations:

Of the 19 properties, 1 is crown land and tax exempt, 16 are residential only and would see a 37.1% increase or an average increase of \$911 in overall taxes owing, 1 property has an assessed business portion (\$271k) that would see a 26.2% or \$971 increase, and 1 property has farm status which would see an overall increase of 46.5% or \$1,177 on the residential portion due to the taxable rules surrounding the taxation of the "farm house" within a municipality vs the rural area. Overall (not including an estimate for the potential development) the City would add approximately \$29,564 (0.71%) in municipal tax revenues to our tax base if the expansion is successful.

The Local Government Act S. 29, as part of a boundary extension, provides for the opportunity to ease this potential tax burden over a period of no more than 20 years. So, essentially a new tax rate would be able to be created that adjusts over time from the rural taxation rates to the municipal ones.

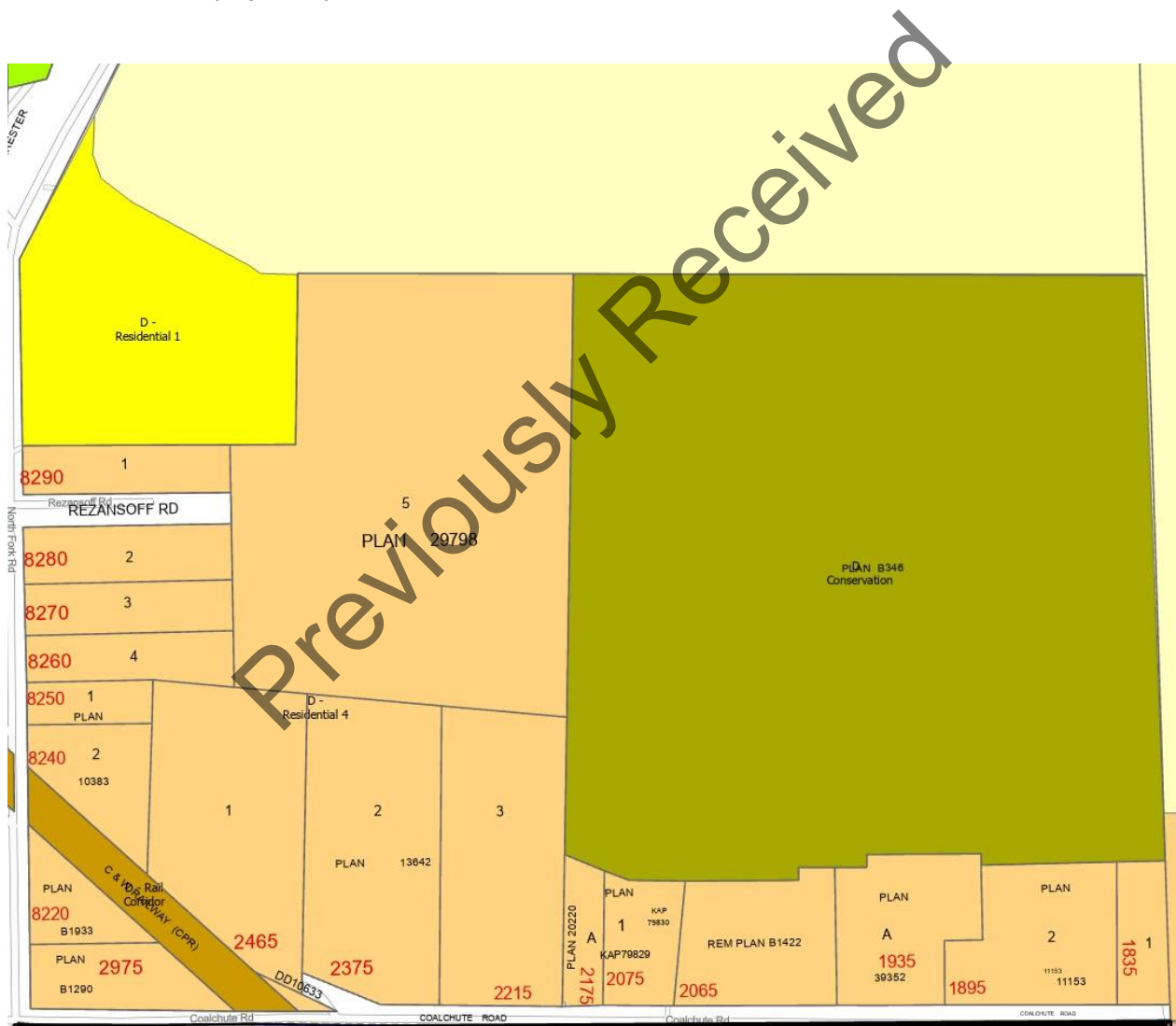
The opportunity to establish this Tax Rate Limit and the area that it applies to is through the overall Boundary Extension process. The impacted area would be defined as part of the Letters Patent approval stage. Please note, it is not required to set Tax Rate limits on the entire area. So, this could only apply to the current Residential 4 properties.

At the October 10, 2023 meeting, to continue with the anticipated timeline, it would be beneficial to potentially solidify Council's level of commitment for a Tax Rate Limit, over what time frame (up to 20 years) and what increments of adjustments would be utilized; as well as which part of the extension area it would be applied to.

Subdivision Bylaw Requirements Regarding Services / Zoning

This concern is anticipated due to the potential change in land use and zoning when coming from the RDKB zoning bylaw to the City's zoning bylaw, in particular for the properties that are not part of Copper Sky. The City's Subdivision, Development, and Servicing Bylaw No. 1970 requires that all Residential zoned lots have a water service and wastewater service connection, except for R4/R4A, which allow the use of a well for water and a septic system for wastewater.

At present, the RDKB Zoning Bylaw for Area D lists the majority of the properties as Residential 4 (peach colour in the map below), 1 property as Conservation (in moss green) and 1 property as Residential 1 (in yellow).



The Conservation property is owned by the Province with current primary permitted uses as:

- a) Conservation areas, ecological reserves, wildlife sanctuaries
- b) Observation points

And secondary uses as accessory buildings and structures only.

As it is owned by the Province and future land use will be limited or difficult to change, this report will not focus on this property at this time.

The single Residential 1 property is in reality the Copper Sky property that is split zoned Residential 2 for the remainder of the property. Currently, the following uses are allowed in Residential 1 and Residential 2 as primary uses:

- a) Single Family Dwelling;

with the following list being secondary uses:

- a) Accessory buildings and structures;
- b) Bed and breakfast,
- c) Boarding use,
- d) Home-based business; and
- e) Secondary suite on parcels one hectare or greater in area.

As this property would require various planning and development decision points in the future if the Boundary Extension is successful, this report won't focus on the R1 and R2 zoned property as well, but rather focus on the 18 affected Residential 4 zoned properties:

The 18 Residential 4 properties currently have the same permitted uses as Residential 1 and 2 properties; however, also include "Agriculture" as a permitted secondary use.

During a boundary extension, the zoning would be originally integrated as is into the City's boundary, but it has been a common practice to adjust the zoning to those that closely resemble the City's zoning shortly thereafter. As such staff compared the RDKB Residential 4 zone to the City's current zoning bylaw and the City's current R-4 (Rural Residential) Zone matches these uses the closest. The following are the uses allowed in the City's R-4 zone:

- a) dwelling units;
- b) farm operations (crops and/or animals);
- c) bed and breakfast accommodations;
- d) kennels;
- e) home occupations;
- f) home industries;
- g) animal hospitals.

As such, if the extension is successful, Staff would recommend adjusting the zoning for the properties to closely resemble the current zoning in place and would most likely recommend utilizing the R-4 zone for these properties.

Although Council can't preconceive a decision, in this case for a potential future zoning bylaw amendment, it would be beneficial to indicate to the affected 18 property owners that future land use would initially closely resemble the current zoning and as such would not require services connections to the City's Water and Wastewater infrastructure.

It would be beneficial for Council to consider a level of commitment regarding alleviating initial water and wastewater connectivity requirements and potential financial hardship concerns of affected property owners; and asking staff to integrate the properties into the City's zoning with zones that closely resemble the Regional District's current zoning for the affected properties (following all legislated processes).

If Council does not want to consider this option, the Water Servicing, Wastewater Servicing, and Subdivision Bylaws may need to be reviewed to allow for exemptions or amendments for these properties to alleviate hardship and to allow integration over time into the municipal infrastructure.

Discussion Points – Summary

Providing a level of certainty to the affected property owners regarding how taxes, Tax Rate Limits, and Zoning would impact them will greatly enhance the feedback process that Staff and the consultant are currently engaged in with the owners.

Questions and Answers

This section is intended to provide a few additional answers to common questions we have received over the past few months.

Second Access

One of the primary concerns received from Copper Ridge residents (which are outside of the boundary extension area and as such are not classified as an "affected property", but who's inputs are providing valid feedback for potential challenges), was the lack of a secondary access to the Copper Sky development as the primary access route would otherwise be through the rural Copper Ridge development instead.

If the boundary extension is successful, the extension area would include a forested interface area that would need to be considered. As such, the Fire Chief would most likely be recommending that a secondary access road close to the South side of the extension area be installed, which would help to alleviate the life safety risk in the overall Copper Sky /Copper Ridge development area.

The developer has indicated that "for both safety and marketing purposes, [the developer would] like to have a new primary access constructed from Coalchute Road." For affordability reasons the developer has indicated that they may "install the access to Coalchute after the first phase (20-30 lots) are serviced and sold."

Water Supply

Concerns have been raised that a housing development in the area would not have enough water supply.

The Developer has provided information that they have maintained a servicing agreement with the Grand Forks Irrigation District (GFID) for the development and provided the following statement: "Copper Sky will be designed for a sustainable level of water consumption with a requirement to maintain and plant native, drought tolerant species. Ornamental landscaping will be limited on each parcel. Once the first homes are in place, we will monitor flows to determine when a future connection to the City's system may be required. Our desire would be to be self-sufficient for as long as possible."

Wastewater Connection

Questions were also received regarding the plans for wastewater connectivity and potential tie-ins to the City's system in the future and associated costs to maintain the system. Copper Sky is proposed to have its own Wetland Wastewater Treatment System which would be able to be expanded as needed and the construction firm would maintain the system. From the developer: "From our recent discussions with [our engineers] we believe that the construction firm [that the engineer utilizes] for its systems is prepared to manage the system for Copper Sky for a fee. Again, the intent is for Copper Sky to be self-sufficient on wastewater treatment and disposal for the foreseeable future."

Stormwater Management

Additional questions were raised about stormwater management and if the City would be responsible for any portion of it now, or in the future. From the developer: "From the initial inspection of the site and review of available [data], [our engineer's] belief is that all storm water can be managed on site. This will obviously need to be confirmed by a more detailed study, but off-site disposal does not seem to be an issue."

Statutory Right of Way (SRW) to Observation Mountain

Various organizations have communications equipment on the top of Observation Mountain and access to this infrastructure is critical, however, currently no formal agreements are in place and access exists through the Copper Sky property. The developer has indicated that negotiations regarding a SRW should be straightforward as the developers' "intention has always been to maintain access to trails".

Q & A - Summary

In summary at this stage, a final decision on access, water, wastewater, and other utilities cannot be made yet; however, if the boundary extension is successful, then City subdivision and other bylaws would apply and the City will have opportunities to discuss and negotiate the various items in detail during those stages. Council could also utilize other tools such as a Development Permit Area as part of an Official Community Plan amendment to further guide the development to the vision of Council. That being said, Staff will discuss these and other issues that arise on a continuing basis with the developer to clarify their plans as early as possible and potentially solidify agreements on the individual items along the way.

Tentative Timeline - Update

Since the last report, the kick off meeting is complete, and the Communications and Engagement Plan is developed (however it will continually evolve) (highlighted in green below).

The Province has also advised us that a minimum 60 day engagement process should be utilized for First Nations nowadays. As such, that timeline has to be extended to late November, possibly December 2023, which then will increase some other tentative dates. (in blue)

At the October 10, 2023 meeting, Council would have an opportunity to provide some level of commitment by the City to the affected property owners. As such, the Landowner Information packages will now have 2 phases, the initial one will see an initial contact package with the basic information about the project, and the second one in mid-October will include additional details based on Council's decision. (in yellow)

Overall, no significant impacts are currently expected due to those timeline changes; however, this currently primarily depends on the response timelines from First Nations and feedback from the Landowner engagements.

Activity	Public Engagement	Tentative Date
Kick off Meetings		August 2023 - complete
Develop Communications and Engagement Plan		August 2023 – complete – will continue to evolve
Develop Communications Materials		August / September 2023
Landowner Resident Information Package – Initial contact		September 2023
Engagement with Local Governments / Indigenous Communities / etc. as per provincial requirements in Step 1 – First Nations engagement is minimum 60 days	Yes (specific)	September / October / November 2023
Landowner Resident Information Package – Full package		October 2023 – depends on Council decision
Landowner Interviews (for affected property owners)	Yes (specific)	October / November 2023
What we heard Summary		November / December 2023
Combine all information and Submit to the Province (Step 2 of Provincial Guide)		December 2023
Ministry Review (Step 3) – unknown time frame, I'm reaching out to the Province for feedback on that timeline		TBD
In Person Open House – after submission to the Province	Yes	December 2023
Communications Material Update		November / December 2023
Virtual Information Session	Yes	TBD – possibly January / February 2024
Prepare Information Packages for electoral Approval		TBD – possibly January / February 2024
Electoral Approval Process (timeline depending on Ministry Review) (Step 4)	Yes	TBD – possibly February / March 2024
Prepare Package for final Provincial Approval		TBD – possibly March / April 2024
Submission to the Province (Step 5)		TBD – possibly April 2024

Next Steps

- Staff will bring back a report to the October 10, 2023 Regular Meeting of Council for levels of commitment on Tax Rate Limits and the potential future zoning for the affected properties.
 - Questions and Answers will be populated on the City's website on a continual basis on a new subpage dedicated to the Boundary Extension Project once the page is live.
-

Attachments

1. 230814 – COTW Report on Timelines – Previously Received
2. Section 29 of the Local Government Act - Excerpt
3. RDKB Zoning Bylaw Excerpt – Residential 1, 2, and 4 Zones

Previously Received

Report Approval Details

Document Title:	230911 - Boundary Extension - Discussion Points for Council.docx
Attachments:	- 230814 - COTW - BoundaryExpansionAnticipatedProjectTimeline - Previously Received.pdf - Local Government Act S.29.pdf - RDKB Residential 1, 2, and 4 Zones.pdf
Final Approval Date:	Sep 6, 2023

This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Duncan Redfearn was completed by assistant Daniel Drexler

Duncan Redfearn

Previously Received

Memo



To: Committee of the Whole
From: **Corporate Services**
Date: 2023-08-14
Subject: Boundary Extension – Anticipated Project Timeline

Purpose

For the Committee of the Whole to review the Boundary Extension Project Timeline and information.

Background

On April 17, 2023, at the Committee of the Whole, the developer (Copper Sky) presented their proposal for a boundary extension to include roughly 233.57 acres within city limits. (The presentation is attached)

Subsequently, at the Regular meeting on the same day, Council passed the following resolution:

**THAT the City of Grand Forks proceed with the proposed 94.52 hectare (233.57 acre) boundary extension proposal;
AND THAT the City of Grand Forks staff be authorized to assist in the development at the cost of the developer, as well as sign and submit the proposal to the Provincial Government.**

After the meeting, as instructed, Staff began to negotiate a Contribution Agreement with the developer and posted a Request for Proposal (RFP) through BCBid to enlist the support of a qualified communications consultant to assist the City with the required steps to prepare the boundary extension proposal for submission to the Province that meet legislated requirements.

The contribution agreement with the developer was finalized in early August 2023, and a contract with the preferred consultant is almost finalized as of the time of writing this report.

After reviewing the RFP response, the preferred consultant, the developer and Staff determined to include an option for in-person interviews with property owners of the boundary extension area. This will ensure that the affected residents receive the correct information regarding the project in a one-on-one setting, which will directly support achieving the objectives of the Provincial requirements under Steps 1 & 2. (For additional information on the Provincial Approval Steps, please see the next paragraph and the attached guiding document.)

Provincial Approval Steps (also see attached guide)

Step 1. – Current Step – Proposal Development and Referral

Council already instructed Staff to proceed with the development of the proposal. The next phase of this step will be to seek comments from:

- Property owners in the area of the proposed boundary expansion
- The RDKB
- Any improvement districts that may overlap
- The Agricultural Land Commission – if the area includes land that is in the Agricultural Land Reserve
- Ministry responsible for Crown Land – if the area includes Crown Land
- Indigenous communities

Step 2. – Proposal Submission to the Province

This Step would include all the items collected under Step 1. and the package would be submitted to the Province.

Step 3. – Ministry Review

The Ministry will handle internal referrals and ensure that all required components for a potential expansion have been submitted. The timeline for this is unknown, but staff are estimating a 90-day review window at this time.

Step 4 – Elector Approval process

Council would need to determine at a later date if they would like to undertake a full Referendum or seek input from electors through an Alternate Approval Process (AAP). Legislated timelines must be followed for this process regardless of which option is chosen. More information on this step will be coming to Council this fall.

Step 5 – Provincial Approval

The results of the Elector Approval process must be submitted to the Province along with a Council resolution confirming the process for the boundary extension, a declaration that all statutory requirements have been met as well as a list of properties to be included within the City's boundaries.

Step 6 – Implementation

If approved by Cabinet, the City and Regional District will be notified, and letters patent will be drafted and boundary lines will be adjusted.

Tentative Timeline

Below is a tentative timeline for the public engagement process that we are currently working with which would see a package finalized for submission to the Province around March/April 2024. However, the Ministry Review step and their processes are outside of the City's control.

Activity	Public Engagement	Tentative Date
Kick off Meetings		August 2023
Develop Communications and Engagement Plan		August 2023
Develop Communications Materials		August / September 2023
Landowner Resident Information Package		September 2023
Landowner Interviews (for affected property owners)	Yes (specific)	September 2023
Engagement with Local Governments / Indigenous Communities / etc. as per provincial requirements in Step 1	Yes (specific)	September / October 2023
What we heard Summary		October 2023
Combine all information and Submit to the Province (Step 2 of Provincial Guide)		October / November 2023
Ministry Review (Step 3) – unknown time frame, I'm reaching out to the Province for feedback on that timeline		TBD
In Person Open House – after submission to the Province	Yes	October / November 2023
Communications Material Update		November / December 2023
Virtual Information Session	Yes	TBD – possibly January / February 2024
Prepare Information Packages for electoral Approval		TBD – possibly January / February 2024
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Prepare Package for final Provincial Approval		TBD – possibly March / April 2024
Submission to the Province (Step 5)		TBD – possibly April 2024

Strategic Impact

Council's Strategic Plan for 2023 included the following priority and assign actions and results.

Priority: Create Opportunities for Additional Housing Development in Grand Forks

Goal 1.: Apply to the Provincial Government to Expand the City of Grand Forks Municipal Boundary

Actions to get us there:

- Secure a consultant to guide the City through the boundary expansion application process – **in progress**
- Create a schedule which clearly outlines a timeline and benchmarks for public engagement opportunities, communication, external agency referrals, technical data, stakeholder feedback, and any other major steps within the application process – **completed with this report**
- Provide Council with regular updates through the Committee of the Whole – **in progress**
- Council to determine electoral approval process (Alternate Approval Process or Referendum) – **not started**

The Results We Want to See:

A complete and compliant boundary expansion application ready for submission to the Provincial Government within 10 months – **on track**

Next Steps

- At a minimum, Staff will update Council at the next COTW meeting in October and provide a timeline update.
- Staff will bring the submission package for Step 2 back to Council before submitting to the Province.
- Council will have to determine at a later time what Electoral Approval process (Referendum or Alternate Approval Process) should be utilized, possibly in the early budget 2024 cycle.

Attachments

1. Copper Sky Presentation – April 17, 2023 – COTW – previously received
2. Provincial Guide to Boundary Expansions

Previously Received



Previously Received

COPPER SKY LIVING DEVELOPMENT PLAN

APRIL 17, 2023

1ST PRINCIPLES PLANNING TEAM
Shaun Ali, MPlan
Scott Thompson, MPlan
Elham Kiani Dehkordi, MLA, MArch

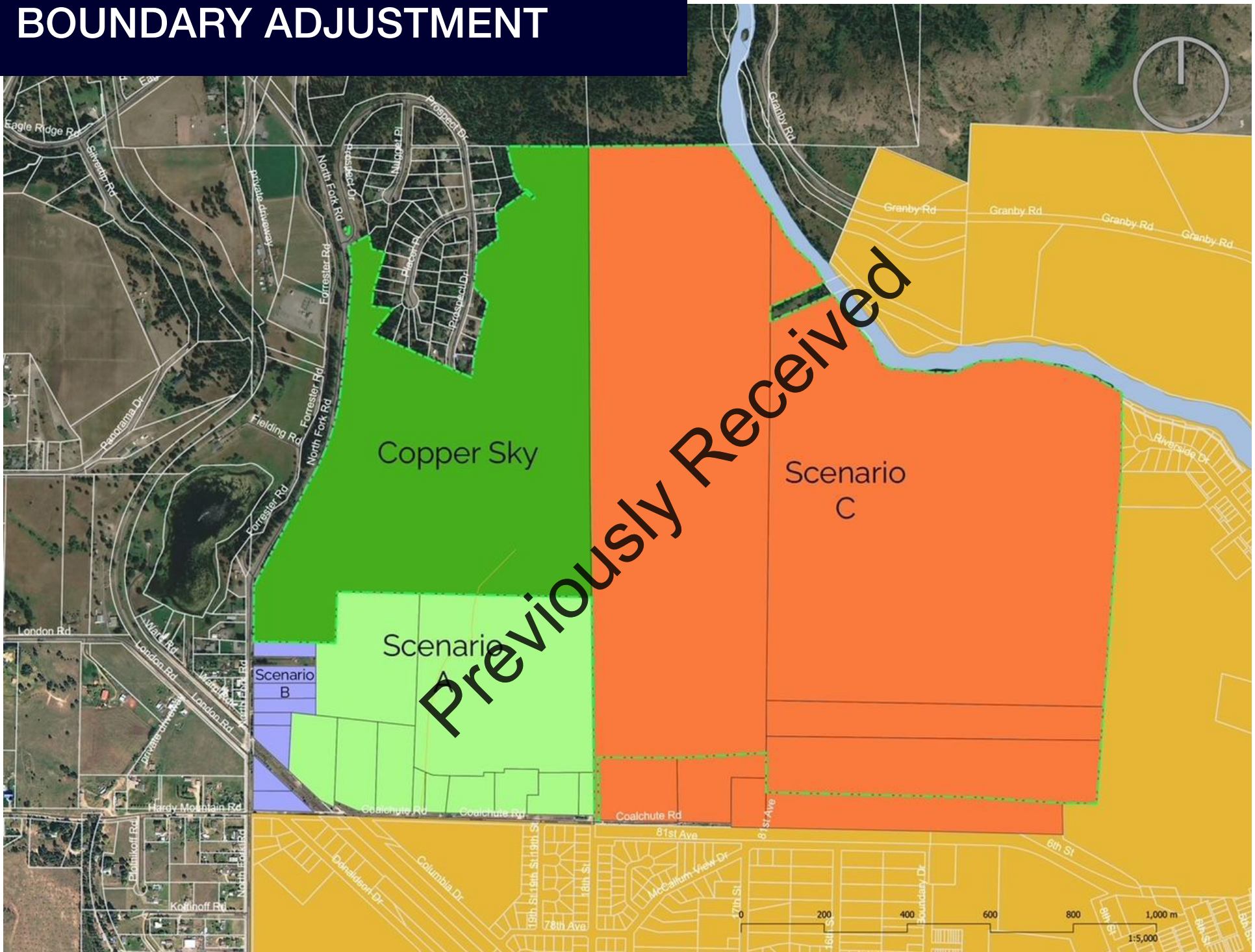
COPPERFIELD LIVING LTD.
Daniel Chiu, Partner
William Lam, Partner
Connie Lam, Partner
Harry Harker, FCIP, Agent

EVOLVING DEVELOPMENT VISION

- Phased Development
- Diversity of Housing: Types & Prices
- Environmental Preservation
- Active Living Amenities
- Sustainable Independent Utilities
- Community Node – Local Services
- Positive Local Economic Impacts
- Tax Revenues & Cost Sharing



BOUNDARY ADJUSTMENT



BOUNDARY EXTENSION PROCESS

STEP 1



Council Resolution

STEP 2



Extension Proposal Development

1. Rational & Implications
2. Mapping
3. Communications & Notices
4. Referrals to the Regional District, Ministries, & First Nations

STEP 3



Ministry Referral & Review

STEP 4



Elector Approval

STEP 5



Provincial Approval

STEP 6



Implementation: City & Regional District

Previously Received

CORE VALUE



PRINCIPLE #1:
Integrate Natural Systems



Create a sustainable neighbourhood that reduces the need for vehicular traffic and focuses on active living.



PRINCIPLE #2: Enhance
Our Great Neighbourhoods



Embrace diversity of choices that offers a range of housing options that caters to individuals and families from all walks of life.



PRINCIPLE #3: Maintain
Thriving Local Economy



Provide for a variety of new commercial opportunities that are site appropriate and compliment the existing downtown businesses.



PRINCIPLE #4:
Connect the City



Conscious integration of existing trails and natural areas providing enhanced connectivity to the City.

Previously Received

CONCEPT LAYOUT

COMPACT BLOCK SIZES

- More walkable = more active mobility
- Vehicular traffic kept to the perimeter

DIVERSITY OF HOUSING CHOICES

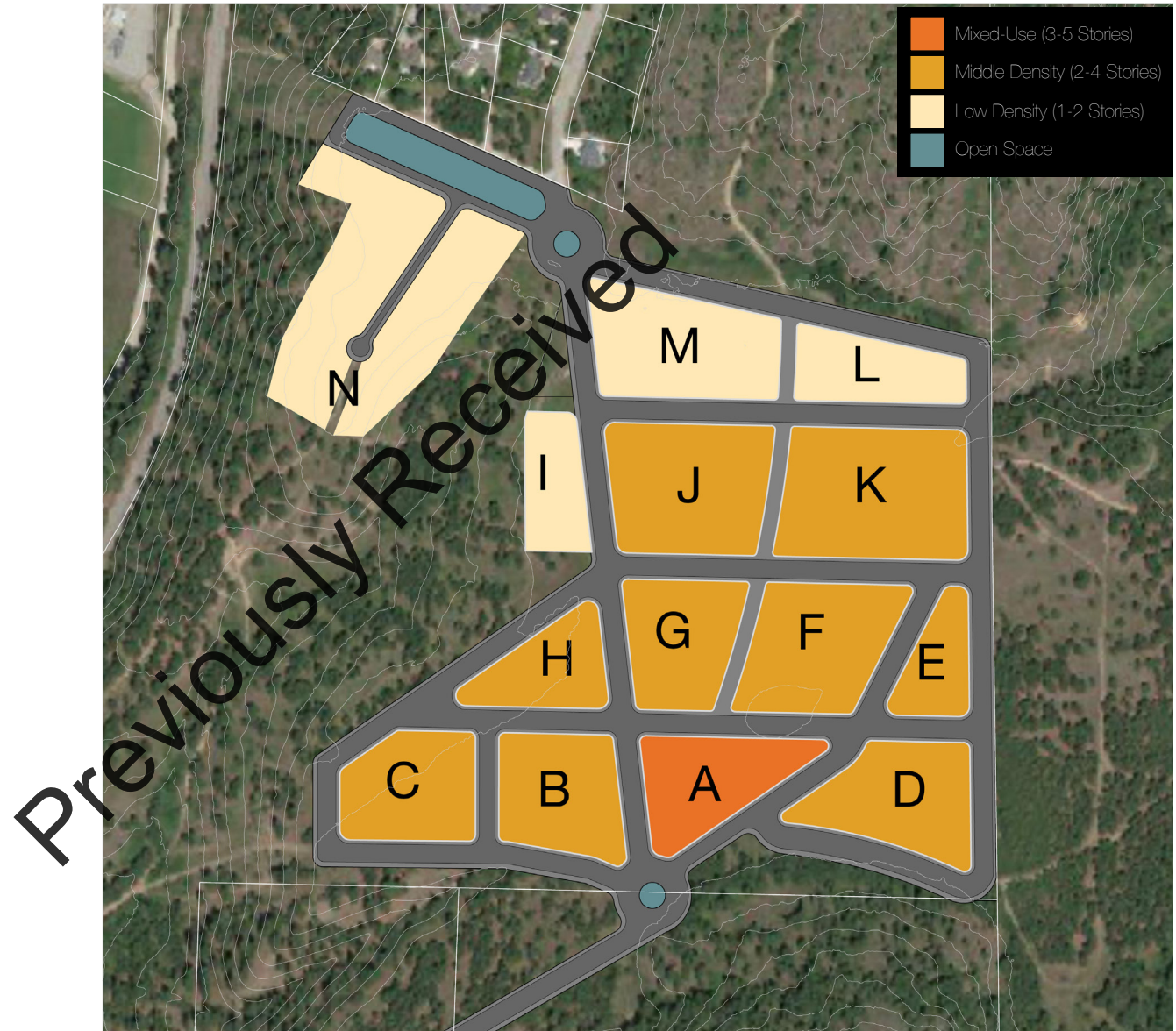
- Variety of housing options for different demographics and income levels.
- Establishment of Community Node

PROVIDE NEW EMPLOYMENT OPPORTUNITIES

- Provide new employment opportunities through all stages of the project

CONNECTED COMMUNITY

- Develop a community around existing trails and enhance existing trail network
- Provide a new access to provide safety



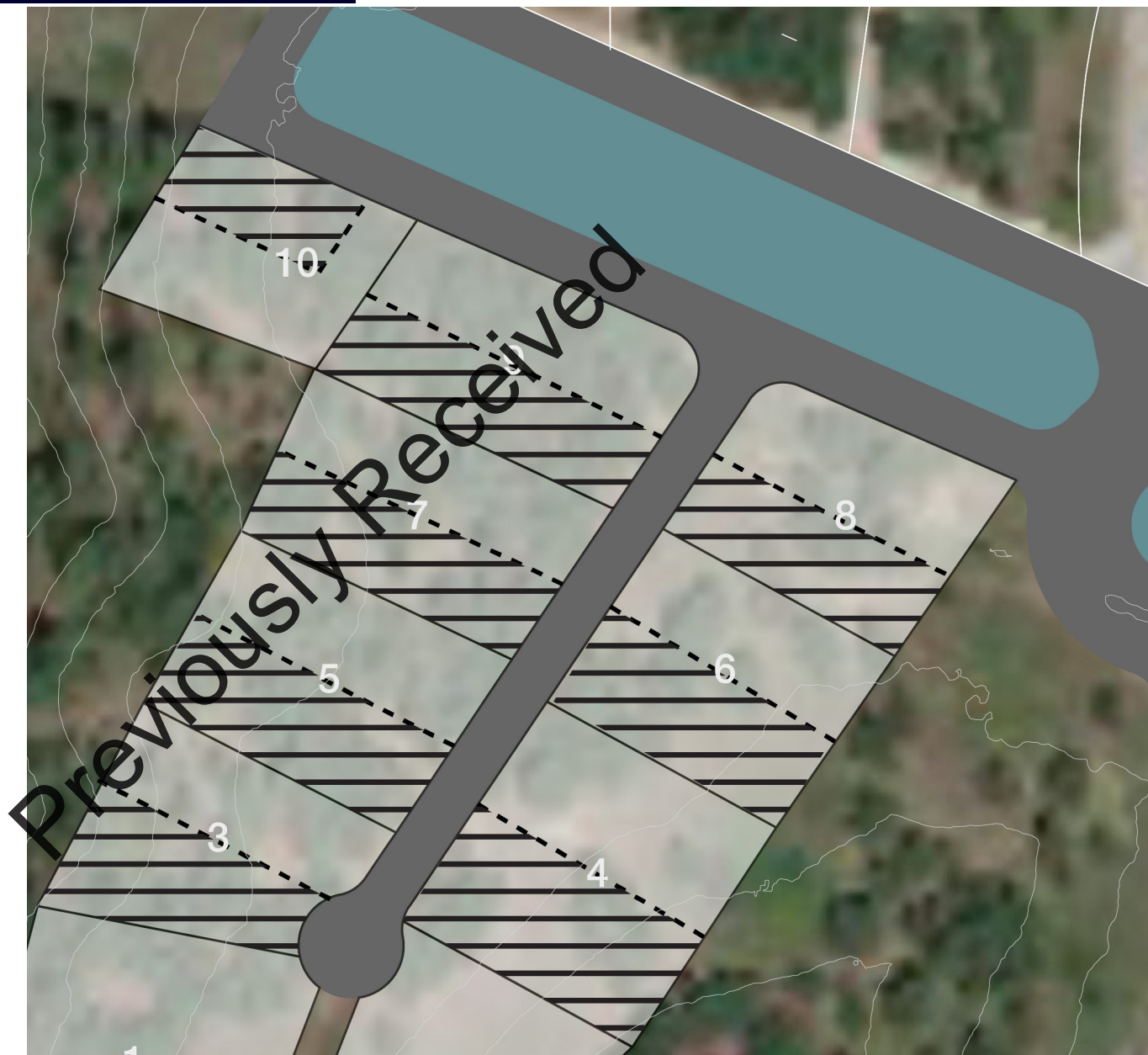
PRE-BOUNDARY ADJUSTMENT


- Initial Development within the Regional District.
- 1/2 Acre lots, meeting Regional District Zoning.
- No immediate need to new access to the plateau.
- Recognizes and is sensitive to the Copper Ridge neighbourhood to the North.



RESTRICTIVE COVENANT

- Restrictive Covenants will be registered on title to only allow building on certain areas.
- Once Boundary Adjustment is completed parcels will be able to further subdivided to provide for more housing.



 Restrictive building on site.

RESOLUTION

THAT the City of Grand Forks proceed with the proposed 94.52 hectare (233.57 acre) boundary extension proposal;

AND THAT the City of Grand Forks staff be authorized to develop, sign and submit the proposal to the Provincial Government.

Previously Received

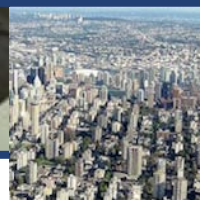


THANK YOU | Q&A

Previously Received



Municipal Boundary Extension Process Guide



March 2010

Previously Received



Ministry of
Community and
Rural Development

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Previously Received

Previously Received

Preface

The *Municipal Boundary Extension Process Guide* (Guide) describes the steps for submitting a municipal boundary extension proposal for provincial approval. This process involves property owners and residents in the extension area and the municipality, the regional district, improvement districts, various government ministries and agencies, and First Nations.

The Guide applies to all municipal boundary extensions, whether the area is small or large, with many residents or none. In the case of a complex municipal boundary extension that includes a large area with many residents, the boundary extension process may include additional steps and considerations.

A companion document, the [Municipal Boundary Extension Policies Guide](#), describes provincial policies for developing boundary extension proposals. These two documents replace the *Municipal Boundary Extension Criteria* (2002).

Processing municipal requests for boundary extensions is the responsibility of the Ministry of Community and Rural Development. Please direct inquiries to:

Ministry of Community and Rural Development
Local Government Structure Branch
800 Johnson Street
PO Box 9839 Stn Prov Govt
Victoria B.C. V8W 9T1

Phone: 250-387-4019

Facsimile: 250-387-7972

Toll free through Enquiry BC:

Call 604-660-2421 in Vancouver or 1-800-663-7867 elsewhere in B.C. and request a transfer to 250-387-4019 in Victoria.

Previously Received

Introduction

There are six steps to developing, processing and approving a municipal boundary extension proposal. The Ministry of Community and Rural Development (Ministry) recommends that a municipality contact the Local Government Structure Branch prior to Step 1.

Ministry staff can provide answers to questions as well as clarify requirements and discuss timing issues. It is helpful to the timely processing of requests if the municipality can provide as many details as possible related to the proposal, such as the community's overall approach to growth management, long-term servicing objectives and other relevant issues important to the community.

Municipalities are encouraged to take a comprehensive, strategic approach to boundary extension proposals as the process involves significant time and resources at both the local and provincial level.

Step 1: Proposal Development and Referrals

Developing a municipal boundary extension proposal begins with a council resolution confirming the municipality is willing to consider a boundary extension proposal (Appendix 1). The resolution also authorizes municipal staff to develop the details of the proposal and to send it to the Ministry for processing.

Municipal boundary extension proposals should include:

- blocks of property continuously adjacent (contiguous) to the current municipal boundary;
- complete parcels as described on the land title certificate; and,
- roads and road-rights-of-way adjacent to the proposed extension area that provide access from the municipality to the proposed extension area.

Appendix 2 provides the specific technical criteria needed to develop a municipal boundary extension proposal. Ministry staff are also available to provide assistance. Once the proposal is complete, the municipality must refer the proposal to the following parties for comment:

- property owners within the proposed municipal boundary extension area to obtain their opinion on the proposal (Appendix 4);
- the regional district to determine the impact on existing services and the details of transferring services should the municipal boundary extension be approved (Appendix 5);
- improvement districts that overlap with the proposed municipal boundary extension area¹;
- Agricultural Land Commission (ALC) if the proposed extension area includes land in the Agricultural Land Reserve (ALR);
- Integrated Land Management Bureau (ILMB) if the proposed extension area includes Crown land; and,
- First Nations whose traditional territory includes the proposed municipal boundary extension area.

Through the referral process, the municipality should identify and resolve concerns with the proposed municipal boundary extension before the municipality submits the proposal. Ministry staff can provide advice for resolving issues.

¹ Note: Generally improvement district boundaries will be reduced or the improvement district dissolved, and the service responsibility will transfer to the municipality, if a boundary extension is approved.

Step 2: Proposal Submission

A municipal boundary extension proposal submitted to the Ministry should include the following:

- a council resolution confirming the municipality wishes to consider a boundary extension proposal (Appendix 1);
- a rationale for the proposal, including land use implications;
- maps (Appendix 3);
- a list of parcels in the extension area including legal descriptions;
- a parcel map and/or list of parcels indicating which property owners are in favour or opposed to the proposal;
- the name of the regional district and the affected electoral area(s);
- copies of communications with, and the opinions of, owners and other interested parties within the area of the proposed municipal boundary extension;
- results of referrals to the regional district, improvement districts, ALC and ILMB, including correspondence, and a record of issues identified and resolved or unresolved;
- results of referrals to First Nations, including correspondence and a record of issues identified and resolved or unresolved¹; and,
- consideration of any specific conditions related to implementation and other relevant background information.

The Proposal Submission Checklist has been developed to help municipalities ensure that applications are complete (Appendix 6). The submission should be sent to:

Ministry of Community and Rural Development
Local Government Structure Branch
800 Johnson Street
PO Box 9839 Stn Prov Govt
Victoria BC V8W 9T1

Step 3: Ministry Review

The Ministry will acknowledge receipt of the municipal boundary extension proposal and review the submission by preparing an Administrative Report that will provide the municipality with feedback. If further work is required, Ministry staff are available to work with the municipality to complete the proposal.

Once the Ministry confirms a complete municipal boundary extension proposal, it will be referred by the Ministry to the Ministry of Transportation and Infrastructure (BC MoT) for review. The Ministry will discuss BC MoT's report with the municipality.

The Ministry recommends that the municipality wait until the Ministry confirms that all issues are addressed before seeking elector approval. This ensures that elector approval is obtained on a complete municipal boundary extension proposal. Technical changes to the proposal after elector approval is obtained could void the results, requiring the elector approval process to be repeated.

¹ NOTE: The *Interim Guide to Engagement with First Nations on Local Government Statutory Approvals* provides guidance to local governments on engaging with First Nations on municipal boundary extension proposals. The Guide is available at: www.cd.gov.bc.ca/lgd/library/First_Nations_Engagement_Guide.pdf

Step 4: Elector Approval

The *Local Government Act* (section 20) requires municipal elector approval of proposed boundary extensions. Elector approval may be obtained by the municipality through a referendum or the Alternative Approval Process (AAP) (*Community Charter*, section 85, 86). For more information on the AAP process and the processes related to voting, see the *Local Government Act* and the *Community Charter*.

If electors support the municipal boundary extension proposal, the municipality must provide the Ministry with:

- a second council resolution confirming the request to the Minister to extend the boundary of the municipality and confirming the legal description of the parcels to be included within the municipal boundary;
- a declaration that the statutory requirements of section 20 of the *Local Government Act* are met; and,
- the results of the elector approval process.

For more information, see Electoral Approval and Council Resolution Checklist (Appendix 7), Sample Statutory Alternate Approval Process Public Notice (Appendix 8), and Sample Council Resolution #2 (Appendix 9).

Step 5: Provincial Approval

Once the elector approval process is complete, the Ministry prepares Letters Patent implementing the proposed boundary change. Letters Patent describe the properties being included in the municipality, provide for the transfer of services from the regional district/improvement district to the municipality, and if necessary, provide for special or transition features. The Ministry also amends the Letters Patent for the relevant regional district, removing the boundary extension area from the applicable electoral area.

The *Local Government Act* (section 20) requires the Lieutenant Governor in Council (Cabinet) to approve municipal boundary extension requests.

Step 6: Implementation

If the boundary extension proposal is approved by Cabinet, the Ministry notifies the municipality, the regional district and other ministries and agencies, such as BC Assessment and the Land Title and Survey Authority of BC that the municipal boundary extension will be implemented.

The municipality and relevant regional district are responsible for implementing the transfer and coordination of services within the boundary extension area. The municipality and the regional district may choose to establish a transition agreement to assist in this process.

To conclude the municipal boundary extension process, the municipality must confirm to the Ministry the population in the extension area. This information is used to adjust the municipality's population for grant allocations and to determine the number of votes held by the municipality on the regional district board. It is important that the population certification be submitted to the Ministry in a timely fashion (Appendix 10).

Glossary

Alternative Approval Process (AAP)

Local governments can use the Alternative Approval Process (*Community Charter*, section 86) to gauge public opinion instead of a referendum, in cases where the local government is required to obtain elector approval. The AAP can be used by a municipality to obtain elector opinion for a municipal boundary extension proposal.

Contiguous

Describes objects such as land parcels that adjoin and share a common border.

Elector

A resident elector or non-resident property elector of a municipality or regional district electoral area. See the *Local Government Act* (Part 3).

Elector Approval

Legislation provides the municipal electorate with an opportunity to voice their opinion on the proposal through an Alternative Approval Process or referendum.

Legal Description

The complete description of a parcel of land, such as parcel identifier, lot number, district lot number, district plan and the name of the land district.

Letters Patent

The legal document describing the local government's name and boundary as well as any unique or customized authorities of that government. Letters Patent are approved by Cabinet through an Order in Council. When municipal boundaries are changed, the Letters Patent for both the municipality and affected regional district are issued.

Order in Council (OIC)

An Order under the authority of legislation approved by the Lieutenant Governor in Council. An Order in Council is the instrument that Cabinet uses to approve boundary extensions. The OIC issues Letters Patent for the municipality and the regional district.

Referendum

A vote seeking elector opinion.

Previously Received

Appendix 1 – Sample Council Resolution #1

I, _____, Corporate Officer for the (Corporate Name of Municipality) do hereby certify the following to be a true and correct copy of a resolution adopted by the Council of the (Corporate Name of Municipality).

“THAT the (Corporate Name of Municipality) proceed with the proposed _____ area boundary extension proposal; and

That (Corporate Name of Municipality) staff be authorized to develop, sign, and submit the proposal to the Provincial Government.”

(Corporate Officer)

DATED at (Municipality), B.C. this _____ day of _____, _____.

Previously Received

Appendix 2 – Technical Criteria

Municipal boundary extension proposals must meet the technical criteria described below.

Boundary Composition

The proposed boundary extension area should include complete legal parcels to avoid split local government jurisdiction over legal parcels. Legal descriptions for each parcel, as found on the land title certificate, must be included in the proposal submitted to the Ministry.

For more efficient and timely processing of municipal boundary requests, proposals that include a logical block of parcels rather than multiple requests to include single parcels are encouraged.

Various factors can define a block, the most obvious being the local road network so all parcels are bounded by intersecting roads. Other factors include local service areas and natural features such as water bodies, rivers or elevation.

Properties of the New Boundary

Generally the area being brought into the municipality should be continuously adjacent, or contiguous, to the existing municipal boundary.

The boundary extension proposal should not create an area that would remain outside the municipal boundary and jurisdiction, resulting in a 'doughnut-hole' within the municipality. The only exception to this requirement is land designated as Indian Reserve or Treaty lands, which will not be included within a municipal boundary unless requested by the First Nation.

Figure 1 shows a proposal that meets the criteria of contiguity. The proposed extension area is adjacent to the existing municipal boundary and represents a complete block of legal parcels.

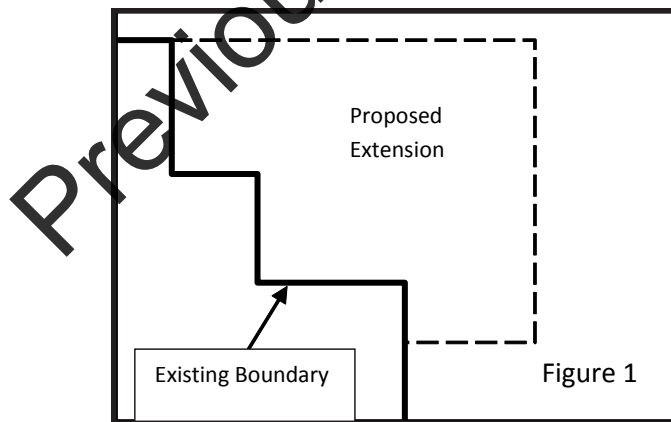


Figure 1 - Boundary extension proposal.

Figure 2 shows a “satellite” boundary extension which is only appropriate for exceptional cases such as:

- a major industrial site (e.g. utility, saw mill or mine) for which the municipality is the major service centre; or,
- an area owned by the municipality used for municipal purposes, such as an airport, a recreation area/facility, or public works yard.

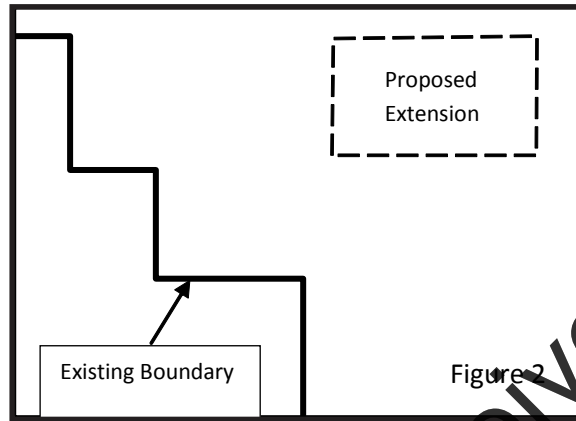


Figure 2 - Satellite boundary extension proposal.

Figure 3 shows a proposal that does not meet the requirements for developing a boundary extension proposal because it is not contiguously adjacent to the municipal boundary, and it does not qualify as a satellite boundary extension.

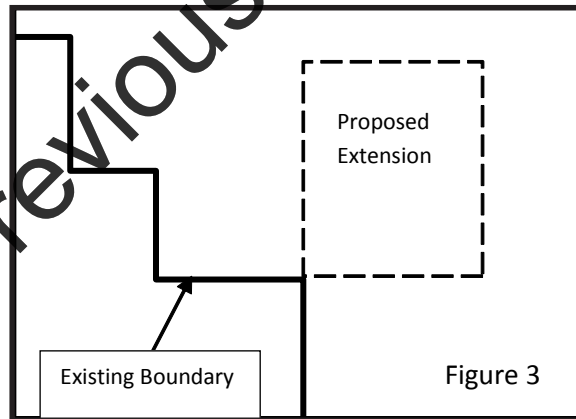


Figure 3 - Invalid boundary extension proposal.

Local Roads

A major consideration for municipalities when developing a boundary extension proposal is the efficient operation of the local road network. Following the boundary extension, any roads not designated as arterial or provincial, are transferred from the Province to the municipality, which assumes responsibility for maintenance and future upgrades.

The municipal boundary extension proposal should meet the following criteria:

- the boundary should follow one side of a road right-of-way, and include the entire road within the municipality;
- roads that provide access from the municipality to the boundary extension area should be included;
- roads and road rights-of-way adjacent to the boundary extension area should be included; and,
- where a boundary extension area is in the vicinity of an existing boundary that follows the centre line of a road, the boundary shall be adjusted to include the entire road within the municipality.

Where the inclusion of a road is not suitable from the perspective of road maintenance jurisdiction, the road will be excluded from the municipality to avoid situations where the road maintenance jurisdiction is not continuous.

Previously Received

Appendix 3 – Maps

As part of the boundary extension proposal, a municipality is required to provide the Ministry with a map of the proposed boundary extension showing its relationship to the current municipal boundary. Maps of the extension and surrounding areas should be provided to the Ministry in hardcopy and in electronic format.

The maps are used to review the road network and to prepare the new municipal boundary description for the Letters Patent. An appropriate scale will ensure clarity and accuracy of detail; ideally a scale of 1:5,000. Maps should accurately describe the:

- current municipal boundary;
- proposed municipal boundary;
- parcel lot lines;
- parcel identifiers and legal descriptors;
- ownership information;
- consent of landowners and residents (via shading);
- roads and road labels;
- other rights-of-way;
- major landmarks;
- Crown land;
- ALR land; and,
- First Nation Reserves and Treaty lands.

Previously Received

Appendix 4 – Public Consultation Within The Proposed Extension Area

It is the municipality's responsibility to design an appropriate process to obtain the opinion of residents and property owners within the area of the proposed boundary extension. The municipality is responsible for providing adequate information to allow residents and property owners to make an informed decision about their support for the proposal.

In particular, the municipality is likely to use ownership information from BC Assessment as the basis for individual distribution of information. It should be noted that eligible electors may not be property owners (renters, mobile home park residents), and these residents should be provided with information as well.

The nature and extent of the public consultation varies with the size of the proposed boundary extension. The table below outlines some possible consultation approaches for a municipality to consider.

Size of Boundary Extension	Number of Parcels	Consultation Approach	Consultation Results
Small area boundary extension	1 to 10	Municipality provides information to property owners and residents.	Individual response letters.
Medium area boundary extension	11 to 49	Municipality provides information to property owners and residents. Municipality holds an open house/public meeting.	Individual response letters. Meeting feedback forms.
Large area boundary extension	More than 50	Municipality provides information to property owners and residents. Municipality holds an open house/public meeting. Municipality posts information on its website.	Individual response letters. Meeting feedback forms. Feedback through website.

The municipality's information to property owners and residents in the proposed boundary extension area should include the following:

- the municipality's reasons for considering the boundary extension proposal;
- general property tax implications (a comparison of tax rates inside and outside the municipality or a sample property tax calculation);
- general information about the costs, process and timing of providing the service if municipal water or sewer infrastructure service is the reason for the boundary extension;
- other significant changes related to local service delivery and service cost recovery (e.g. fees and charges); and,
- any council policy items relating to the boundary extension proposal (e.g. transitional measures).

Generally, the Minister will not recommend a boundary extension to Cabinet if a majority of property owners within the proposed extension area object. An exception may be made where overriding provincial or local interests exist, such as resolving public health concerns or environmental protection issues.

Consultation Information to the Ministry

When submitting the boundary extension proposal to the Ministry, the municipality should provide the following:

- copies of correspondence from owners/residents for small to medium area proposals; and,
- a summary of the public consultation process undertaken by the municipality and consultation results for medium to large area proposals.

A summary of the results of the public consultation process can be provided in the following ways:

- a map showing the opinion for each parcel for medium to large areas;
- a numerical summary of the opinions received;
- copies of individual submissions from owners/residents, cross-referenced to map location;
- a copy, or summary, of a petition or public meeting report, if those methods were used to determine opinion; and,
- a copy, or summary, of other material that relates to the opinion of owners/residents.

Vote within the Proposed Boundary Extension Area

Based on the population of the proposed boundary extension area and the consultations conducted by the municipality with property owners, a vote may be held. Generally, a vote in a proposed boundary extension area is reserved for situations involving a substantial population and where the municipality cannot accurately gauge the opinion of property owners in the proposed boundary extension area through another consultation process.

If a municipal council wishes a vote be held in the proposed boundary extension area, a request is made to the Minister to order a vote. The Minister also has the authority to order a vote independent of the municipality's request. If a vote is held, the municipality is required to submit a copy of the results certified by the Chief Election Officer.

Appendix 5 – Regional District Consultation

When a municipal boundary is extended, the area of the boundary extension is 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.

Boundary extension proposals should be sent to the regional district Chief Administrative Officer who will refer to the appropriate staff for review (e.g. corporate administration, finance, engineering, planning). As a best practice, municipalities and regional districts should work together to jointly establish processes for reviewing proposals for boundary extensions.

Proposal submissions need to outline the consultation process between the municipality and the regional district and report on the results, including the resolution of issues and agreed-to terms for implementation. If required, special mitigation provisions can be designed through discussion between the municipality, regional district, and the Ministry.

When a municipality consults with the regional district, it is the responsibility of the regional district to identify the services currently provided in the extension area and the financial impact on those services if the boundary extension is approved.

If there is the possibility of significant financial or service impact, the regional district should provide the following information, as applicable, to the municipality:

- total taxable assessments within the boundary extension area;
- 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 comments about the nature of the expenditures for the service (for example, debt versus operational costs);
- percentage of taxable assessment within the area compared with the total within the identified service areas;
- estimated dollar amount of the requisition for each service identified that can be attributed to the boundary extension area;
- 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; and,
- the potential for reducing the amount of requisition as a result of the reduction in the service area.

The existence of a significant impact on regional district services can be addressed through discussion between the municipality and the regional district, with Ministry assistance as needed. Special mitigation provisions may be included in Letters Patent.

The primary test for determining significance is that the assessments in the municipal boundary extension area range from five to ten 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 financial impact on the remainder of the service area. Each service of the regional district will be considered individually.

Region-wide services such as grants in aid, electoral area administration, or regulatory services, where the service area consists of one or more electoral areas will generally not be considered for mitigation measures. They are intended for local services only such as fire protection, water, and recreation.

Mitigation measures are appropriate, for the following issues:

- Service participants. Is it an option to maintain the service financing by establishing the municipality as a participant?
- Debt. Could transitional provisions 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 with minimal financial impact?
- Contractual arrangements. Can 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 financial impact, number of years for which they will apply (except possibly for debt, they will rarely be long-term), possibility of a phased-in approach and governance arrangements.

Previously Received

Appendix 6 – Proposal Submission Checklist

Municipality:	
Extension Area Description:	
Submission Date:	

Submission to Ministry of Community and Rural Development	
	Council resolution confirming the municipality wishes to consider a boundary extension proposal (Appendix 1).
	Rationale for the proposal, including land use implications.
	Maps (Appendix 3).
	A list of parcels in the extension area including legal descriptions.
	Parcel map and/or list of parcels indicating which property owners are in favour or opposed to the proposal.
	Name of the regional district and the affected electoral area(s).
	Copies of communications with, and the opinions of, property owners and other interested parties within the area of the boundary extension proposal.
	Results of referrals with the regional district.
	Results of referrals with relevant agencies (ALC, ILMR, improvement districts, etc.)
	Results of referrals to First Nations, including correspondence and a record of issues resolved or unresolved.
	Other relevant background information such as staff reports.

Include this checklist with the proposal application package.

Previously Received

Appendix 7 – Elector Approval and Council Resolution Checklist

Municipality:	
Extension Area Description:	
Submission Date:	

Submission to Ministry of Community and Rural Development	
	A declaration that the statutory requirements are met.
	Council resolution confirming the request for the boundary extension (Appendix 9).
	<p>Elector approval: If by vote, the results of the vote. If by AAP, the results of the AAP process certified by the Chief Election Officer and copies of the AAP notice published in the newspaper.</p>

Previously Received

Appendix 8 – Sample Statutory AAP Public Notice

NOTICE TO ELECTORS OF _____ (CORPORATE NAME OF MUNICIPALITY)

OF AN ALTERNATIVE APPROVAL PROCESS FOR A PROPOSED EXTENSION OF BOUNDARIES

Notice is hereby given that under section 86 (Alternative Approval Process) of the *Community Charter* and section 20 of the *Local Government Act*, the Council of the (Corporate Name of Municipality) intends to petition the Minister of Community and Rural Development requesting an 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)

(Insert information regarding the rationale for the proposed extension and include any special features for Letters Patent, as appropriate.)

ALTERNATIVE APPROVAL PROCESS AND ELIGIBILITY

And Further Take Notice That the municipality may proceed with the boundary extension request unless at least ten percent of municipal electors indicate that a referendum must be held by submitting a signed Elector Response Form to (Municipal) City Hall no later than (usual closing time) 4:30 p.m. on (date: dd/mm/yy). Elector Response Forms must be in the form established by the (Corporate Name of Municipality), and only those persons who qualify as electors of the municipality are entitled to sign Elector Response Forms.

Resident Elector – You are entitled to submit an Elector Response Form as a resident elector if you are age 18 or older on the day of submission, are a Canadian citizen, have lived in B.C. for at least six months, and have been a resident of the (Corporate Name of Municipality) for the past 30 days or more.

Non-Resident Elector – You are entitled to submit an Elector Response Form as a non-resident property elector if you are age 18 or older on the day of submission, are a Canadian citizen, have lived in B.C. for at least six months, have owned and held registered title to a property in the (Corporate Name of Municipality) for the past 30 days or more, and do not qualify as a resident elector.

NOTE: Only one non-resident property elector may submit an Elector Response Form per property, regardless of how many owners there may be.

If less than ten percent (#) of municipal electors submit an Elector Response Form, the boundary extension request will be deemed to have the approval of the electors and the proposal may proceed to the Minister of Community and Rural Development for consideration. For the purpose of conducting the alternative approval opportunity, the number of electors is calculated as (#).

Elector Response Forms are available from City Hall, (provide: street address, phone number, email and operating hours).

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 9 – Sample Council Resolution #2

I, _____, Corporate Officer for the (Corporate Name of Municipality) do hereby certify the following to be a true and correct copy of a resolution adopted by the Council of the (Corporate Name of Municipality).

“THAT the (Corporate Name of Municipality) has obtained the assent of the electors to petition the Minister of Community and Rural Development to extend the boundaries of the (Corporate Name of Municipality) as it appeared in the Gazette under issue of Month, Day, Year, and in the local newspaper (Name) under issues of (Month, Day, Year).

THAT all relevant legislative requirements pertaining to a municipal boundary extension in the Local Government Act and Community Charter have been completed.

THAT the parcels approved for inclusion within the (Corporate Name of Municipality) are as follows: (List and include PID numbers and a map).”

(Corporate Officer)

DATED at (Municipality), B.C. this _____ day of _____, _____.

Previously Received

Appendix 10 – Sample Declaration of Population

[Name of Municipality]

WHEREAS a population of census was taken on [date], and [number of persons/nil] are found to be residents of that Boundary [extension] Area of [municipality] described and authorized in Order in Council No. _____, approved and ordered on [date].

I, THEREFORE, CERTIFY THAT there are [number of persons/nil] residents in the said [municipality] Boundary [extension] Area on [effective date of above Order in Council].

(Enumerator)

DATED at [name of municipality], British Columbia, this [date]

This is the Statutory Declaration of population,

Dated _____, 2009

(Mayor)

and

(Corporate Administrator)

(Commissioner for taking Affidavits within the Province of British Columbia)

Previously Received



Ministry of
Community and
Rural Development

Establishment of property tax rate limits

- 29 (1) Letters patent incorporating a municipality or extending the area of a municipality may do the following:
- (a) designate an area that is,
 - (i) in the case of an incorporation of a municipality, all or part of the municipality, or
 - (ii) in the case of an extension of the area of a municipality, all or part of the area that forms the extension of the municipality;
 - (b) establish a limit on the tax rate under section 197 (1) (a) [*municipal property taxes*] of the *Community Charter* that may be established for a property class by an annual property tax bylaw and imposed on land and improvements in the area designated under paragraph (a) of this subsection.
- (2) A tax rate limit established under subsection (1) (b) may be established by doing one or more of the following:
- (a) specifying a limit on the tax rate;
 - (b) specifying a limit on the relationship between tax rates;
 - (c) establishing formulas for calculating the limit referred to in paragraph (a) of this subsection or the limit on the relationship referred to in paragraph (b) of this subsection;
 - (d) adopting as the tax rate limit a tax rate set by another authority having taxing powers in respect of land or land and improvements.
- (3) Different tax rate limits may be established under subsection (1) (b) for different taxation years.
- (4) Section 197 (3) [*establishment of tax rates*] of the *Community Charter* does not apply in relation to the tax rate
- (a) applicable to an area designated under subsection (1) (a) of this section, and
 - (b) established for a property class in accordance with a limit established under subsection (1) (b) of this section.
- (5) If there is a conflict between a tax rate limit established under subsection (1) (b) and a regulation under section 199 [*property tax rates regulations*] of the *Community Charter*, the regulation prevails.
- (6) If a tax rate limit is established under subsection (1) (b) for property class 1 or 6, the Lieutenant Governor in Council must, by letters patent, specify the time period during which the tax rate limit applies.
- (7) The time period specified under subsection (6) may not be more than 20 taxation years.

602. Residential 1 Zone

R1

The following provisions apply to lands in the Residential 1 Zone:

1. Permitted Principal Uses

Only the following *principal uses* are permitted:

- a) **Single family dwelling.**

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 602.1 above:

- a) **Accessory buildings and structures;**
- b) **Bed and breakfast,** subject to Section 403;
- c) **Boarding use,** subject to Section 403;
- d) Home-based business, subject to Section 401; and
- e) **Secondary suite** on **parcels** one hectare or greater in area, subject to Section 402.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than:

- a) 4000 m² when connected to a **community water system;**
- b) 1 hectare when not connected to a **community water system.**

4. Density

Maximum one **single family dwelling** and one **secondary suite** per **parcel.**

5. Setbacks

Minimum setbacks measured in metres:

Parcel Line	Buildings and structures	Storage sheds
Front	7.5	7.5
Exterior side	4.5	0.6
Interior side	1.5	0.6
Rear	4.5	0.6

6. Parcel Coverage

Maximum **parcel coverage** is 30%.

7. Height

- a) **Principal buildings** must not exceed 10 metres in **height,**
- b) **Accessory buildings and structures** must not exceed 5 metres in **height.**

8. Parking

Off-street parking must be provided in accordance with Part 5 of this Bylaw.

603. Residential 2 Zone

R2

The following provisions apply to lands in the Residential 2 Zone:

1. Permitted Principal Uses

Only the following *principal uses* are permitted:

- a) **Single family dwelling.**

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 603.1 above:

- a) **Accessory buildings and structures;**
- b) **Bed and breakfast,** subject to Section 403;
- c) **Boarding use,** subject to Section 403;
- d) Home-based business; subject to Section 401; and
- e) **Secondary suite** on *parcels* one hectare or greater in area, subject to Section 402.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than:

- a) 2000 m² when connected to a **community water system;**
- b) 1 hectare when not connected to a **community water system.**

4. Density

Maximum one **single family dwelling** and one **secondary suite** per *parcel*.

5. Setbacks

Minimum setbacks measured in metres:

<i>Parcel</i> Line	Buildings and structures	Storage sheds
Front	7.5	7.5
Exterior side	4.5	0.6
Interior side	1.5	0.6
Rear	4.5	0.6

6. Parcel Coverage

Maximum **parcel coverage** is 30%.

7. Height

- a) **Principal buildings** must not exceed 10 metres in **height;**
- b) **Accessory buildings and structures** must not exceed 5 metres in **height.**

8. Parking

Off-street parking must be provided in accordance with Part 5 of this Bylaw.

605. Residential 4 Zone

R4

The following provisions apply to lands in the Residential 4 Zone:

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) **Single family dwelling.**

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 605.1 above:

- a) **Accessory buildings and structures;**
- b) **Agriculture**, subject to Section 605.8;
- c) **Bed and breakfast**, subject to Section 403;
- d) **Boarding use**, subject to Section 403;
- e) Home-based business, subject to Section 401;
- f) **Secondary Suite**, on **parcels** one hectare or greater in area, subject to Section 402.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 1 hectare.

4. Density

Maximum one **single family dwelling** and one **secondary suite** per **parcel**.

5. Setbacks

Minimum setbacks measured in metres:

Parcel Line	Buildings and structures	Storage sheds
Front	7.5	7.5
Exterior side	4.5	0.6
Interior side	3.0	0.6
Rear	7.5	0.6

6. Parcel Coverage

Maximum **parcel coverage** is 25%.

7. Height

- a) **Principal buildings** must not exceed 10 metres in **height**;
- b) **Accessory buildings and structures** must not exceed 5 metres in **height**.

8. Agricultural and Animal Restrictions

- a) No **intensive agriculture** is permitted;
- b) Animal density must not exceed 2.0 Animal Units (AU) per hectare of land, where:
 - (i) the table below contains Animal Unit equivalencies for a variety of typical farm

- animals;
- (ii) the 2.0 AU per hectare limit is the sum of all species kept on the land; and
 - (iii) where an animal is not specifically mentioned in the table, the Animal Unit equivalency is deemed to be that of the most similar animal listed in the table, based on species, then size.

Animal	AU	Animal	AU	Animal	AU
Ewe	0.14	Gilt	0.33	Turkeys, breeding	0.02
Yearling ewe	0.10	Bred gilt	0.33	Goose	0.02
Lamb ewe	0.07	Weaner pig (<18 kg)	0.10	Duck	0.015
Ram	0.14	Feeder pig (18-90 kg)	0.20	Horse	1
Yearling ram	0.10	Suckling pig	0.01	Foal, 1-2 years old	0.5
Lamb ram	0.07	Cow & calf	1	Pony	0.5
Nursing ram	0.05	2 yr. old cow/bull/steer	1	Llama	0.5
Feeder lamb	0.10	Yearling ox	0.67	Donkey	0.5
Breeding lamb	0.10	Calf	0.25	Goat	0.14
Sow	0.33	Bull	1	Mink	0.025
Boar 18-90 kg	0.20	Chicken	0.015	Rabbit	0.025
Boar >90 kg	0.33	Turkeys, raised	0.015		

9. Parking

Off-street parking must be provided in accordance with Part 5 of this Bylaw.

Memo



To: Regular Meeting
From: **Corporate Services**
Date: 2023-09-11
Subject: Boundary Extension – Discussion Points for Council

Purpose

To engage in a discussion with Council about some early concerns that have been received regarding the proposed boundary expansion and to discuss potential options to address these concerns.

Background

Council reviewed a report on the Anticipated Project Timelines for the Boundary Extension project at the Committee of the Whole (COTW) meeting on August 14, 2023. The report and all supplemental items are attached to this report for reference.

The report outlined the various steps that would be required to complete the project. Step 1 is highlighted below:

*Step 1. – Current Step – Proposal Development and Referral
Council already instructed Staff to proceed with the development of the proposal. The next phase of this step will be to seek comments from:*

- *Property owners in the area of the proposed boundary expansion*
- *The RDKB*
- *Any improvement districts that may overlap*
- *The Agricultural Land Commission – if the area includes land that is in the Agricultural Land Reserve*
- *Ministry responsible for Crown Land – if the area includes Crown Land*
- *Indigenous communities*

As part of Step 1, the City's consultant is preparing to seek comments from the various groups that have a potential interest in this extension, with the initial correspondence expected to be released the week of September 11, 2023.

To streamline public engagement with the individual affected property owners, the consultant is working on creating individual information packages and would like to be able to answer questions regarding some of the known concerns and also to provide some answers to questions that were previously received.

Some of the discussions with affected property owners are anticipated to point out some of the following items:

- The difference in taxation
- The differences in zoning, water servicing, and wastewater servicing
- Differences in subdivision requirements

As such, it would be beneficial for Council at the October 10, 2023, meeting to indicate the City's willingness and commitment to work with the affected landowners if they should become part of the City.

Discussion Points

Tax Rate Limit

This item will most likely be the most contentious for most of the 19 affected property owners. Based on current 2023 assessment and taxation rates, a successful expansion would result in the following tax changes if there were no other mechanisms implemented to ease the properties into the new taxation regulations:

Of the 19 properties, 1 is crown land and tax exempt, 16 are residential only and would see a 37.1% increase or an average increase of \$911 in overall taxes owing, 1 property has an assessed business portion (\$271k) that would see a 26.2% or \$971 increase, and 1 property has farm status which would see an overall increase of 46.5% or \$1,177 on the residential portion due to the taxable rules surrounding the taxation of the "farm house" within a municipality vs the rural area. Overall (not including an estimate for the potential development) the City would add approximately \$29,564 (0.71%) in municipal tax revenues to our tax base if the expansion is successful.

The Local Government Act S. 29, as part of a boundary extension, provides for the opportunity to ease this potential tax burden over a period of no more than 20 years. So, essentially a new tax rate would be able to be created that adjusts over time from the rural taxation rates to the municipal ones.

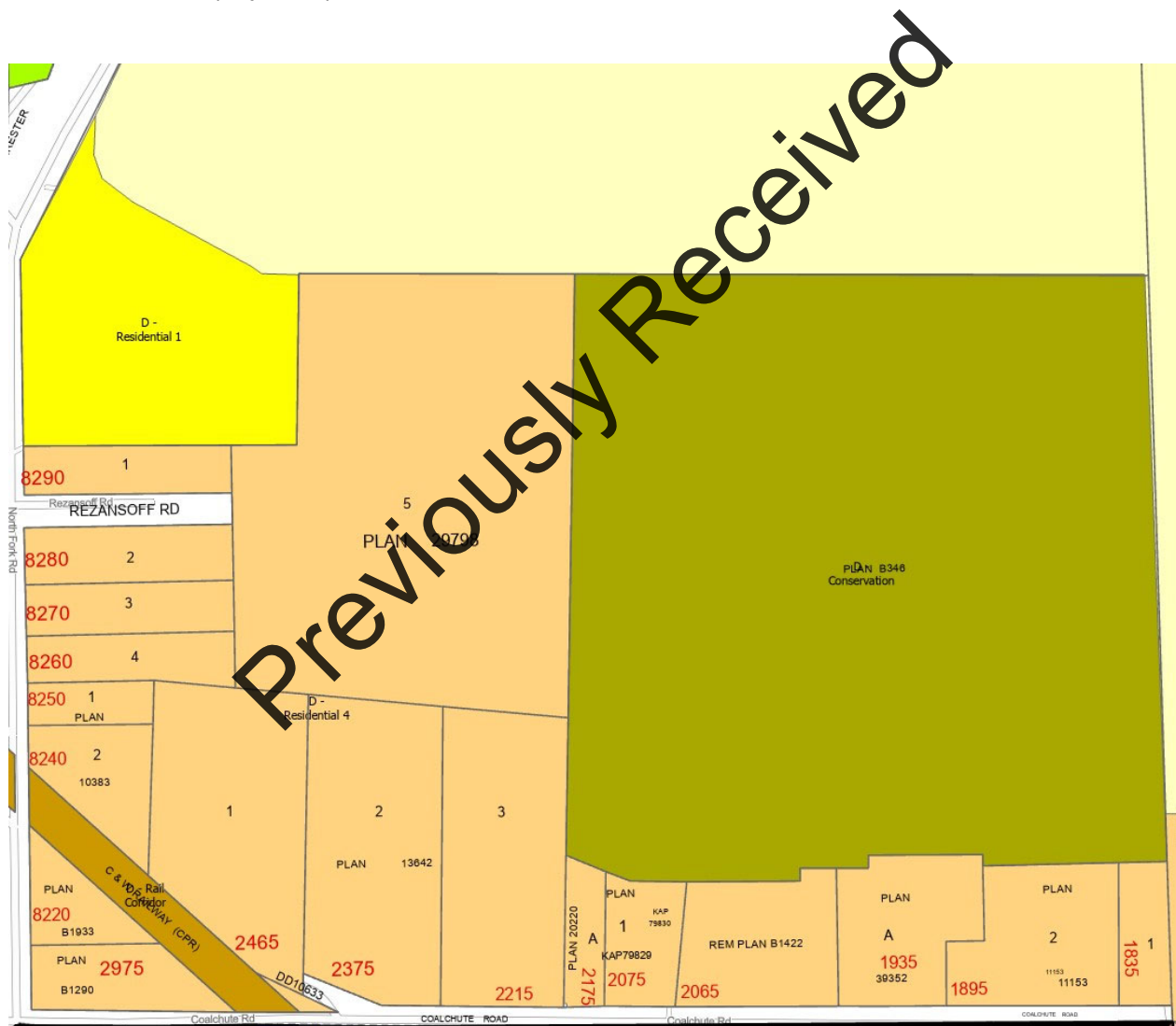
The opportunity to establish this Tax Rate Limit and the area that it applies to is through the overall Boundary Extension process. The impacted area would be defined as part of the Letters Patent approval stage. Please note, it is not required to set Tax Rate limits on the entire area. So, this could only apply to the current Residential 4 properties.

At the October 10, 2023 meeting, to continue with the anticipated timeline, it would be beneficial to potentially solidify Council's level of commitment for a Tax Rate Limit, over what time frame (up to 20 years) and what increments of adjustments would be utilized; as well as which part of the extension area it would be applied to.

Subdivision Bylaw Requirements Regarding Services / Zoning

This concern is anticipated due to the potential change in land use and zoning when coming from the RDKB zoning bylaw to the City's zoning bylaw, in particular for the properties that are not part of Copper Sky. The City's Subdivision, Development, and Servicing Bylaw No. 1970 requires that all Residential zoned lots have a water service and wastewater service connection, except for R4/R4A, which allow the use of a well for water and a septic system for wastewater.

At present, the RDKB Zoning Bylaw for Area D lists the majority of the properties as Residential 4 (peach colour in the map below), 1 property as Conservation (in moss green) and 1 property as Residential 1 (in yellow).



The Conservation property is owned by the Province with current primary permitted uses as:

- a) Conservation areas, ecological reserves, wildlife sanctuaries
- b) Observation points

And secondary uses as accessory buildings and structures only.

As it is owned by the Province and future land use will be limited or difficult to change, this report will not focus on this property at this time.

The single Residential 1 property is in reality the Copper Sky property that is split zoned Residential 2 for the remainder of the property. Currently, the following uses are allowed in Residential 1 and Residential 2 as primary uses:

- a) Single Family Dwelling;

with the following list being secondary uses:

- a) Accessory buildings and structures;
- b) Bed and breakfast,
- c) Boarding use,
- d) Home-based business; and
- e) Secondary suite on parcels one hectare or greater in area

As this property would require various planning and development decision points in the future if the Boundary Extension is successful, this report won't focus on the R1 and R2 zoned property as well, but rather focus on the 18 affected Residential 4 zoned properties:

The 18 Residential 4 properties currently have the same permitted uses as Residential 1 and 2 properties; however, also include "Agriculture" as a permitted secondary use.

During a boundary extension, the zoning would be originally integrated as is into the City's boundary, but it has been a common practice to adjust the zoning to those that closely resemble the City's zoning shortly thereafter. As such staff compared the RDKB Residential 4 zone to the City's current zoning bylaw and the City's current R-4 (Rural Residential) Zone matches these uses the closest. The following are the uses allowed in the City's R-4 zone:

- a) dwelling units;
- b) farm operations (crops and/or animals);
- c) bed and breakfast accommodations;
- d) kennels;
- e) home occupations;
- f) home industries;
- g) animal hospitals.

As such, if the extension is successful, Staff would recommend adjusting the zoning for the properties to closely resemble the current zoning in place and would most likely recommend utilizing the R-4 zone for these properties.

Although Council can't preconceive a decision, in this case for a potential future zoning bylaw amendment, it would be beneficial to indicate to the affected 18 property owners that future land use would initially closely resemble the current zoning and as such would not require services connections to the City's Water and Wastewater infrastructure.

It would be beneficial for Council to consider a level of commitment regarding alleviating initial water and wastewater connectivity requirements and potential financial hardship concerns of affected property owners; and asking staff to integrate the properties into the City's zoning with zones that closely resemble the Regional District's current zoning for the affected properties (following all legislated processes).

If Council does not want to consider this option, the Water Servicing, Wastewater Servicing, and Subdivision Bylaws may need to be reviewed to allow for exemptions or amendments for these properties to alleviate hardship and to allow integration over time into the municipal infrastructure.

Discussion Points – Summary

Providing a level of certainty to the affected property owners regarding how taxes, Tax Rate Limits, and Zoning would impact them will greatly enhance the feedback process that Staff and the consultant are currently engaged in with the owners.

Questions and Answers

This section is intended to provide a few additional answers to common questions we have received over the past few months.

Second Access

One of the primary concerns received from Copper Ridge residents (which are outside of the boundary extension area and as such are not classified as an "affected property", but who's inputs are providing valid feedback for potential challenges), was the lack of a secondary access to the Copper Sky development as the primary access route would otherwise be through the rural Copper Ridge development instead.

If the boundary extension is successful, the extension area would include a forested interface area that would need to be considered. As such, the Fire Chief would most likely be recommending that a secondary access road close to the South side of the extension area be installed, which would help to alleviate the life safety risk in the overall Copper Sky /Copper Ridge development area.

The developer has indicated that "for both safety and marketing purposes, [the developer would] like to have a new primary access constructed from Coalchute Road." For affordability reasons the developer has indicated that they may "install the access to Coalchute after the first phase (20-30 lots) are serviced and sold."

Water Supply

Concerns have been raised that a housing development in the area would not have enough water supply.

The Developer has provided information that they have maintained a servicing agreement with the Grand Forks Irrigation District (GFID) for the development and provided the following statement: "Copper Sky will be designed for a sustainable level of water consumption with a requirement to maintain and plant native, drought tolerant species. Ornamental landscaping will be limited on each parcel. Once the first homes are in place, we will monitor flows to determine when a future connection to the City's system may be required. Our desire would be to be self-sufficient for as long as possible."

Wastewater Connection

Questions were also received regarding the plans for wastewater connectivity and potential tie-ins to the City's system in the future and associated costs to maintain the system. Copper Sky is proposed to have its own Wetland Wastewater Treatment System which would be able to be expanded as needed and the construction firm would maintain the system. From the developer: "From our recent discussions with [our engineers] we believe that the construction firm [that the engineer utilizes] for its systems is prepared to manage the system for Copper Sky for a fee. Again, the intent is for Copper Sky to be self-sufficient on wastewater treatment and disposal for the foreseeable future."

Stormwater Management

Additional questions were raised about stormwater management and if the City would be responsible for any portion of it now, or in the future. From the developer: "From the initial inspection of the site and review of available [data], [our engineer's] belief is that all storm water can be managed on site. This will obviously need to be confirmed by a more detailed study, but off-site disposal does not seem to be an issue."

Statutory Right of Way (SRW) to Observation Mountain

Various organizations have communications equipment on the top of Observation Mountain and access to this infrastructure is critical, however, currently no formal agreements are in place and access exists through the Copper Sky property. The developer has indicated that negotiations regarding a SRW should be straightforward as the developers' "intention has always been to maintain access to trails".

Q & A - Summary

In summary at this stage, a final decision on access, water, wastewater, and other utilities cannot be made yet; however, if the boundary extension is successful, then City subdivision and other bylaws would apply and the City will have opportunities to discuss and negotiate the various items in detail during those stages. Council could also utilize other tools such as a Development Permit Area as part of an Official Community Plan amendment to further guide the development to the vision of Council. That being said, Staff will discuss these and other issues that arise on a continuing basis with the developer to clarify their plans as early as possible and potentially solidify agreements on the individual items along the way.

Tentative Timeline - Update

Since the last report, the kick off meeting is complete, and the Communications and Engagement Plan is developed (however it will continually evolve) (highlighted in green below).

The Province has also advised us that a minimum 60 day engagement process should be utilized for First Nations nowadays. As such, that timeline has to be extended to late November, possibly December 2023, which then will increase some other tentative dates. (in blue)

At the October 10, 2023 meeting, Council would have an opportunity to provide some level of commitment by the City to the affected property owners. As such, the Landowner Information packages will now have 2 phases, the initial one will see an initial contact package with the basic information about the project, and the second one in mid-October will include additional details based on Council's decision. (in yellow)

Overall, no significant impacts are currently expected due to those timeline changes; however, this currently primarily depends on the response timelines from First Nations and feedback from the Landowner engagements.

Activity	Public Engagement	Tentative Date
Kick off Meetings		August 2023 - complete
Develop Communications and Engagement Plan		August 2023 – complete – will continue to evolve
Develop Communications Materials		August / September 2023
Landowner Resident Information Package – Initial contact		September 2023
Engagement with Local Governments / Indigenous Communities / etc. as per provincial requirements in Step 1 – First Nations engagement is minimum 60 days	Yes (specific)	September / October / November 2023
Landowner Resident Information Package – Full package		October 2023 – depends on Council decision
Landowner Interviews (for affected property owners)	Yes (specific)	October / November 2023
What we heard Summary		November / December 2023
Combine all information and Submit to the Province (Step 2 of Provincial Guide)		December 2023
Ministry Review (Step 3) – unknown time frame, I'm reaching out to the Province for feedback on that timeline		TBD
In Person Open House – after submission to the Province	Yes	December 2023
Communications Material Update		November / December 2023
Virtual Information Session	Yes	TBD – possibly January / February 2024
Prepare Information Packages for electoral Approval		TBD – possibly January / February 2024
Electoral Approval Process (timeline depending on Ministry Review) (Step 4)	Yes	TBD – possibly February / March 2024
Prepare Package for final Provincial Approval		TBD – possibly March / April 2024
Submission to the Province (Step 5)		TBD – possibly April 2024

Next Steps

- Staff will bring back a report to the October 10, 2023 Regular Meeting of Council for levels of commitment on Tax Rate Limits and the potential future zoning for the affected properties.
 - Questions and Answers will be populated on the City's website on a continual basis on a new subpage dedicated to the Boundary Extension Project once the page is live.
-

Attachments

1. 230814 – COTW Report on Timelines – Previously Received
2. Section 29 of the Local Government Act - Excerpt
3. RDKB Zoning Bylaw Excerpt – Residential 1, 2, and 4 Zones

Previously Received

Report Approval Details

Document Title:	230911 - Boundary Extension - Discussion Points for Council.docx
Attachments:	- 230814 - COTW - BoundaryExpansionAnticipatedProjectTimeline - Previously Received.pdf - Local Government Act S.29.pdf - RDKB Residential 1, 2, and 4 Zones.pdf
Final Approval Date:	Sep 6, 2023

This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Duncan Redfearn was completed by assistant Daniel Drexler

Duncan Redfearn

Previously Received

Request for Decision



To: Regular Meeting

From: **Corporate Services**

Date: October 10, 2023

Subject: Boundary Extension – Landowner Communications Points

Recommendation: **Tax Rate Limits:**
THAT Council instructs Staff to recommend to the Province to utilize an up to ___ year tax rate limit for the Residential 4 zoned properties in the proposed boundary extension area;
FURTHER THAT Council instructs Staff to recommend to the Province to utilize additional tax rate limits of ___ years for the single Residential farm house property, if possible.
AND FURTHER THAT Council instruct Staff to recommend to the Province to utilize additional tax rate limits of ___ years for the Business Class property, if possible.

Zoning/Water/Sewer:

THAT Council instructs staff to advise the affected Residential 4 landowners, that if the boundary extension is successful, at this time, no drastic changes to the current land use and water/sewer servicing requirements are anticipated;
AND THAT, if the boundary extension is successful, Staff is instructed to prepare necessary bylaws for Council review, following all legislative processes.

Purpose

For Council to provide direction regarding the potential future impacts to landowners in the proposed Boundary Extension area regarding Tax Rate Limits and potential future land use and water/sewer connectivity requirements.

Background

At the previous Regular Meeting on September 11, 2023, Council reviewed a memorandum regarding some financial and land use challenges regarding the potential boundary extension to support the proposed development of the Copper Sky subdivision. (The full memorandum is attached to this report).

Since the meeting, initial communications have gone out to First Nations, Emergency Services (RCMP, Fire, Ambulance, IHA), the Regional District of Kootenay Boundary (RDKB), the Grand Forks Irrigation District (GFID), Fortis BC, School District No. 51 (SD51), and affected landowners in the proposed extension area. Affected landowners were advised in their letters that a follow up letter with additional information would follow mid-October along with the intent to set up one-on-one meetings with each of them.

Some landowners have already reached out to Staff to inquire about the proposal, specifically about the potential tax impact, future land use, subdivision requirements, and water and sewer connectivity requirements. One impacted resident pointed out the hardship a potential tax

increase would cause as they are on a fixed income. All concerned landowners were provided with as much information as possible and were asked to review the City's website and Council meeting agendas and videos as many of the details on these topics have been partially addressed and are currently available for the public. A separate sub-page on the City's website provides additional information on the process, includes Frequently Asked Questions, links to key documents, and more (<https://www.grandforks.ca/2023-boundary-extension/>). Additionally, landowners were asked to provide concerns at their one-on-one meetings as those would be used to ensure that an accurate record of their feedback is recorded and considered as part of the submission to the Province.

Tax Rate Limits

After the last Regular Meeting, Staff further researched Section 29 of the Local Government Act (LGA) (see attached excerpt) to determine possible financial options for Council's consideration and to ensure the process aligns with Provincial requirements and the limits of Council's authority. Staff also reviewed potential taxation scenarios in more detail, relating to the Residential 4 properties.

Working with the City's legal counsel, it was determined that Council can make a recommendation to the Province involving potential Tax Rate Limits, but ultimately the final authority rests with the Minister and Cabinet to set these rates included in the Letters Patent. (see S.29 LGA Excerpt). In the past, the Province has indicated that Council should consider the potential impacts to affected landowners along with mitigation strategies when developing a boundary extension proposal.

At this time, Council can instruct Staff to plan with certain Tax Rate Limit and include this strategy as part of the discussions with landowners and also include this in the proposal to the Province.

Staff have prepared four Tax Rate Limit scenarios for Council's consideration, ranging from 5 year to 20 years per Assessment class, showing in the table below:

	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Status Quo
	Over 5 years - Average annual increase	Over 10 years - Average annual increase	Over 15 years - Average annual increase	Over 20 years - Average annual increase	No exemption
Residential Class 1 – 18 Occurrences	\$181	\$91	\$60	\$45	\$906
Farm Class 9 – 1 Occurrence	N/A	N/A	N/A	N/A	\$17
Business Class 6 – 1 Occurrence	\$194	\$97	\$65	\$49	\$971
Annual Taxation Revenue increase	\$5,931	\$2,977	\$1,992	\$1,499	\$29,564

The above is a high-level summary of the various scenarios and additional details can be found in the attached tables.

Staff also want to highlight that a single residential property will incur a significant increase over a 5-year period regardless of the above scenarios. The residential occurrence included in the above analysis involves a farm status property. As a rural property, the farmhouse is considered 100% tax exempt. This exemption does not exist within municipalities. Consequently, the \$511k farmhouse on this property becomes taxable over a 5-year period in 20% increments. This would represent a total tax increase of 46.7% or \$1,177 in year 5, or an annual increase of roughly \$235 over this 5-year period.

Tax Rate Limit Summary and Recommendation:

Council has the authority to provide direction to Staff to work with a specific Tax Rate Limit scenario as part of the discussions and proposal that addresses the financial challenges that affected landowners would experience based on the proposed boundary extension. As such, the following resolutions are recommended once Council determines a desirable scenario for "Residential 4"-zoned properties. Although Council can make a recommendation, nothing in Section 29 of the LGA appears to grant Council any direct authority to set tax rate limits or influence a decision by the Province. Unfortunately, no prediction can be made on the Province's willingness to utilize Council's suggestion.

THAT Council instructs Staff to recommend to the Province to utilize an up to ___ year tax rate limit for the Residential 4 zoned properties in the proposed boundary extension area;

FURTHER THAT Council instruct Staff to recommend to the Province to utilize additional tax rate limits of ___ years for the single Residential farm house property, if possible.

AND FURTHER THAT Council instruct Staff to recommend to the Province to utilize additional tax rate limits of ___ years for the Business Class property, if possible.

Zoning/Water/Sewer Impacts

At the last meeting, Staff advised Council about concerns from the affected residential landowners regarding zoning and water and sewer servicing requirements.

As a quick recap:

- All the affected residential properties in the RDKB area are currently zoned "Residential 4" in the RDKB zoning bylaw.
- The Residential 4 zone is very similar to the City's R4 (Rural Residential) zone.
- The City's R4 and R4A zones do not require water and sewer connections and do allow wells and septic tanks.

Since the meeting, Staff continued to research this challenge to ensure that Council can indeed provide some level of comfort regarding initial land uses and bylaw requirements at this stage.

What Bylaws actually apply during a boundary extension?

Section 34 of the LGA (see excerpt) says that any existing Regional District bylaws in effect before the boundary extension will continue in force as if they were bylaws of the City, until amended or repealed by Council. So, if there are existing regional district zoning or subdivision bylaws for the area, those will remain in effect until Council adopts new bylaws for the area or amends existing municipal zoning or subdivision bylaws to apply to the former regional district

area. Those bylaw changes would of course be subject to the usual procedures, for example a public hearing on a zoning bylaw.

In our case, the RDKB has a Zoning Bylaw that includes some subdivision provisions as per LGA S.479; however, does not have provisions that speak to works and services under LGA S. 506. This means that the City's works and services standards would likely apply to the current electoral area if brought into the municipality; however, the RDKB's Zoning Bylaw would apply until Council amends the City Zoning (and possibly the OCP) Bylaw to include that area.

What effect would this have on the current affected properties regarding zoning/water/sewer requirements?

At this stage there would be no effect on the properties if the boundary extension process is successful. However, if the landowner would like to subdivide or develop their Residential 4 properties, the City's Subdivision, Development, and Servicing Bylaw No. 1970 (SDS) would apply.

The rules in the SDS Bylaw have no immediate effect because they only matter when a person wants to subdivide or develop land, but until the properties are rezoned from "Residential 4" under the legal RDKB zoning to "R4" (or another zone) under the City's zoning, the City's SDS bylaw might appear to require works and services to a more urban standard, that the City may not actually consider appropriate for the area.

What would be Council's options if the boundary extension is successful?

The quickest solution would be to amend the City's SDS Bylaw to clarify that "Residential 4" is the same as "R4". This can be accomplished within two meetings as no public hearing is required.

The other option would be to rezone those properties from Residential 4 to R4 as soon as possible following the extension. This would require at least 3 meetings and a public hearing.

What could Council do today to comfort the affected landowners?

The short answer on this question is that Council can't make any binding promises regarding future legislative decisions Council might make, but it's acceptable for Council to let the affected landowners know what Council's current intentions are (which are always subject to change).

As such, Council could pass the following resolution to indicate to the landowners that Council's intent would be to not drastically alter the zoning and water/sewer connectivity requirements if the boundary extension is successful.

**THAT Council instructs staff to advise the affected Residential 4 landowners, that if the boundary extension is successful, at this time, no drastic changes to the current land use and water/sewer servicing requirements are anticipated;
AND THAT, if the boundary extension is successful, Staff is instructed to prepare necessary bylaws for Council review, following all legislative processes.**

Benefits or Impacts

General

Council has the opportunity to provide some comfort to affected landowners regarding potential tax implications (pending Provincial approval as part of the Letters Patent) as well as potential zoning/water/sewer intentions as part of the boundary extension.

Finances

Potential increase in annual taxation revenue of \$29,564 for the City. By establishing Tax Rate Limits, the annual increase in revenue from taxation would be phased in over time depending on the potential final decision made by the Province.

Strategic Impact

Council's Strategic Plan for 2023 included the following priority and assign actions and results.

Priority: Create Opportunities for Additional Housing Development in Grand Forks

Goal 1.: Apply to the Provincial Government to Expand the City of Grand Forks Municipal Boundary

Actions to get us there:

- Secure a consultant to guide the City through the boundary expansion application process – **in progress**
- Create a schedule which clearly outlines a timeline and benchmarks for public engagement opportunities, communication, external agency referrals, technical data, stakeholder feedback, and any other major steps within the application process – **completed in August 2023**
- Provide Council with regular updates through the Committee of the Whole – **in progress**
- Council to determine electoral approval process (Alternate Approval Process or Referendum) – **not started**

The Results We Want to See:

A complete and compliant boundary expansion application ready for submission to the Provincial Government within 10 months – **on track**

Risk Assessment

Compliance: Local Government Act, City Zoning Bylaw No. 2039, Subdivision and Servicing Bylaw No. 1970, RDKB Zoning Bylaw

Risk Impact: Low-Medium. Possible financial impacts on potential future Grand Forks residents in the affected area. Messaging to the Province should show how the City is prepared to address concerns from the landowners regarding the boundary extension.

Internal Control Process: Staff are working with external resources to ensure that the messaging to affected landowners is distributed.

Next Steps / Communication

Next Steps will be to connect with affected landowners to schedule one-on-one interviews (highlighted in yellow)

Activity	Public Engagement	Tentative Date
Kick off Meetings		August 2023 - complete
Develop Communications and Engagement Plan		August 2023 – complete – will continue to evolve
Develop Communications Materials		August / September 2023 complete – will continue to evolve
Landowner Resident Information Package – Initial contact		September 2023 - complete
Engagement with Local Governments / Indigenous Communities / etc. as per provincial requirements in Step 1 – First Nations engagement is minimum 60 days	Yes (specific)	September / October / November 2023 – in progress
Landowner Resident Information Package – Full package		October 2023 – depends on Council decision
Landowner Interviews (for affected property owners)	Yes (specific)	October / November 2023
What we heard Summary		November / December 2023
Combine all information and Submit to the Province (Step 2 of Provincial Guide)		December 2023
Ministry Review (Step 3) – unknown time frame, I'm reaching out to the Province for feedback on that timeline		TBD
In Person Open House – after submission to the Province	Yes	December 2023
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Virtual Information Session	Yes	TBD – possibly January / February 2024
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Prepare Package for final Provincial Approval		TBD – possibly March / April 2024
Submission to the Province (Step 5)		TBD – possibly April 2024

Attachments

- Memorandum from September 11, 2023, Regular Meeting
 - Financial Details regarding Tax Limits for Property Classes and Impacts
 - S. 29 and S. 34 Local Government Act excerpts
 - Previous reports
-

Recommendation

Tax Rate Limits:

THAT Council instructs Staff to recommend to the Province to utilize an up to ___ year tax rate limit for the Residential 4 zoned properties in the proposed boundary extension area;

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AND FURTHER THAT Council instruct Staff to recommend to the Province to utilize additional tax rate limits of ___ years for the Business Class property, if possible.

Zoning/Water/Sewer:

THAT Council instructs staff to advise the affected Residential 4 landowners, that if the boundary extension is successful, at this time, no drastic changes to the current land use and water/sewer servicing requirements are anticipated;

AND THAT, if the boundary extension is successful, Staff is instructed to prepare necessary bylaws for Council review, following all legislative processes.

Options

1. Council could choose to not support a Tax Rate Limit. This is not recommended at this time as it would most likely impact the discussions with the Province regarding mitigating impacts for affected landowners and as such this has a high potential to negatively affect the anticipated boundary extension timeline and Council's Strategic Priorities.
2. Council could choose to not support any Zoning/Water/Sewer messaging at this time. Although this resolution is non-essential at this time, Council has currently an opportunity to provide comfort to the affected landowners which would be City residents and taxpayers if the boundary extension is successful.

Report Approval Details

Document Title:	231010 - Boundary Extension - Decision Points for Landowner Communications.docx
Attachments:	<ul style="list-style-type: none">- 230911 - Boundary Extension - Discussion Points for Council.pdf- Boundary Expansion Financial Impact - Summary + Exemptions.pdf- Local Government Act S.29.pdf- Local Government Act S.34.pdf- 230814 - COTW - BoundaryExpansionAnticipatedProjectTimeline - Previously Received.pdf
Final Approval Date:	Oct 3, 2023

This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Duncan Redfearn was completed by assistant Daniel Drexler

Duncan Redfearn

Previously Received

Memo



To: Regular Meeting
From: **Corporate Services**
Date: 2023-09-11
Subject: Boundary Extension – Discussion Points for Council

Purpose

To engage in a discussion with Council about some early concerns that have been received regarding the proposed boundary expansion and to discuss potential options to address these concerns.

Background

Council reviewed a report on the Anticipated Project Timelines for the Boundary Extension project at the Committee of the Whole (COTW) meeting on August 14, 2023. The report and all supplemental items are attached to this report for reference.

The report outlined the various steps that would be required to complete the project. Step 1 is highlighted below:

*Step 1. – Current Step – Proposal Development and Referral
Council already instructed Staff to proceed with the development of the proposal. The next phase of this step will be to seek comments from:*

- *Property owners in the area of the proposed boundary expansion*
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- *Any improvement districts that may overlap*
- *The Agricultural Land Commission – if the area includes land that is in the Agricultural Land Reserve*
- *Ministry responsible for Crown Land – if the area includes Crown Land*
- *Indigenous communities*

As part of Step 1, the City's consultant is preparing to seek comments from the various groups that have a potential interest in this extension, with the initial correspondence expected to be released the week of September 11, 2023.

To streamline public engagement with the individual affected property owners, the consultant is working on creating individual information packages and would like to be able to answer questions regarding some of the known concerns and also to provide some answers to questions that were previously received.

Some of the discussions with affected property owners are anticipated to point out some of the following items:

- The difference in taxation
- The differences in zoning, water servicing, and wastewater servicing
- Differences in subdivision requirements

As such, it would be beneficial for Council at the October 10, 2023, meeting to indicate the City's willingness and commitment to work with the affected landowners if they should become part of the City.

Discussion Points

Tax Rate Limit

This item will most likely be the most contentious for most of the 19 affected property owners. Based on current 2023 assessment and taxation rates, a successful expansion would result in the following tax changes if there were no other mechanisms implemented to ease the properties into the new taxation regulations:

Of the 19 properties, 1 is crown land and tax exempt, 16 are residential only and would see a 37.1% increase or an average increase of \$911 in overall taxes owing, 1 property has an assessed business portion (\$271k) that would see a 26.2% or \$971 increase, and 1 property has farm status which would see an overall increase of 46.5% or \$1,177 on the residential portion due to the taxable rules surrounding the taxation of the "farm house" within a municipality vs the rural area. Overall (not including an estimate for the potential development) the City would add approximately \$29,564 (0.71%) in municipal tax revenues to our tax base if the expansion is successful.

The Local Government Act S. 29, as part of a boundary extension, provides for the opportunity to ease this potential tax burden over a period of no more than 20 years. So, essentially a new tax rate would be able to be created that adjusts over time from the rural taxation rates to the municipal ones.

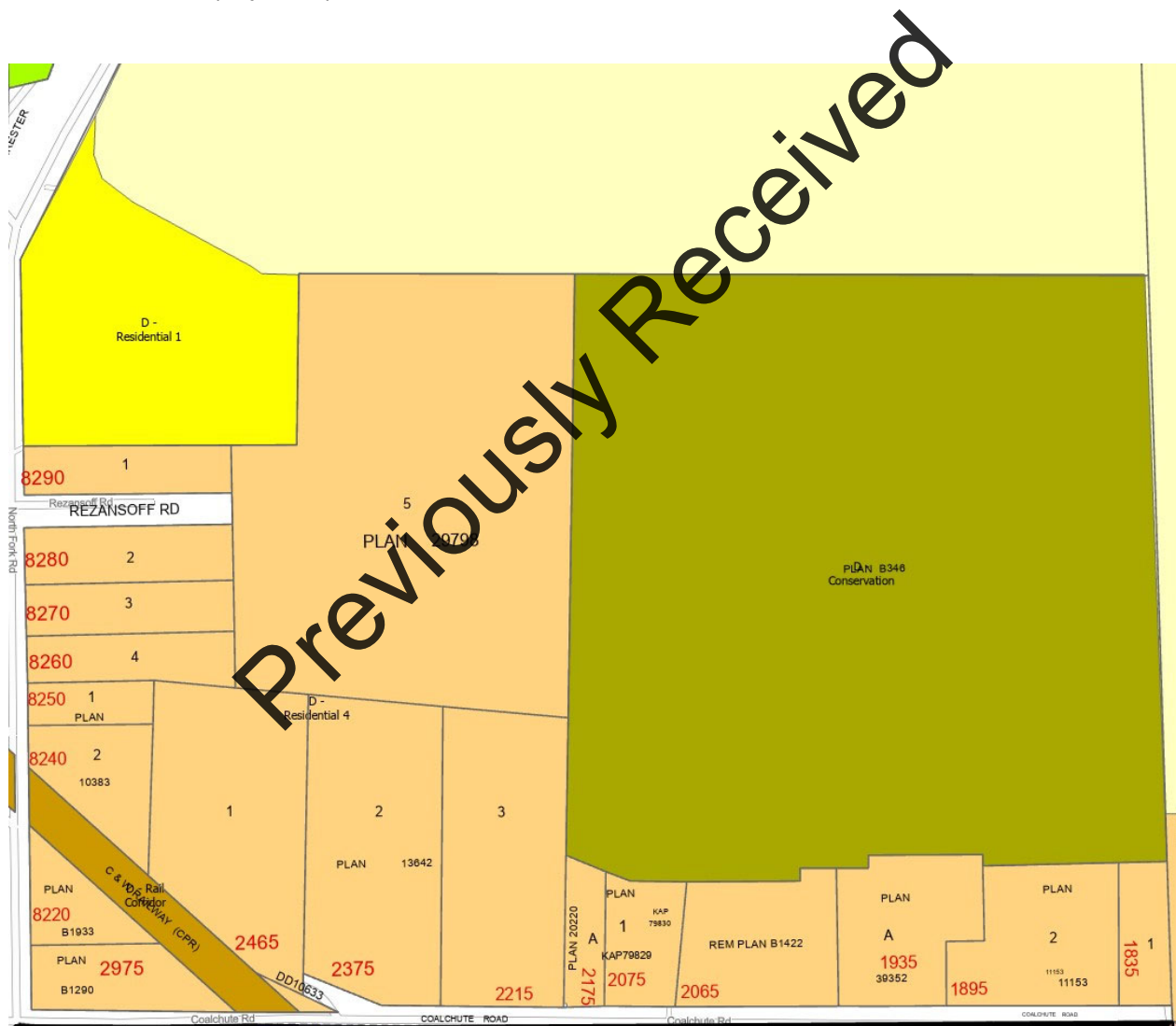
The opportunity to establish this Tax Rate Limit and the area that it applies to is through the overall Boundary Extension process. The impacted area would be defined as part of the Letters Patent approval stage. Please note, it is not required to set Tax Rate limits on the entire area. So, this could only apply to the current Residential 4 properties.

At the October 10, 2023 meeting, to continue with the anticipated timeline, it would be beneficial to potentially solidify Council's level of commitment for a Tax Rate Limit, over what time frame (up to 20 years) and what increments of adjustments would be utilized; as well as which part of the extension area it would be applied to.

Subdivision Bylaw Requirements Regarding Services / Zoning

This concern is anticipated due to the potential change in land use and zoning when coming from the RDKB zoning bylaw to the City's zoning bylaw, in particular for the properties that are not part of Copper Sky. The City's Subdivision, Development, and Servicing Bylaw No. 1970 requires that all Residential zoned lots have a water service and wastewater service connection, except for R4/R4A, which allow the use of a well for water and a septic system for wastewater.

At present, the RDKB Zoning Bylaw for Area D lists the majority of the properties as Residential 4 (peach colour in the map below), 1 property as Conservation (in moss green) and 1 property as Residential 1 (in yellow).



The Conservation property is owned by the Province with current primary permitted uses as:

- a) Conservation areas, ecological reserves, wildlife sanctuaries
- b) Observation points

And secondary uses as accessory buildings and structures only.

As it is owned by the Province and future land use will be limited or difficult to change, this report will not focus on this property at this time.

The single Residential 1 property is in reality the Copper Sky property that is split zoned Residential 2 for the remainder of the property. Currently, the following uses are allowed in Residential 1 and Residential 2 as primary uses:

- a) Single Family Dwelling;

with the following list being secondary uses:

- a) Accessory buildings and structures;
- b) Bed and breakfast,
- c) Boarding use,
- d) Home-based business; and
- e) Secondary suite on parcels one hectare or greater in area

As this property would require various planning and development decision points in the future if the Boundary Extension is successful, this report won't focus on the R1 and R2 zoned property as well, but rather focus on the 18 affected Residential 4 zoned properties:

The 18 Residential 4 properties currently have the same permitted uses as Residential 1 and 2 properties; however, also include "Agriculture" as a permitted secondary use.

During a boundary extension, the zoning would be originally integrated as is into the City's boundary, but it has been a common practice to adjust the zoning to those that closely resemble the City's zoning shortly thereafter. As such staff compared the RDKB Residential 4 zone to the City's current zoning bylaw and the City's current R-4 (Rural Residential) Zone matches these uses the closest. The following are the uses allowed in the City's R-4 zone:

- a) dwelling units;
- b) farm operations (crops and/or animals);
- c) bed and breakfast accommodations;
- d) kennels;
- e) home occupations;
- f) home industries;
- g) animal hospitals.

As such, if the extension is successful, Staff would recommend adjusting the zoning for the properties to closely resemble the current zoning in place and would most likely recommend utilizing the R-4 zone for these properties.

Although Council can't preconceive a decision, in this case for a potential future zoning bylaw amendment, it would be beneficial to indicate to the affected 18 property owners that future land use would initially closely resemble the current zoning and as such would not require services connections to the City's Water and Wastewater infrastructure.

It would be beneficial for Council to consider a level of commitment regarding alleviating initial water and wastewater connectivity requirements and potential financial hardship concerns of affected property owners; and asking staff to integrate the properties into the City's zoning with zones that closely resemble the Regional District's current zoning for the affected properties (following all legislated processes).

If Council does not want to consider this option, the Water Servicing, Wastewater Servicing, and Subdivision Bylaws may need to be reviewed to allow for exemptions or amendments for these properties to alleviate hardship and to allow integration over time into the municipal infrastructure.

Discussion Points – Summary

Providing a level of certainty to the affected property owners regarding how taxes, Tax Rate Limits, and Zoning would impact them will greatly enhance the feedback process that Staff and the consultant are currently engaged in with the owners.

Questions and Answers

This section is intended to provide a few additional answers to common questions we have received over the past few months.

Second Access

One of the primary concerns received from Copper Ridge residents (which are outside of the boundary extension area and as such are not classified as an "affected property", but who's inputs are providing valid feedback for potential challenges), was the lack of a secondary access to the Copper Sky development as the primary access route would otherwise be through the rural Copper Ridge development instead.

If the boundary extension is successful, the extension area would include a forested interface area that would need to be considered. As such, the Fire Chief would most likely be recommending that a secondary access road close to the South side of the extension area be installed, which would help to alleviate the life safety risk in the overall Copper Sky /Copper Ridge development area.

The developer has indicated that "for both safety and marketing purposes, [the developer would] like to have a new primary access constructed from Coalchute Road." For affordability reasons the developer has indicated that they may "install the access to Coalchute after the first phase (20-30 lots) are serviced and sold."

Water Supply

Concerns have been raised that a housing development in the area would not have enough water supply.

The Developer has provided information that they have maintained a servicing agreement with the Grand Forks Irrigation District (GFID) for the development and provided the following statement: "Copper Sky will be designed for a sustainable level of water consumption with a requirement to maintain and plant native, drought tolerant species. Ornamental landscaping will be limited on each parcel. Once the first homes are in place, we will monitor flows to determine when a future connection to the City's system may be required. Our desire would be to be self-sufficient for as long as possible."

Wastewater Connection

Questions were also received regarding the plans for wastewater connectivity and potential tie-ins to the City's system in the future and associated costs to maintain the system. Copper Sky is proposed to have its own Wetland Wastewater Treatment System which would be able to be expanded as needed and the construction firm would maintain the system. From the developer: "From our recent discussions with [our engineers] we believe that the construction firm [that the engineer utilizes] for its systems is prepared to manage the system for Copper Sky for a fee. Again, the intent is for Copper Sky to be self-sufficient on wastewater treatment and disposal for the foreseeable future."

Stormwater Management

Additional questions were raised about stormwater management and if the City would be responsible for any portion of it now, or in the future. From the developer: "From the initial inspection of the site and review of available [data], [our engineer's] belief is that all storm water can be managed on site. This will obviously need to be confirmed by a more detailed study, but off-site disposal does not seem to be an issue."

Statutory Right of Way (SRW) to Observation Mountain

Various organizations have communications equipment on the top of Observation Mountain and access to this infrastructure is critical, however, currently no formal agreements are in place and access exists through the Copper Sky property. The developer has indicated that negotiations regarding a SRW should be straightforward as the developers' "intention has always been to maintain access to trails".

Q & A - Summary

In summary at this stage, a final decision on access, water, wastewater, and other utilities cannot be made yet; however, if the boundary extension is successful, then City subdivision and other bylaws would apply and the City will have opportunities to discuss and negotiate the various items in detail during those stages. Council could also utilize other tools such as a Development Permit Area as part of an Official Community Plan amendment to further guide the development to the vision of Council. That being said, Staff will discuss these and other issues that arise on a continuing basis with the developer to clarify their plans as early as possible and potentially solidify agreements on the individual items along the way.

Tentative Timeline - Update

Since the last report, the kick off meeting is complete, and the Communications and Engagement Plan is developed (however it will continually evolve) (highlighted in green below).

The Province has also advised us that a minimum 60 day engagement process should be utilized for First Nations nowadays. As such, that timeline has to be extended to late November, possibly December 2023, which then will increase some other tentative dates. (in blue)

At the October 10, 2023 meeting, Council would have an opportunity to provide some level of commitment by the City to the affected property owners. As such, the Landowner Information packages will now have 2 phases, the initial one will see an initial contact package with the basic information about the project, and the second one in mid-October will include additional details based on Council's decision. (in yellow)

Overall, no significant impacts are currently expected due to those timeline changes; however, this currently primarily depends on the response timelines from First Nations and feedback from the Landowner engagements.

Activity	Public Engagement	Tentative Date
Kick off Meetings		August 2023 - complete
Develop Communications and Engagement Plan		August 2023 – complete – will continue to evolve
Develop Communications Materials		August / September 2023
Landowner Resident Information Package – Initial contact		September 2023
Engagement with Local Governments / Indigenous Communities / etc. as per provincial requirements in Step 1 – First Nations engagement is minimum 60 days	Yes (specific)	September / October / November 2023
Landowner Resident Information Package – Full package		October 2023 – depends on Council decision
Landowner Interviews (for affected property owners)	Yes (specific)	October / November 2023
What we heard Summary		November / December 2023
Combine all information and Submit to the Province (Step 2 of Provincial Guide)		December 2023
Ministry Review (Step 3) – unknown time frame, I'm reaching out to the Province for feedback on that timeline		TBD
In Person Open House – after submission to the Province	Yes	December 2023
Communications Material Update		November / December 2023
Virtual Information Session	Yes	TBD – possibly January / February 2024
Prepare Information Packages for electoral Approval		TBD – possibly January / February 2024
Electoral Approval Process (timeline depending on Ministry Review) (Step 4)	Yes	TBD – possibly February / March 2024
Prepare Package for final Provincial Approval		TBD – possibly March / April 2024
Submission to the Province (Step 5)		TBD – possibly April 2024

Next Steps

- Staff will bring back a report to the October 10, 2023 Regular Meeting of Council for levels of commitment on Tax Rate Limits and the potential future zoning for the affected properties.
 - Questions and Answers will be populated on the City's website on a continual basis on a new subpage dedicated to the Boundary Extension Project once the page is live.
-

Attachments

1. 230814 – COTW Report on Timelines – Previously Received
2. Section 29 of the Local Government Act - Excerpt
3. RDKB Zoning Bylaw Excerpt – Residential 1, 2, and 4 Zones

Previously Received

Report Approval Details

Document Title:	230911 - Boundary Extension - Discussion Points for Council.docx
Attachments:	- 230814 - COTW - BoundaryExpansionAnticipatedProjectTimeline - Previously Received.pdf - Local Government Act S.29.pdf - RDKB Residential 1, 2, and 4 Zones.pdf
Final Approval Date:	Sep 6, 2023

This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Duncan Redfearn was completed by assistant Daniel Drexler

Duncan Redfearn

Previously Received

Boundary Expansion Property Tax Impact - Summary per Property Class + Exemption Scenarios

*Based on Current 2023 Rates & Data

		Exempt - 5 Yrs. (average yearly increase)	Exempt - 5 Yrs. (average yearly increase)	Exempt - 5 Yrs. (average yearly increase)	Exempt - 5 Yrs. (average yearly increase)
Class 1 - Residential - 18 Occurrences					
Total Combined 2023 Assessed Value	\$ 8,218,400				
Average Assessed Value per Occurrence	\$ 456,578				
Total Combined 2023 Taxes - Rural Area	\$ 43,358				
Total Combined 2023 Taxes - Within City of GF	\$ 59,666				
Total \$ Increase Over Rural Taxes	\$ 16,309				
Average % Increase Over Rural Taxes	37.6%				
Average \$ Increase per Occurrence	\$ 906	\$ 181	\$ 91	\$ 60	\$ 45
Total City of GF Residential Tax Base Value	\$ 728,467,000				
Occurrences	2,487				
Current Average Assessed Value per Occurrence	\$ 292,910				
Increase to Residential Tax Base with Expansion	1.13%				
Increase in City of GF Municipal Tax Revenues	\$ 27,226	\$ 5,445	\$ 2,723	\$ 1,815	\$ 1,361
<p>Note: A single residential occurrence include in the above analysis involves a farm status property. As a rural property, the farm house is 100% tax exempt. This exemption does not exist within municipalities. Consequently, the \$511k farm house becomes taxable over a 5-year period in 20% increments. This would represent a total tax increase of 46.7% or \$1,177 in year 5. Comparatively, the remaining residential properties above would see a 37.1% increase or an average of \$890.</p>					
Class 9 - Farm - 1 Occurrence					
Total 2023 Assessed Value	\$ 5,265				
Total 2023 Taxes - Rural Area	\$ 21				
Total 2023 Taxes - Within City of GF	\$ 38				
Total \$ Increase Over Rural Taxes	\$ 17	Exemption does not apply to Farm properties			
% Increase Over Rural Taxes	79.0%	Exemption does not apply to Farm properties			
Total City of GF Farm Tax Base Value	\$ 82,962				
Occurrences	8				
Current Average Assessed Value per Occurrence	\$ 10,370				
Increase to Farm Tax Base with Expansion	6.35%				
Increase in City of GF Municipal Tax Revenues	\$ 22	Exemption does not apply to Farm properties			
<p>Note: See note above regarding the farm house (residential) portion of this property.</p>					
Class 6 - Business - 1 Occurrence					
Total 2023 Assessed Value	\$ 271,000				
Total 2023 Taxes - Rural Area	\$ 3,709				
Total 2023 Taxes - Within City of GF	\$ 4,679				
Total \$ Increase Over Rural Taxes	\$ 971	\$ 194	\$ 97	\$ 65	\$ 49
% Increase Over Rural Taxes	26.2%				
Total City of GF Business Tax Base Value	\$ 90,828,250				
Occurrences	406				
Current Average Assessed Value per Occurrence	\$ 223,715				
Increase to Business Tax Base with Expansion	0.30%				
Increase in City of GF Municipal Tax Revenues	\$ 2,316	\$ 463	\$ 232	\$ 154	\$ 116
<p>Note: This property also has a residential portion which is included in the residential analysis above. The residential portion of this property will see a 37.1% increase or \$550.</p>					

Establishment of property tax rate limits

- 29 (1) Letters patent incorporating a municipality or extending the area of a municipality may do the following:
- (a) designate an area that is,
 - (i) in the case of an incorporation of a municipality, all or part of the municipality, or
 - (ii) in the case of an extension of the area of a municipality, all or part of the area that forms the extension of the municipality;
 - (b) establish a limit on the tax rate under section 197 (1) (a) [*municipal property taxes*] of the *Community Charter* that may be established for a property class by an annual property tax bylaw and imposed on land and improvements in the area designated under paragraph (a) of this subsection.
- (2) A tax rate limit established under subsection (1) (b) may be established by doing one or more of the following:
- (a) specifying a limit on the tax rate;
 - (b) specifying a limit on the relationship between tax rates;
 - (c) establishing formulas for calculating the limit referred to in paragraph (a) of this subsection or the limit on the relationship referred to in paragraph (b) of this subsection;
 - (d) adopting as the tax rate limit a tax rate set by another authority having taxing powers in respect of land or land and improvements.
- (3) Different tax rate limits may be established under subsection (1) (b) for different taxation years.
- (4) Section 197 (3) [*establishment of tax rates*] of the *Community Charter* does not apply in relation to the tax rate
- (a) applicable to an area designated under subsection (1) (a) of this section, and
 - (b) established for a property class in accordance with a limit established under subsection (1) (b) of this section.
- (5) If there is a conflict between a tax rate limit established under subsection (1) (b) and a regulation under section 199 [*property tax rates regulations*] of the *Community Charter*, the regulation prevails.
- (6) If a tax rate limit is established under subsection (1) (b) for property class 1 or 6, the Lieutenant Governor in Council must, by letters patent, specify the time period during which the tax rate limit applies.
- (7) The time period specified under subsection (6) may not be more than 20 taxation years.

Bylaws that apply to new municipality or extend to additional area

34 (1) The bylaws and resolutions of the municipality to which an addition is made apply to the additional area, and continue in force until altered or repealed by the council.

(2) Despite subsection (1) but subject to section 44 (6) [*continuation of regional district jurisdiction*] and the letters patent, if a municipality is incorporated or the area of a municipality is extended, a provision of

(a) a bylaw adopted by a regional district, other than an establishing bylaw, or

(b) a bylaw adopted by a local trust committee under the *Islands Trust Act*

that applies to the area continues in force as if it were a bylaw of the municipality until it is amended or repealed by the council.

Previously Received

Memo



To: Committee of the Whole
From: **Corporate Services**
Date: 2023-08-14
Subject: Boundary Extension – Anticipated Project Timeline

Purpose

For the Committee of the Whole to review the Boundary Extension Project Timeline and information.

Background

On April 17, 2023, at the Committee of the Whole, the developer (Copper Sky) presented their proposal for a boundary extension to include roughly 233.57 acres within city limits. (The presentation is attached)

Subsequently, at the Regular meeting on the same day, Council passed the following resolution:

**THAT the City of Grand Forks proceed with the proposed 94.52 hectare (233.57 acre) boundary extension proposal;
AND THAT the City of Grand Forks staff be authorized to assist in the development at the cost of the developer, as well as sign and submit the proposal to the Provincial Government.**

After the meeting, as instructed, Staff began to negotiate a Contribution Agreement with the developer and posted a Request for Proposal (RFP) through BCBid to enlist the support of a qualified communications consultant to assist the City with the required steps to prepare the boundary extension proposal for submission to the Province that meet legislated requirements.

The contribution agreement with the developer was finalized in early August 2023, and a contract with the preferred consultant is almost finalized as of the time of writing this report.

After reviewing the RFP response, the preferred consultant, the developer and Staff determined to include an option for in-person interviews with property owners of the boundary extension area. This will ensure that the affected residents receive the correct information regarding the project in a one-on-one setting, which will directly support achieving the objectives of the Provincial requirements under Steps 1 & 2. (For additional information on the Provincial Approval Steps, please see the next paragraph and the attached guiding document.)

Provincial Approval Steps (also see attached guide)

Step 1. – Current Step – Proposal Development and Referral

Council already instructed Staff to proceed with the development of the proposal. The next phase of this step will be to seek comments from:

- Property owners in the area of the proposed boundary expansion
- The RDKB
- Any improvement districts that may overlap
- The Agricultural Land Commission – if the area includes land that is in the Agricultural Land Reserve
- Ministry responsible for Crown Land – if the area includes Crown Land
- Indigenous communities

Step 2. – Proposal Submission to the Province

This Step would include all the items collected under Step 1. and the package would be submitted to the Province.

Step 3. – Ministry Review

The Ministry will handle internal referrals and ensure that all required components for a potential expansion have been submitted. The timeline for this is unknown, but staff are estimating a 90-day review window at this time.

Step 4 – Elector Approval process

Council would need to determine at a later date if they would like to undertake a full Referendum or seek input from electors through an Alternate Approval Process (AAP). Legislated timelines must be followed for this process regardless of which option is chosen. More information on this step will be coming to Council this fall.

Step 5 – Provincial Approval

The results of the Elector Approval process must be submitted to the Province along with a Council resolution confirming the process for the boundary extension, a declaration that all statutory requirements have been met as well as a list of properties to be included within the City's boundaries.

Step 6 – Implementation

If approved by Cabinet, the City and Regional District will be notified, and letters patent will be drafted and boundary lines will be adjusted.

Tentative Timeline

Below is a tentative timeline for the public engagement process that we are currently working with which would see a package finalized for submission to the Province around March/April 2024. However, the Ministry Review step and their processes are outside of the City's control.

Activity	Public Engagement	Tentative Date
Kick off Meetings		August 2023
Develop Communications and Engagement Plan		August 2023
Develop Communications Materials		August / September 2023
Landowner Resident Information Package		September 2023
Landowner Interviews (for affected property owners)	Yes (specific)	September 2023
Engagement with Local Governments / Indigenous Communities / etc. as per provincial requirements in Step 1	Yes (specific)	September / October 2023
What we heard Summary		October 2023
Combine all information and Submit to the Province (Step 2 of Provincial Guide)		October / November 2023
Ministry Review (Step 3) – unknown time frame, I'm reaching out to the Province for feedback on that timeline		TBD
In Person Open House – after submission to the Province	Yes	October / November 2023
Communications Material Update		November / December 2023
Virtual Information Session	Yes	TBD – possibly January / February 2024
Prepare Information Packages for electoral Approval		TBD – possibly January / February 2024
Electoral Approval Process (timeline depending on Ministry Review) (Step 4)	Yes	TBD – possibly February / March 2024
Prepare Package for final Provincial Approval		TBD – possibly March / April 2024
Submission to the Province (Step 5)		TBD – possibly April 2024

Strategic Impact

Council's Strategic Plan for 2023 included the following priority and assign actions and results.

Priority: Create Opportunities for Additional Housing Development in Grand Forks

Goal 1.: Apply to the Provincial Government to Expand the City of Grand Forks Municipal Boundary

Actions to get us there:

- Secure a consultant to guide the City through the boundary expansion application process – **in progress**
- Create a schedule which clearly outlines a timeline and benchmarks for public engagement opportunities, communication, external agency referrals, technical data, stakeholder feedback, and any other major steps within the application process – **completed with this report**
- Provide Council with regular updates through the Committee of the Whole – **in progress**
- Council to determine electoral approval process (Alternate Approval Process or Referendum) – **not started**

The Results We Want to See:

A complete and compliant boundary expansion application ready for submission to the Provincial Government within 10 months – **on track**

Next Steps

- At a minimum, Staff will update Council at the next COTW meeting in October and provide a timeline update.
- Staff will bring the submission package for Step 2 back to Council before submitting to the Province.
- Council will have to determine at a later time what Electoral Approval process (Referendum or Alternate Approval Process) should be utilized, possibly in the early budget 2024 cycle.

Attachments

1. Copper Sky Presentation – April 17, 2023 – COTW – previously received
2. Provincial Guide to Boundary Expansions

Previously Received



COPPER SKY LIVING DEVELOPMENT PLAN

APRIL 17, 2023

1ST PRINCIPLES PLANNING TEAM

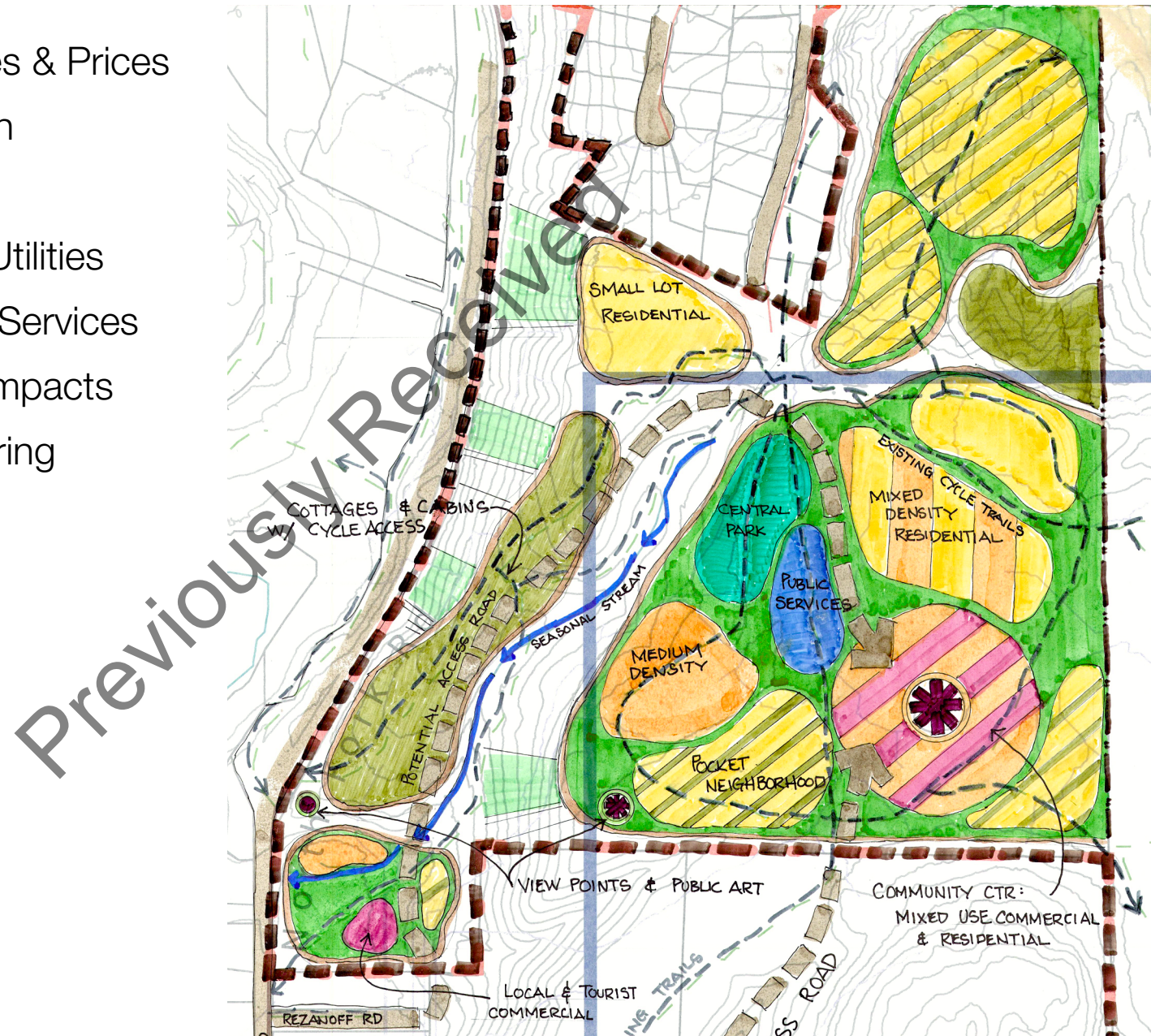
Shaun Ali, MPlan
Scott Thompson, MPlan
Elham Kiani Dehkordi, MLA, MArch

COPPERFIELD LIVING LTD.

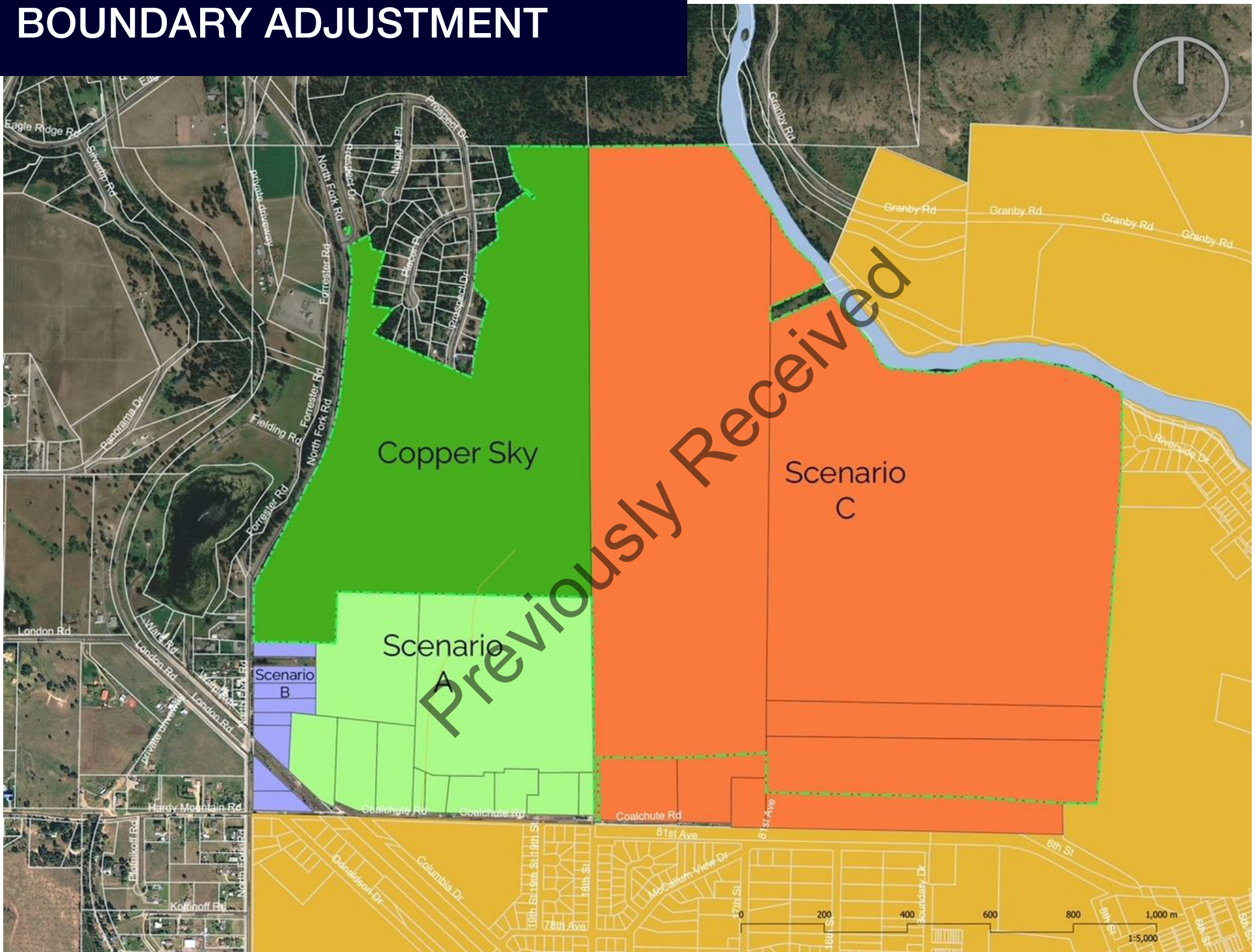
Daniel Chiu, Partner
William Lam, Partner
Connie Lam, Partner
Harry Harker, FCIP, Agent

EVOLVING DEVELOPMENT VISION

- Phased Development
- Diversity of Housing: Types & Prices
- Environmental Preservation
- Active Living Amenities
- Sustainable Independent Utilities
- Community Node – Local Services
- Positive Local Economic Impacts
- Tax Revenues & Cost Sharing



BOUNDARY ADJUSTMENT



BOUNDARY EXTENSION PROCESS

STEP 1



Council Resolution

STEP 2



Extension Proposal Development

1. Rational & Implications
2. Mapping
3. Communications & Notices
4. Referrals to the Regional District, Ministries, & First Nations

STEP 3



Ministry Referral & Review

STEP 4



Elector Approval

STEP 5



Provincial Approval

STEP 6



Implementation: City & Regional District

Previously Received

CORE VALUE



PRINCIPLE #1:
Integrate Natural Systems



Create a sustainable neighbourhood that reduces the need for vehicular traffic and focuses on active living.



PRINCIPLE #2: Enhance Our Great Neighbourhoods



Embrace diversity of choices that offers a range of housing options that caters to individuals and families from all walks of life.



PRINCIPLE #3: Maintain a Thriving Local Economy



Provide for a variety of new commercial opportunities that are site appropriate and compliment the existing downtown businesses.



PRINCIPLE #4:
Connect the City



Conscious integration of existing trails and natural areas providing enhanced connectivity to the City.

Previously Received

CONCEPT LAYOUT

COMPACT BLOCK SIZES

- More walkable = more active mobility
- Vehicular traffic kept to the perimeter

DIVERSITY OF HOUSING CHOICES

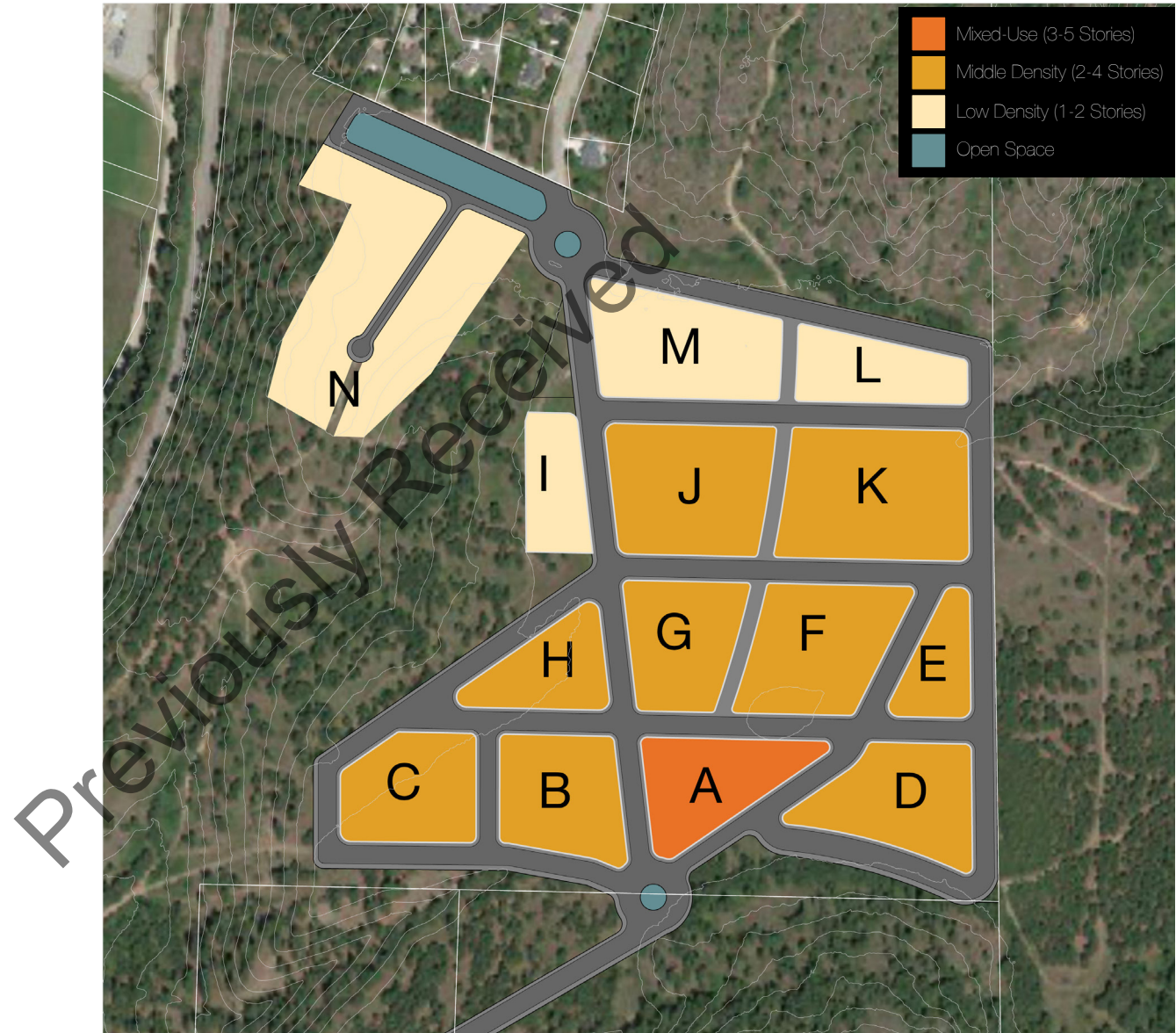
- Variety of housing options for different demographics and income levels.
- Establishment of Community Node

PROVIDE NEW EMPLOYMENT OPPORTUNITIES

- Provide new employment opportunities through all stages of the project

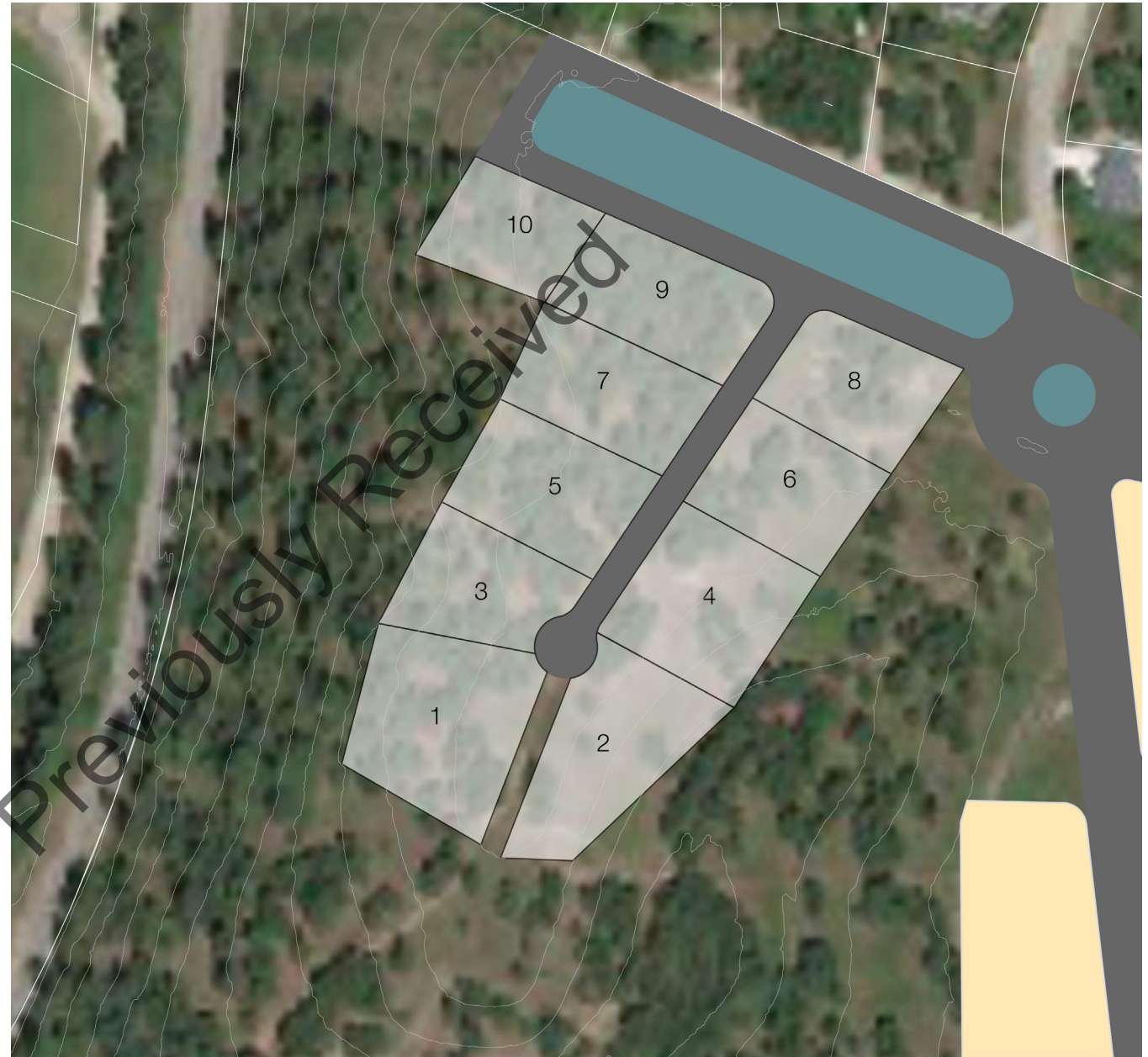
CONNECTED COMMUNITY

- Develop a community around existing trails and enhance existing trail network
- Provide a new access to provide safety



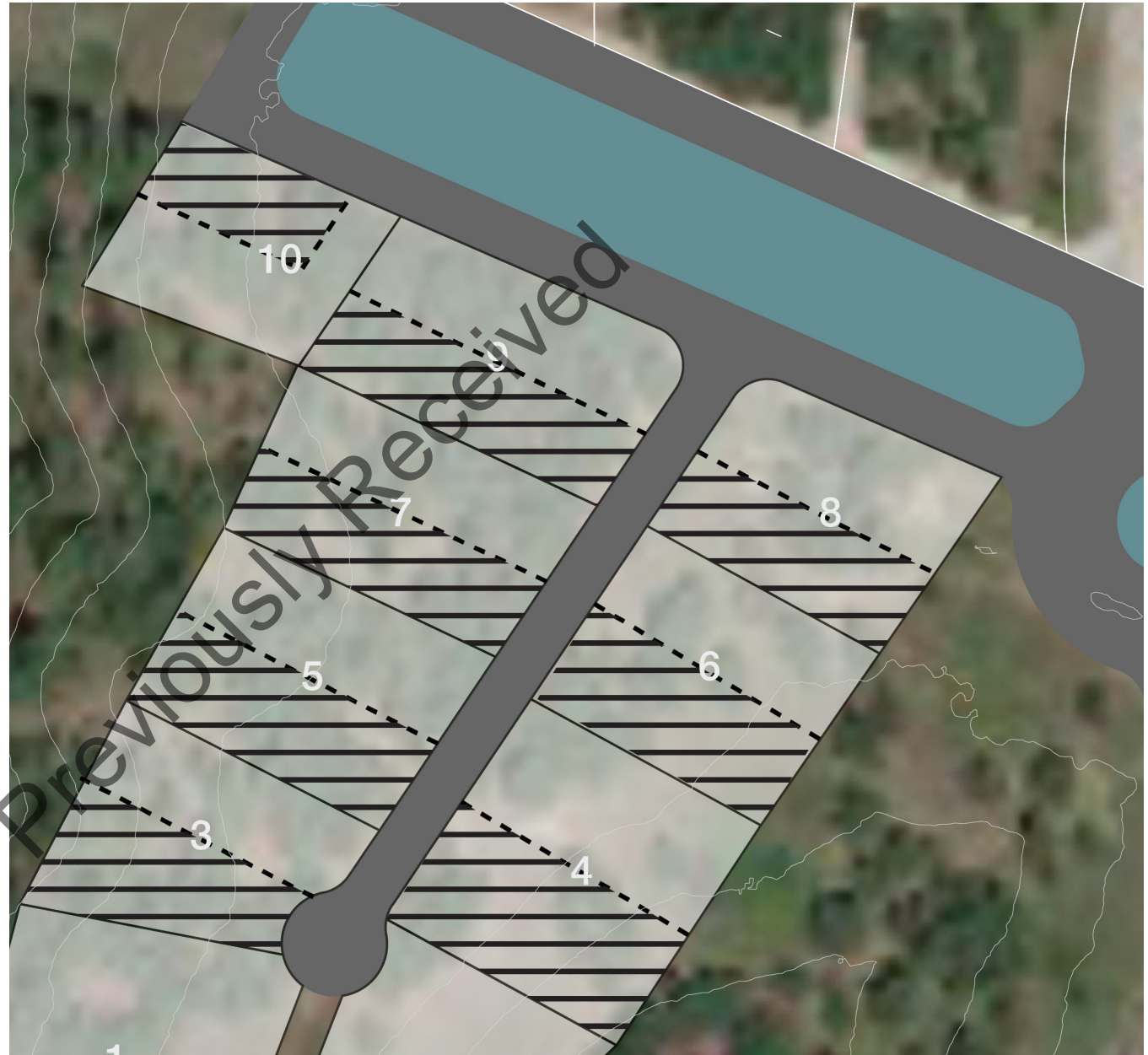
PRE-BOUNDARY ADJUSTMENT


- Initial Development within the Regional District.
- 1/2 Acre lots, meeting Regional District Zoning.
- No immediate need to new access to the plateau.
- Recognizes and is sensitive to the Copper Ridge neighbourhood to the North.



RESTRICTIVE COVENANT

- Restrictive Covenants will be registered on title to only allow building on certain areas.
- Once Boundary Adjustment is completed parcels will be able to further subdivided to provide for more housing.



 Restrictive building on site.

RESOLUTION

THAT the City of Grand Forks proceed with the proposed 94.52 hectare (233.57 acre) boundary extension proposal;

AND THAT the City of Grand Forks staff be authorized to develop, sign and submit the proposal to the Provincial Government.

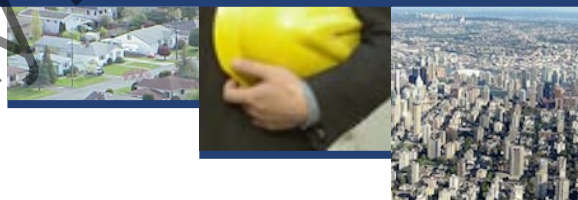
Previously Received



THANK YOU | Q&A



Municipal Boundary Extension Process Guide



March 2010



Ministry of
Community and
Rural Development

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Previously Received

Previously Received

Preface

The *Municipal Boundary Extension Process Guide* (Guide) describes the steps for submitting a municipal boundary extension proposal for provincial approval. This process involves property owners and residents in the extension area and the municipality, the regional district, improvement districts, various government ministries and agencies, and First Nations.

The Guide applies to all municipal boundary extensions, whether the area is small or large, with many residents or none. In the case of a complex municipal boundary extension that includes a large area with many residents, the boundary extension process may include additional steps and considerations.

A companion document, the [Municipal Boundary Extension Policies Guide](#), describes provincial policies for developing boundary extension proposals. These two documents replace the *Municipal Boundary Extension Criteria* (2002).

Processing municipal requests for boundary extensions is the responsibility of the Ministry of Community and Rural Development. Please direct inquiries to:

Ministry of Community and Rural Development
Local Government Structure Branch
800 Johnson Street
PO Box 9839 Stn Prov Govt
Victoria B.C. V8W 9T1

Phone: 250-387-4019

Facsimile: 250-387-7972

Toll free through Enquiry BC:

Call 604-660-2421 in Vancouver or 1-800-663-7867 elsewhere in B.C. and request a transfer to 250-387-4019 in Victoria.

Introduction

There are six steps to developing, processing and approving a municipal boundary extension proposal. The Ministry of Community and Rural Development (Ministry) recommends that a municipality contact the Local Government Structure Branch prior to Step 1.

Ministry staff can provide answers to questions as well as clarify requirements and discuss timing issues. It is helpful to the timely processing of requests if the municipality can provide as many details as possible related to the proposal, such as the community's overall approach to growth management, long-term servicing objectives and other relevant issues important to the community.

Municipalities are encouraged to take a comprehensive, strategic approach to boundary extension proposals as the process involves significant time and resources at both the local and provincial level.

Step 1: Proposal Development and Referrals

Developing a municipal boundary extension proposal begins with a council resolution confirming the municipality is willing to consider a boundary extension proposal (Appendix 1). The resolution also authorizes municipal staff to develop the details of the proposal and to send it to the Ministry for processing.

Municipal boundary extension proposals should include:

- blocks of property continuously adjacent (contiguous) to the current municipal boundary;
- complete parcels as described on the land title certificate; and,
- roads and road-rights-of-way adjacent to the proposed extension area that provide access from the municipality to the proposed extension area.

Appendix 2 provides the specific technical criteria needed to develop a municipal boundary extension proposal. Ministry staff are also available to provide assistance. Once the proposal is complete, the municipality must refer the proposal to the following parties for comment:

- property owners within the proposed municipal boundary extension area to obtain their opinion on the proposal (Appendix 4);
- the regional district to determine the impact on existing services and the details of transferring services should the municipal boundary extension be approved (Appendix 5);
- improvement districts that overlap with the proposed municipal boundary extension area¹;
- Agricultural Land Commission (ALC) if the proposed extension area includes land in the Agricultural Land Reserve (ALR);
- Integrated Land Management Bureau (ILMB) if the proposed extension area includes Crown land; and,
- First Nations whose traditional territory includes the proposed municipal boundary extension area.

Through the referral process, the municipality should identify and resolve concerns with the proposed municipal boundary extension before the municipality submits the proposal. Ministry staff can provide advice for resolving issues.

¹ Note: Generally improvement district boundaries will be reduced or the improvement district dissolved, and the service responsibility will transfer to the municipality, if a boundary extension is approved.

Step 2: Proposal Submission

A municipal boundary extension proposal submitted to the Ministry should include the following:

- a council resolution confirming the municipality wishes to consider a boundary extension proposal (Appendix 1);
- a rationale for the proposal, including land use implications;
- maps (Appendix 3);
- a list of parcels in the extension area including legal descriptions;
- a parcel map and/or list of parcels indicating which property owners are in favour or opposed to the proposal;
- the name of the regional district and the affected electoral area(s);
- copies of communications with, and the opinions of, owners and other interested parties within the area of the proposed municipal boundary extension;
- results of referrals to the regional district, improvement districts, ALC and ILMB, including correspondence, and a record of issues identified and resolved or unresolved;
- results of referrals to First Nations, including correspondence and a record of issues identified and resolved or unresolved¹; and,
- consideration of any specific conditions related to implementation and other relevant background information.

The Proposal Submission Checklist has been developed to help municipalities ensure that applications are complete (Appendix 6). The submission should be sent to:

Ministry of Community and Rural Development
Local Government Structure Branch
800 Johnson Street
PO Box 9839 Stn Prov Govt
Victoria BC V8W 9T1

Step 3: Ministry Review

The Ministry will acknowledge receipt of the municipal boundary extension proposal and review the submission by preparing an Administrative Report that will provide the municipality with feedback. If further work is required, Ministry staff are available to work with the municipality to complete the proposal.

Once the Ministry confirms a complete municipal boundary extension proposal, it will be referred by the Ministry to the Ministry of Transportation and Infrastructure (BC MoT) for review. The Ministry will discuss BC MoT's report with the municipality.

The Ministry recommends that the municipality wait until the Ministry confirms that all issues are addressed before seeking elector approval. This ensures that elector approval is obtained on a complete municipal boundary extension proposal. Technical changes to the proposal after elector approval is obtained could void the results, requiring the elector approval process to be repeated.

¹ NOTE: The *Interim Guide to Engagement with First Nations on Local Government Statutory Approvals* provides guidance to local governments on engaging with First Nations on municipal boundary extension proposals. The Guide is available at: www.cd.gov.bc.ca/lgd/library/First_Nations_Engagement_Guide.pdf

Step 4: Elector Approval

The *Local Government Act* (section 20) requires municipal elector approval of proposed boundary extensions. Elector approval may be obtained by the municipality through a referendum or the Alternative Approval Process (AAP) (*Community Charter*, section 85, 86). For more information on the AAP process and the processes related to voting, see the *Local Government Act* and the *Community Charter*.

If electors support the municipal boundary extension proposal, the municipality must provide the Ministry with:

- a second council resolution confirming the request to the Minister to extend the boundary of the municipality and confirming the legal description of the parcels to be included within the municipal boundary;
- a declaration that the statutory requirements of section 20 of the *Local Government Act* are met; and,
- the results of the elector approval process.

For more information, see Electoral Approval and Council Resolution Checklist (Appendix 7), Sample Statutory Alternate Approval Process Public Notice (Appendix 8), and Sample Council Resolution #2 (Appendix 9).

Step 5: Provincial Approval

Once the elector approval process is complete, the Ministry prepares Letters Patent implementing the proposed boundary change. Letters Patent describe the properties being included in the municipality, provide for the transfer of services from the regional district/improvement district to the municipality, and if necessary, provide for special or transition features. The Ministry also amends the Letters Patent for the relevant regional district, removing the boundary extension area from the applicable electoral area.

The *Local Government Act* (section 20) requires the Lieutenant Governor in Council (Cabinet) to approve municipal boundary extension requests.

Step 6: Implementation

If the boundary extension proposal is approved by Cabinet, the Ministry notifies the municipality, the regional district and other ministries and agencies, such as BC Assessment and the Land Title and Survey Authority of BC that the municipal boundary extension will be implemented.

The municipality and relevant regional district are responsible for implementing the transfer and coordination of services within the boundary extension area. The municipality and the regional district may choose to establish a transition agreement to assist in this process.

To conclude the municipal boundary extension process, the municipality must confirm to the Ministry the population in the extension area. This information is used to adjust the municipality's population for grant allocations and to determine the number of votes held by the municipality on the regional district board. It is important that the population certification be submitted to the Ministry in a timely fashion (Appendix 10).

Glossary

Alternative Approval Process (AAP)

Local governments can use the Alternative Approval Process (*Community Charter*, section 86) to gauge public opinion instead of a referendum, in cases where the local government is required to obtain elector approval. The AAP can be used by a municipality to obtain elector opinion for a municipal boundary extension proposal.

Contiguous

Describes objects such as land parcels that adjoin and share a common border.

Elector

A resident elector or non-resident property elector of a municipality or regional district electoral area. See the *Local Government Act* (Part 3).

Elector Approval

Legislation provides the municipal electorate with an opportunity to voice their opinion on the proposal through an Alternative Approval Process or referendum.

Legal Description

The complete description of a parcel of land, such as parcel identifier, lot number, district lot number, district plan and the name of the land district.

Letters Patent

The legal document describing the local government's name and boundary as well as any unique or customized authorities of that government. Letters Patent are approved by Cabinet through an Order in Council. When municipal boundaries are changed, the Letters Patent for both the municipality and affected regional district are issued.

Order in Council (OIC)

An Order under the authority of legislation approved by the Lieutenant Governor in Council. An Order in Council is the instrument that Cabinet uses to approve boundary extensions. The OIC issues Letters Patent for the municipality and the regional district.

Referendum

A vote seeking elector opinion.

Appendix 1 – Sample Council Resolution #1

I, _____, Corporate Officer for the (Corporate Name of Municipality) do hereby certify the following to be a true and correct copy of a resolution adopted by the Council of the (Corporate Name of Municipality).

“THAT the (Corporate Name of Municipality) proceed with the proposed _____ area boundary extension proposal; and

That (Corporate Name of Municipality) staff be authorized to develop, sign, and submit the proposal to the Provincial Government.”

(Corporate Officer)

DATED at (Municipality), B.C. this _____ day of _____, _____.

Previously Received

Appendix 2 – Technical Criteria

Municipal boundary extension proposals must meet the technical criteria described below.

Boundary Composition

The proposed boundary extension area should include complete legal parcels to avoid split local government jurisdiction over legal parcels. Legal descriptions for each parcel, as found on the land title certificate, must be included in the proposal submitted to the Ministry.

For more efficient and timely processing of municipal boundary requests, proposals that include a logical block of parcels rather than multiple requests to include single parcels are encouraged.

Various factors can define a block, the most obvious being the local road network so all parcels are bounded by intersecting roads. Other factors include local service areas and natural features such as water bodies, rivers or elevation.

Properties of the New Boundary

Generally the area being brought into the municipality should be continuously adjacent, or contiguous, to the existing municipal boundary.

The boundary extension proposal should not create an area that would remain outside the municipal boundary and jurisdiction, resulting in a 'doughnut-hole' within the municipality. The only exception to this requirement is land designated as Indian Reserve or Treaty lands, which will not be included within a municipal boundary unless requested by the First Nation.

Figure 1 shows a proposal that meets the criteria of contiguity. The proposed extension area is adjacent to the existing municipal boundary and represents a complete block of legal parcels.

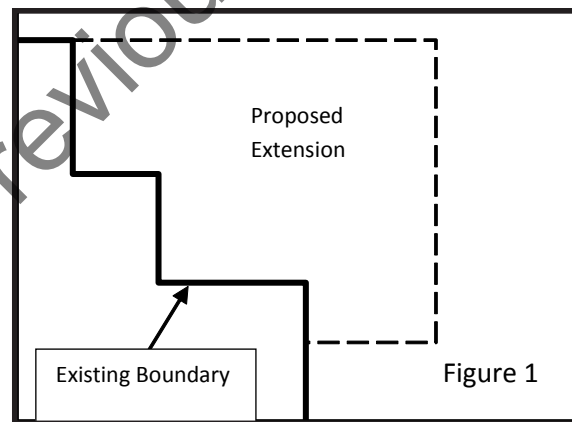


Figure 1 - Boundary extension proposal.

Figure 2 shows a “satellite” boundary extension which is only appropriate for exceptional cases such as:

- a major industrial site (e.g. utility, saw mill or mine) for which the municipality is the major service centre; or,
- an area owned by the municipality used for municipal purposes, such as an airport, a recreation area/facility, or public works yard.

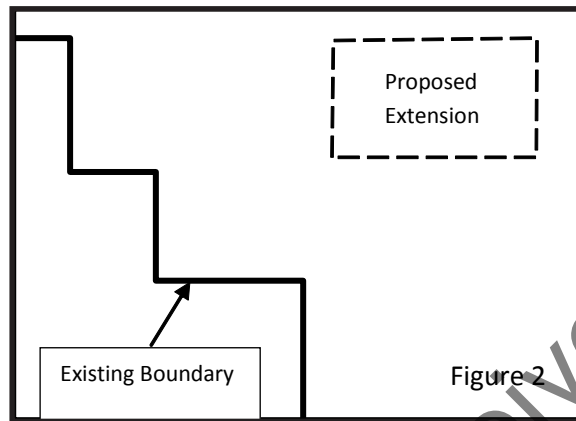


Figure 2 - Satellite boundary extension proposal.

Figure 3 shows a proposal that does not meet the requirements for developing a boundary extension proposal because it is not contiguously adjacent to the municipal boundary, and it does not qualify as a satellite boundary extension.

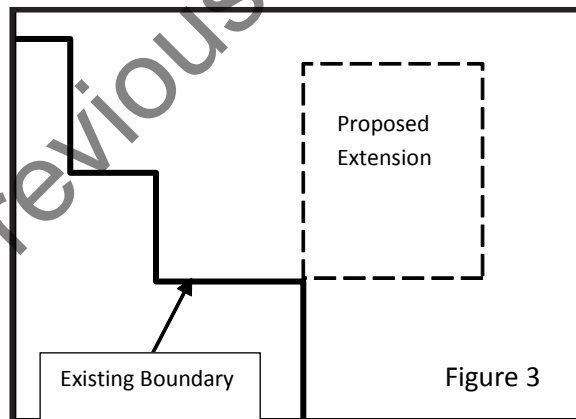


Figure 3 - Invalid boundary extension proposal.

Local Roads

A major consideration for municipalities when developing a boundary extension proposal is the efficient operation of the local road network. Following the boundary extension, any roads not designated as arterial or provincial, are transferred from the Province to the municipality, which assumes responsibility for maintenance and future upgrades.

The municipal boundary extension proposal should meet the following criteria:

- the boundary should follow one side of a road right-of-way, and include the entire road within the municipality;
- roads that provide access from the municipality to the boundary extension area should be included;
- roads and road rights-of-way adjacent to the boundary extension area should be included; and,
- where a boundary extension area is in the vicinity of an existing boundary that follows the centre line of a road, the boundary shall be adjusted to include the entire road within the municipality.

Where the inclusion of a road is not suitable from the perspective of road maintenance jurisdiction, the road will be excluded from the municipality to avoid situations where the road maintenance jurisdiction is not continuous.

Previously Received

Appendix 3 – Maps

As part of the boundary extension proposal, a municipality is required to provide the Ministry with a map of the proposed boundary extension showing its relationship to the current municipal boundary. Maps of the extension and surrounding areas should be provided to the Ministry in hardcopy and in electronic format.

The maps are used to review the road network and to prepare the new municipal boundary description for the Letters Patent. An appropriate scale will ensure clarity and accuracy of detail; ideally a scale of 1:5,000. Maps should accurately describe the:

- current municipal boundary;
- proposed municipal boundary;
- parcel lot lines;
- parcel identifiers and legal descriptors;
- ownership information;
- consent of landowners and residents (via shading);
- roads and road labels;
- other rights-of-way;
- major landmarks;
- Crown land;
- ALR land; and,
- First Nation Reserves and Treaty lands.

Previously Received

Appendix 4 – Public Consultation Within The Proposed Extension Area

It is the municipality's responsibility to design an appropriate process to obtain the opinion of residents and property owners within the area of the proposed boundary extension. The municipality is responsible for providing adequate information to allow residents and property owners to make an informed decision about their support for the proposal.

In particular, the municipality is likely to use ownership information from BC Assessment as the basis for individual distribution of information. It should be noted that eligible electors may not be property owners (renters, mobile home park residents), and these residents should be provided with information as well.

The nature and extent of the public consultation varies with the size of the proposed boundary extension. The table below outlines some possible consultation approaches for a municipality to consider.

Size of Boundary Extension	Number of Parcels	Consultation Approach	Consultation Results
Small area boundary extension	1 to 10	Municipality provides information to property owners and residents.	Individual response letters.
Medium area boundary extension	11 to 49	Municipality provides information to property owners and residents. Municipality holds an open house/public meeting.	Individual response letters. Meeting feedback forms.
Large area boundary extension	More than 50	Municipality provides information to property owners and residents. Municipality holds an open house/public meeting. Municipality posts information on its website.	Individual response letters. Meeting feedback forms. Feedback through website.

The municipality's information to property owners and residents in the proposed boundary extension area should include the following:

- the municipality's reasons for considering the boundary extension proposal;
- general property tax implications (a comparison of tax rates inside and outside the municipality or a sample property tax calculation);
- general information about the costs, process and timing of providing the service if municipal water or sewer infrastructure service is the reason for the boundary extension;
- other significant changes related to local service delivery and service cost recovery (e.g. fees and charges); and,
- any council policy items relating to the boundary extension proposal (e.g. transitional measures).

Generally, the Minister will not recommend a boundary extension to Cabinet if a majority of property owners within the proposed extension area object. An exception may be made where overriding provincial or local interests exist, such as resolving public health concerns or environmental protection issues.

Consultation Information to the Ministry

When submitting the boundary extension proposal to the Ministry, the municipality should provide the following:

- copies of correspondence from owners/residents for small to medium area proposals; and,
- a summary of the public consultation process undertaken by the municipality and consultation results for medium to large area proposals.

A summary of the results of the public consultation process can be provided in the following ways:

- a map showing the opinion for each parcel for medium to large areas;
- a numerical summary of the opinions received;
- copies of individual submissions from owners/residents, cross-referenced to map location;
- a copy, or summary, of a petition or public meeting report, if those methods were used to determine opinion; and,
- a copy, or summary, of other material that relates to the opinion of owners/residents.

Vote within the Proposed Boundary Extension Area

Based on the population of the proposed boundary extension area and the consultations conducted by the municipality with property owners, a vote may be held. Generally, a vote in a proposed boundary extension area is reserved for situations involving a substantial population and where the municipality cannot accurately gauge the opinion of property owners in the proposed boundary extension area through another consultation process.

If a municipal council wishes a vote be held in the proposed boundary extension area, a request is made to the Minister to order a vote. The Minister also has the authority to order a vote independent of the municipality's request. If a vote is held, the municipality is required to submit a copy of the results certified by the Chief Election Officer.

Appendix 5 – Regional District Consultation

When a municipal boundary is extended, the area of the boundary extension is 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.

Boundary extension proposals should be sent to the regional district Chief Administrative Officer who will refer to the appropriate staff for review (e.g. corporate administration, finance, engineering, planning). As a best practice, municipalities and regional districts should work together to jointly establish processes for reviewing proposals for boundary extensions.

Proposal submissions need to outline the consultation process between the municipality and the regional district and report on the results, including the resolution of issues and agreed-to terms for implementation. If required, special mitigation provisions can be designed through discussion between the municipality, regional district, and the Ministry.

When a municipality consults with the regional district, it is the responsibility of the regional district to identify the services currently provided in the extension area and the financial impact on those services if the boundary extension is approved.

If there is the possibility of significant financial or service impact, the regional district should provide the following information, as applicable, to the municipality:

- total taxable assessments within the boundary extension area;
- 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 comments about the nature of the expenditures for the service (for example, debt versus operational costs);
- percentage of taxable assessment within the area compared with the total within the identified service areas;
- estimated dollar amount of the requisition for each service identified that can be attributed to the boundary extension area;
- 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; and,
- the potential for reducing the amount of requisition as a result of the reduction in the service area.

The existence of a significant impact on regional district services can be addressed through discussion between the municipality and the regional district, with Ministry assistance as needed. Special mitigation provisions may be included in Letters Patent.

The primary test for determining significance is that the assessments in the municipal boundary extension area range from five to ten 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 financial impact on the remainder of the service area. Each service of the regional district will be considered individually.

Region-wide services such as grants in aid, electoral area administration, or regulatory services, where the service area consists of one or more electoral areas will generally not be considered for mitigation measures. They are intended for local services only such as fire protection, water, and recreation.

Mitigation measures are appropriate, for the following issues:

- Service participants. Is it an option to maintain the service financing by establishing the municipality as a participant?
- Debt. Could transitional provisions 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 with minimal financial impact?
- Contractual arrangements. Can 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 financial impact, number of years for which they will apply (except possibly for debt, they will rarely be long-term), possibility of a phased-in approach and governance arrangements.

Previously Received

Appendix 6 – Proposal Submission Checklist

Municipality:	
Extension Area Description:	
Submission Date:	

Submission to Ministry of Community and Rural Development	
	Council resolution confirming the municipality wishes to consider a boundary extension proposal (Appendix 1).
	Rationale for the proposal, including land use implications.
	Maps (Appendix 3).
	A list of parcels in the extension area including legal descriptions.
	Parcel map and/or list of parcels indicating which property owners are in favour or opposed to the proposal.
	Name of the regional district and the affected electoral area(s).
	Copies of communications with, and the opinions of, property owners and other interested parties within the area of the boundary extension proposal.
	Results of referrals with the regional district.
	Results of referrals with relevant agencies (ALC, ILMB, improvement districts, etc.)
	Results of referrals to First Nations, including correspondence and a record of issues resolved or unresolved.
	Other relevant background information such as staff reports.

Include this checklist with the proposal application package.

Appendix 7 – Elector Approval and Council Resolution Checklist

Municipality:	
Extension Area Description:	
Submission Date:	

Submission to Ministry of Community and Rural Development	
	A declaration that the statutory requirements are met.
	Council resolution confirming the request for the boundary extension (Appendix 9).
	<p>Elector approval: If by vote, the results of the vote. If by AAP, the results of the AAP process certified by the Chief Election Officer and copies of the AAP notice published in the newspaper.</p>

Previously Received

Appendix 8 – Sample Statutory AAP Public Notice

NOTICE TO ELECTORS OF _____ (CORPORATE NAME OF MUNICIPALITY)

OF AN ALTERNATIVE APPROVAL PROCESS FOR A PROPOSED EXTENSION OF BOUNDARIES

Notice is hereby given that under section 86 (Alternative Approval Process) of the *Community Charter* and section 20 of the *Local Government Act*, the Council of the (Corporate Name of Municipality) intends to petition the Minister of Community and Rural Development requesting an 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)

(Insert information regarding the rationale for the proposed extension and include any special features for Letters Patent, as appropriate.)

ALTERNATIVE APPROVAL PROCESS AND ELIGIBILITY

And Further Take Notice That the municipality may proceed with the boundary extension request unless at least ten percent of municipal electors indicate that a referendum must be held by submitting a signed Elector Response Form to (Municipal) City Hall no later than (usual closing time) 4:30 p.m. on (date: dd/mm/yy). Elector Response Forms must be in the form established by the (Corporate Name of Municipality), and only those persons who qualify as electors of the municipality are entitled to sign Elector Response Forms.

Resident Elector – You are entitled to submit an Elector Response Form as a resident elector if you are age 18 or older on the day of submission, are a Canadian citizen, have lived in B.C. for at least six months, and have been a resident of the (Corporate Name of Municipality) for the past 30 days or more.

Non-Resident Elector – You are entitled to submit an Elector Response Form as a non-resident property elector if you are age 18 or older on the day of submission, are a Canadian citizen, have lived in B.C. for at least six months, have owned and held registered title to a property in the (Corporate Name of Municipality) for the past 30 days or more, and do not qualify as a resident elector.

NOTE: Only one non-resident property elector may submit an Elector Response Form per property, regardless of how many owners there may be.

If less than ten percent (#) of municipal electors submit an Elector Response Form, the boundary extension request will be deemed to have the approval of the electors and the proposal may proceed to the Minister of Community and Rural Development for consideration. For the purpose of conducting the alternative approval opportunity, the number of electors is calculated as (#).

Elector Response Forms are available from City Hall, (provide: street address, phone number, email and operating hours).

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 9 – Sample Council Resolution #2

I, _____, Corporate Officer for the (Corporate Name of Municipality) do hereby certify the following to be a true and correct copy of a resolution adopted by the Council of the (Corporate Name of Municipality).

“THAT the (Corporate Name of Municipality) has obtained the assent of the electors to petition the Minister of Community and Rural Development to extend the boundaries of the (Corporate Name of Municipality) as it appeared in the Gazette under issue of Month, Day, Year, and in the local newspaper (Name) under issues of (Month, Day, Year).

THAT all relevant legislative requirements pertaining to a municipal boundary extension in the Local Government Act and Community Charter have been completed.

THAT the parcels approved for inclusion within the (Corporate Name of Municipality) are as follows: (List and include PID numbers and a map).”

(Corporate Officer)

DATED at (Municipality), B.C. this _____ day of _____, _____.

Appendix 10 – Sample Declaration of Population

[Name of Municipality]

WHEREAS a population of census was taken on [date], and [number of persons/nil] are found to be residents of that Boundary [extension] Area of [municipality] described and authorized in Order in Council No. _____, approved and ordered on [date].

I, THEREFORE, CERTIFY THAT there are [number of persons/nil] residents in the said [municipality] Boundary [extension] Area on [effective date of above Order in Council].

(Enumerator)

DATED at [name of municipality], British Columbia, this [date]

This is the Statutory Declaration of population,

Dated _____, 2009

(Mayor)

and

(Corporate Administrator)

(Commissioner for taking Affidavits within the Province of British Columbia)

Previously Received



Ministry of
Community and
Rural Development

Memo



To: Committee of the Whole
 From: **Corporate Services**
 Date: 2023-12-11
 Subject: Boundary Extension Timeline Update and Open House Format

Purpose

For the Committee of the Whole (COTW) to review the updated Boundary Extension timeline and discuss possible formats for an open house.

Background

At the October 10, 2023, Regular Meeting, Council provided direction regarding potential tax rates limits and potential zoning changes for the landowners in the affected boundary extension area. The full report from the meeting is attached and the resolution below was adopted by Council at that time.

Tax Rate Limits:

THAT Council instructs Staff to recommend to the Province to utilize an up to 15 year tax rate limit for the Residential 4 zoned properties in the proposed boundary extension area; FURTHER THAT Council instructs Staff to recommend to the Province to utilize additional tax rate limits of 15 years for the single Residential farm house property, if possible. AND FURTHER THAT Council instruct Staff to recommend to the Province to utilize additional tax rate limits of 15 years for the Business Class property, if possible.

Zoning/Water/Sewer:

THAT Council instructs staff to advise the affected Residential 4 landowners, that if the boundary extension is successful, at this time, no drastic changes to the current land use and water/sewer servicing requirements are anticipated; AND THAT, if the boundary extension is successful, Staff is instructed to prepare necessary bylaws for Council review, following all legislative processes.

Thanks to these resolutions, our communications consultants were able to finalize the landowner packages and some of the first one-one-one meetings with those landowners were held in the week of November 13, 2023. We anticipate that the remaining interviews will be complete by mid December.

Timeline Update

Some of the other feedback that we have received from delegates at Council meetings, through newspaper opinion posts, and through the boundaryextension@grandforks.ca email address, indicated the need to adjust the original proposed timelines and advance the first public open house opportunity to engage with Council and the consultants in a meaningful way once some key information about the development are known and the majority of the initial consultation process is completed.

The consultant also determined that the first round of written feedback, outside of the First Nations consultations, should be concluded as of December 14, 2023, at the end of day to allow them to prepare the “What we heard” summary and to update materials in preparation for the open house based on the feedback received thus far.

A request to extend the response deadline for First Nations was received in late October and as such that consultation deadline for First Nations was extended to early January 2024 to allow for a wholesome response by area indigenous nations.

Given all of the above, the Tentative Timeline has been updated to reflect the changes due to the extension requests from First Nations as well as to prepare an open house public engagement opportunity between late-January and mid-February. The updated Timeline can be found below.

Open House Format

At this time, Staff is planning the in-person open house with presentation stations that can accommodate discussions at each station. To ensure that all attendees receive the same information when they arrive, staff will prepare a handout that highlights the overall project. This is intended to accommodate members of the public that arrive after the beginning of the open house and to allow a flow of participants throughout the allocated time. Each station will then provide an opportunity for the public to provide additional feedback and have discussions directly with the consultants.

Staff has used this format successfully in the past as part of the Disaster Mitigation and Adaptation Fund (DMAF) projects, in particular for the downtown dike, and as part of the Official Community Plan update.

Once a date and venue has been established (we hope to utilize the Seniors Center), Staff will be advertising the opportunity through our usual channels and allow for an RSVP option to determine if the venue is sufficient or if we have to alter the location to a venue that can accommodate a larger number of persons.

Various different format options (Presentation followed by Q&A; smaller presentation to start and then breakout discussions; etc.) were considered to host this open house. The format detailed above was ultimately recommended by the consultant based on the outcomes that we intend to achieve (providing an opportunity for members of the public to provide meaningful feedback).

Developer Update

One of the key concerns that has come up from some of the feedback received is the connection between the Boundary Extension project and the proposed Copper Sky development and some of the certainties around the development. As such, Staff has reached out to the developer to collect some additional information. The intent would be to present this information at a Council meeting before the open house to ensure that answers can be provided to Council and at the public event thereafter.

Strategic Impact

Council's Strategic Plan for 2023 included the following priority and assign actions and results.

Priority: Create Opportunities for Additional Housing Development in Grand Forks

Goal 1.: Apply to the Provincial Government to Expand the City of Grand Forks Municipal Boundary

Actions to get us there:

- Secure a consultant to guide the City through the boundary expansion application process – **in progress**
- Create a schedule which clearly outlines a timeline and benchmarks for public engagement opportunities, communication, external agency referrals, technical data, stakeholder feedback, and any other major steps within the application process – **completed in August 2023**
- Provide Council with regular updates through the Committee of the Whole – **in progress**
- Council to determine electoral approval process (Alternate Approval Process or Referendum) – **not started**

The Results We Want to See:

A complete and compliant boundary expansion application ready for submission to the Provincial Government within 10 months – **slight delay due to external factors (First Nations engagement)**

Previously Received

Tentative Timeline

Changes are highlighted in yellow.

Activity	Public Engagement	Tentative Date
Kick off Meetings		August 2023 - complete
Develop Communications and Engagement Plan		August 2023 – complete – will continue to evolve
Develop Communications Materials		August / September 2023 complete – will continue to evolve
Landowner Resident Information Package – Initial contact		September 2023 - complete
Engagement with Local Governments / Indigenous Communities / etc. as per provincial requirements in Step 1 – First Nations engagement extended by 60 days	Yes (specific)	September / October / November / December 2023 / January 2024
Landowner Resident Information Package – Full package		October 2023
Landowner Interviews (for affected property owners)	Yes (specific)	November / December 2023
Deadline for written feedback for first phase of engagement		December 14, 2023
What we heard Summary		January 2024
In Person Open House	Yes	January / February 2024
Council Meeting to determine if all information has been collected for submission to the Province		February / March 2024
Combine all information and Submit to the Province (Step 2 of Provincial Guide)		February / March 2024
Ministry Review (Step 3) – unknown time frame, reaching out to the Province for feedback on that timeline		TBD
Communications Material Update		Continuous
Virtual Information Session	Yes	TBD – possibly April / May 2024
Prepare Information Packages for electoral Approval		TBD – possibly April / May 2024
Electoral Approval Process (timeline depending on Ministry Review) (Step 4)	Yes	TBD – possibly May / June 2024
Prepare Package for final Provincial Approval		TBD – possibly June / July 2024
Final Submission to the Province (Step 5) for Approval		TBD – possibly July / August 2024

Memo



To: Committee of the Whole
 From: **Corporate Services**
 Date: 2024-02-12
 Subject: Boundary Extension – Update February 2024

Purpose

For Council to receive an update regarding the Boundary Extension project and upcoming milestones.

Background

As part of the Boundary Extension project, Council has been receiving updates on a continuous basis and has provided direction to staff on various items such as tax rates and land use.

At the Committee of the Whole (COTW) on December 11, 2023, Council reviewed a memorandum regarding a timeline update and the open house format. Staff also indicated that they were following up with the developer to discuss several of the concerns raised by residents.

Staff provided the developer with various questions and the corresponding answers are listed below. Where relevant, staff comments have been added below the developer’s comments *in italics*.

Question	Developer Response / Staff Comments
As the development would require a sewer treatment plant to be functional before any houses are connected – who will pay for the initial construction, ongoing operations and maintenance, and future replacement cost? Is it anticipated that this will be a user-pay utility or will the taxpayers within the current boundary end up subsidizing this development?	The developer will pay for the cost of installing a “state of the art” wastewater treatment system with the in-ground disposal of treated effluent. The homeowners of Copper Sky will be on a user-pay system, the collected fees from this system will pay both operation and maintenance costs. Who the owner of the system will eventually be is to be determined, but current City taxpayers are not expected to subsidize any portion of the system’s construction, operation or maintenance. <i>Staff notes: At the time of subdivision, Council has various legislative tools (listed below) available to ensure infrastructure remains the responsibility of the new development and future owners.</i>

Question	Developer Response / Staff Comments
<p>One First Nation so far has requested that an archeological assessment is performed before any development occurs – It is expected that Copper Sky will be fully responsible for any costs associated with any required assessments – please confirm.</p>	<p>When Copper Ridge was developed an archaeological investigation was undertaken by a professional. Copper Sky is in possession of a letter from this individual stating that nothing of archeological significance was detected on the site. As the study was done 15+ years ago by a firm that is no longer in business we will have to search for a copy of the original.</p>
<p>Residents of Copper Ridge are still concerned about where and when the second road would be built – could you provide any current plans/maps/etc. with details of a second proposed road.</p>	<p>Our investigations of the site suggest that there are likely three (3) possible routes for a secondary road up to the developable area of Copper Sky; one to the west, one to the east and one to the south. All three need to be explored in more detail with MOTI and civil engineering consultants. There is, at this time, no timetable for construction as none the three routes has been explored in detail.</p>
<p>Concerns have been raised about the use of Prospect Drive as a main access and the potential for additional traffic related issues with bikes and pedestrians along the road – What do you propose to ensure safe sharing of Prospect Road?</p>	<p>Prospect Drive appears to have been constructed in a standard 20m road right of way (ROW). Depending on where the Drive located in the ROW it may be possible to add pathway along the boundary of the Drive if potential traffic conflicts seem to warrant this expenditure. That said, it appears from our site visits and our encounters with walkers, cyclists, horseback riders, ATV riders, etc. that access and egress from Copper Sky from a variety of directions is already happening. Construction may temporarily impact those accesses, but our intention is respecting the location and availability of routes to the highest degree possible.</p>
<p>Other residential developments in Grand Forks have been proposed but not much “action” has occurred – what would be the timeline for construction to start if the extension is approved, and what’s the timeline for the first units being ready to move in. Please also provide details regarding proposed timelines for phasing for the overall development.</p>	<p>If the boundary extension is approved by the Province in 2024, then we would anticipate initial construction taking place in late Winter or early Spring 2025. Everyone needs to understand that significant design work needs to be done prior to construction and there is no merit in starting that work until we know what development the City will allow to build in Copper Sky. Those land use discussions and approvals have just barely begun and will move slowly until we know about the boundary extension.</p>

Question	Developer Response / Staff Comments
<p>Are there any costs assumed for current taxpayers to install/maintain the road/sidewalk/storm sewer (roads related) systems? If so, please provide justification for and estimated costs expected to be borne by the current taxpayers.</p>	<p>We anticipate that NO costs associated with the above cited systems/utilities will be passed along to current taxpayers.</p> <p><i>Staff notes: Council can utilize various legislative tools including Local Area Services and Works and Service Agreements to keep responsibility for installation and maintenance these assets funded by the development and future owners therein. Seasonal work such as snow plowing, street sweeping, and mowing of public greenspaces would be costs to the City offset by tax revenues from the area properties.</i></p>
<p>Are there any costs assumed for current taxpayers to install/maintain any piping or infrastructure relating to the water infrastructure? If so, please provide justification for and estimated costs expected to be borne by the current taxpayers.</p>	<p>We anticipate that NO costs associated with the above cited systems/utilities will be passed along to current taxpayers.</p> <p><i>Staff notes: Council can utilize various legislative tools including Local Area Services and Works and Service Agreements to keep responsibility for these assets funded by the development and future owners therein.</i></p>
<p>Are there any costs assumed for current taxpayers to install/maintain any piping or infrastructure relating to the wastewater infrastructure including the proposed treatment facility? If so, please provide justification for and estimated costs expected to be borne by the current taxpayers.</p>	<p>We anticipate that NO costs associated with the above cited systems/utilities will be passed along to current taxpayers.</p> <p><i>Staff notes: Same as above.</i></p>
<p>Some questions were received regarding setbacks from the edge of the mountain overlooking the residences currently in place along Coalshute and North Fork road. – What's your plans regarding setbacks along the ridge and limiting potential privacy concerns?</p>	<p>A geotechnical analysis for slope stability and appropriate setback distances will be undertaken as part of the design process for all phases of the Copper Sky project. Those will be recognized by covenant on the titles of properties that may abut the edge of the plateau. In addition, it is anticipated that the steeper slopes that are within the Copper Sky project boundaries will be placed in a Development Permit Area that will be enforced by City staff through the Building Permit approval process.</p>

Question	Developer Response / Staff Comments
Any comments from you on how quickly you anticipate the development to have 800 additional residents for Grand Forks? 10 years? 20 years? 50 years?	The local housing market, as best we can tell, has not seen a project with the potential magnitude of Copper Sky in a number of years. The length of time it will take to build out Copper Sky to 800 addition residents is entirely unpredictable. That said we do know that there is interest from current residents and from persons who reside in other municipalities, some as far away as Ontario.

Legislative Tools

Based on the above responses, the proposed development is intended to not impact current City taxpayers financially. Staff also reviewed various legislative tools that this Council (or future Councils) could use as the development progresses.

The Boundary Extension is the first phase of a multi-phase process. More detailed plans regarding the City's specific use of these tools will be confirmed as the process progresses, and staff will advise Council in due course of more concrete recommendations around using these pieces of legislation to secure commitments from the developer.

In this context, it is important to recall that the lands within the proposed boundary expansion area are currently zoned for low-density development under the regional district zoning bylaw, and that zoning will continue to apply to those lands following a boundary extension, until Council amends or repeals it through a rezoning process.

Staff identified numerous sections of the Local Government Act (LGA), Community Charter (CC), and the Land Title Act (LTA), which either relate to municipal boundary extension, or the land use planning process more generally, and the various tools available. Staff attached the 8 most applicable sections regarding the City's current boundary extension project.

Provincial Powers

In October 2023, Council has already reviewed S.29 of the LGA which provides one of these tools regarding Tax Rate Limits, which ultimately requests of the Province to establish a rate. As such, the ultimate authority is with the Province in this matter.

S.31 and S.33 of the LGA provides similar powers to the Province when a boundary extension occurs. S.31 would allow the Province to establish a Local Area Service without the need for elector approval, while S. 33 provides the Province with broad power to include provisions addressing "transitional difficulties", and broad power to establish "terms and conditions". As both of these would have to occur at the Boundary Extension stage, these legislative options are most likely not ideal for the proposed project as the extension would have to occur first, before the details of the development proposal can be finalized. That said, there is much discussion

and detailed analysis yet to occur, and opportunities may arise to utilize these powers, so the possibility remains open.

At this stage, it appears some of the more likely tools to be used for regulating the development would be S. 503, S. 516, S.559, and S. 570 of the LGA; S.210 of the CC; and S.219 of the LTA.

Council Authority

S. 503 of the LGA gives Council its basic zoning power. The power is legislative in nature and discretionary, creating the opportunity to negotiate terms and conditions, including the provision of amenities.

S. 516 of the LGA provides guidance and powers to Council on the establishment of phased development agreements. This type of agreement can include cost-related terms and conditions, as well as amenity provisions.

S.559 of the LGA provides guidance and powers to Council to establish a Development Cost Charges (DCC) bylaw which would be applicable for any subdivision or building construction; where circumstances justify, DCC's can discriminate on basis of area, type and scale of development.

S.210 of the CC allows for the establishment of Local Area Service for the development area to establish a service or cost recovery methods; however, this Bylaw would require additional processes before being established of either being proposed via petition, proposed via Council initiative, or the bylaw received assent of the electors.

S.570 outlines Development Works Agreements, which would require a Bylaw to be established, and has similar processes as the CC S.210 discussed above for establishing such a bylaw.

Finally, S.219 of the LTA allows for covenants to be placed on title. This tool would be available for example to secure the developer's commitments promised during a rezoning process.

Summary

Overall, Council has a wide variety of tools to choose from when working with the developer to ensure that the development meets or exceeds Council's expectations. Council could ask the Province to apply certain powers now; however, there are various unknown variables with this approach. The more appropriate solution may be to work with the developer at the time of subdivision/zoning to establish Phased Development Agreements or Development Works Agreements.

Tentative Timeline

The below tentative timeline has been updated to reflect the Open House date. We've also adjusted the order so that the "What We Heard" summary would be provided at a later date to ensure that the feedback from the Open House can be captured. (changes are highlighted in yellow)

Activity	Public Engagement	Tentative Date
Kick off Meetings		August 2023 - complete
Develop Communications and Engagement Plan		August 2023 – complete – will continue to evolve
Develop Communications Materials		August / September 2023 complete – will continue to evolve
Landowner Resident Information Package – Initial contact		September 2023 - complete
Engagement with Local Governments / Indigenous Communities / etc. as per provincial requirements in Step 1 – First Nations engagement extended by 60 days	Yes (specific)	September / October / November / December 2023 / January 2024
Landowner Resident Information Package – Full package		October 2023
Landowner Interviews (for affected property owners)	Yes (specific)	November / December 2023
Deadline for written feedback for first phase of engagement		December 14, 2023
In Person Open House	Yes	February 21, 2024
What we heard Summary		March 2024
Council Meeting to determine if all information has been collected for submission to the Province		March 2024
Combine all information and Submit to the Province (Step 2 of Provincial Guide)		March / April 2024
Ministry Review (Step 3) – unknown time frame, reaching out to the Province for feedback on that timeline		TBD
Communications Material Update		Continuous
Virtual Information Session	Yes	TBD
Prepare Information Packages for electoral Approval		TBD
Electoral Approval Process (timeline depending on Ministry Review) (Step 4)	Yes	TBD
Prepare Package for final Provincial Approval		TBD
Submission to the Province (Step 5)		TBD


Activity	Public Engagement	Tentative Date

Attachments

1. N/A


Previously Received

Boundary Extension Social Media Posts

 **City of Grand Forks, BC**
Published by FD Grand Forks · October 6, 2023 ·

The City has received some inquiries asking if there is a public meeting focused on the Copper Sky development, and potential boundary extension that the City is exploring, on Tuesday October 10, 2023.

The upcoming meeting day on Tuesday is for a Committee of the Whole (COTW) and Regular Meeting of Council. There is no special meeting specific to the boundary extension proposal scheduled for Tuesday. Over the past 3 months Council has received several reports about the pr... [See more](#)

 GRANDFORKS.CA
2023 Boundary Extension - City of Grand Forks
Proposed Boundary Extension Project overview The City of Grand Forks is initiating a process to explore a municipal boundary extension based on a request

 **City of Grand Forks, BC**
Published by Daniel Grand Forks · October 24, 2023 ·

Boundary Extension – Project Update October 24, 2023

The City of Grand Forks is currently in the information gathering phase of a boundary extension project with the intent to prepare an application for provincial review. The proposed extension area is 94.52 hectares (233.57 acres) northwest of Grand Forks along Coalshute Road and North Fork Road. The extension was requested by a private landowner who's interested in developing their land for more urban uses, including incre... [See more](#)

 GRANDFORKS.CA
2023 Boundary Extension - City of Grand Forks
Proposed Boundary Extension Project overview The City of Grand Forks is initiating a process to explore a municipal boundary extension based on a request



City of Grand Forks, BC

Published by Web Grand Forks · November 15, 2023



Boundary Extension – Project Update November 15, 2023

As part of the information-gathering phase of the boundary extension proposal, the City's communications consultant is currently engaging with affected landowners in the proposed extension area with one-on-one interviews to gather much-needed feedback on how the extension could impact them. Those landowners have received a full comprehensive package that includes detailed information specific to their property and their l... [See more](#)



GRANDFORKS.CA

2023 Boundary Extension - City of Grand Forks

Proposed Boundary Extension Project overview The City of Grand Forks is initiating a process to explore a municipal boundary extension based on a request



City of Grand Forks, BC

Published by FD Grand Forks · December 13, 2023



We wanted to say thank you to everyone that has taken their time to either meet with our consultants or compose and send in emails and letters. We really appreciate all the input!

Interviews with affected landowners in the boundary extension area are slowly coming to a close. Any affected landowners that have not contacted us about scheduling an interview, please do so this week so we can try to make arrangements at boundaryextension@grandforks.ca.

We've also received very... [See more](#)



GRANDFORKS.CA

2023 Boundary Extension - City of Grand Forks

Proposed Boundary Extension Project overview The City of Grand Forks is initiating a process to explore a municipal boundary extension based on a request



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Cher Wyers

Growth is good in maintaining a strong community.

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City of Grand Forks, BC

Published by FD Grand Forks · January 22 ·



Boundary Extension Open House and Project Update - January 19, 2024

Over the fall, the City has received feedback from residents in the proposed boundary extension area, service providers and other interested parties. We want to take this opportunity to extend our thanks to those of you who have provided valuable input! We greatly appreciate the time that everyone has taken to send in your comments.

We now want to hear from residents of Grand Forks about what the proposed boundary extension means to you as a resident of the City and share what we have heard to date at an upcoming Open House. We also encourage all members of the community as well as anyone who wants to learn more, has questions, or wants to provide feedback, to attend.

An In-Person Open House will be held on February 21, 2024, at the Grand Forks Seniors Center at City Park. The facility will be open for an extended amount of time so you can drop-in when it is convenient to you. No formal presentation is planned.

In-person Open House details:

When: February 21, 2024, at 3:00 pm – 7:00 pm

Where: Grand Forks Seniors Society, 565 – 71st Ave in City Park

What to Expect: Multiple stations will be set up to discuss the various topics.

Prior to the Open House, a report with some additional feedback from the developer is expected to be brought to the February 12, 2024, Committee of the Whole Meeting for information purposes. The report is intended to provide additional information based on questions received from the public about the proposed development.

Following the In-Person Open house, a “what we heard” summary will be prepared and will then be presented to Council at a later Council Meeting to summarize the public engagement so far.

We will continue to provide updates on this project. In the meantime, you may find answers for some of your questions here: <https://www.grandforks.ca/2023-boundary-extension/>

If you have any questions that are not answered there, we'd love to hear from you. Please email us at boundaryextension@grandforks.ca



GRANDFORKS.CA

2023 Boundary Extension - City of Grand Forks

Proposed Boundary Extension Project overview The City of Grand Forks is initiating a process to explore a municipal boundary extension based on a request





City of Grand Forks, BC

Published by FD Grand Forks · February 18 ·



The Boundary Extension Open House is coming up on February 21,2024.

When: February 21, 2024 from 3pm - 7pm

Where: Grand Forks Senior Society Center, 565 - 71st Ave in City Park

What to Expect: The facility will be open for an extended amount of time so you can drop-in when it is convenient to you. No formal presentation is planned, and multiple stations will be set up to discuss the various topics. Each station will be supported by individuals familiar with the boundary extension process.

To view a copy of the Open House pamphlet: <https://www.grandforks.ca/.../240220-OpenHouse-Pamphlet...>

For more information on the proposed Boundary Extension Project please visit: <https://www.grandforks.ca/2023-boundary-extension/>



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City of Grand Forks, BC

Published by FD Grand Forks · February 20 ·



The Boundary Extension Open House is coming up tomorrow, February 21,2024.

When: February 21, 2024 from 3pm - 7pm

Where: Grand Forks Senior Society Center, 565 - 71st Ave in City Park

To view a copy of the Open House pamphlet: <https://www.grandforks.ca/.../240221-OpenHouse-Pamphlet...>

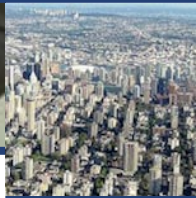
For more information on the proposed Boundary Extension Project please visit: <https://www.grandforks.ca/2023-boundary-extension/>



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Municipal Boundary Extension Process Guide



March 2010



Ministry of
Community and
Rural Development

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Preface

The *Municipal Boundary Extension Process Guide* (Guide) describes the steps for submitting a municipal boundary extension proposal for provincial approval. This process involves property owners and residents in the extension area and the municipality, the regional district, improvement districts, various government ministries and agencies, and First Nations.

The Guide applies to all municipal boundary extensions, whether the area is small or large, with many residents or none. In the case of a complex municipal boundary extension that includes a large area with many residents, the boundary extension process may include additional steps and considerations.

A companion document, the [Municipal Boundary Extension Policies Guide](#), describes provincial policies for developing boundary extension proposals. These two documents replace the *Municipal Boundary Extension Criteria* (2002).

Processing municipal requests for boundary extensions is the responsibility of the Ministry of Community and Rural Development. Please direct inquiries to:

Ministry of Community and Rural Development
Local Government Structure Branch
800 Johnson Street
PO Box 9839 Stn Prov Govt
Victoria B.C. V8W 9T1

Phone: 250-387-4019

Facsimile: 250-387-7972

Toll free through Enquiry BC:

Call 604-660-2421 in Vancouver or 1-800-663-7867 elsewhere in B.C. and request a transfer to 250-387-4019 in Victoria.

Introduction

There are six steps to developing, processing and approving a municipal boundary extension proposal. The Ministry of Community and Rural Development (Ministry) recommends that a municipality contact the Local Government Structure Branch prior to Step 1.

Ministry staff can provide answers to questions as well as clarify requirements and discuss timing issues. It is helpful to the timely processing of requests if the municipality can provide as many details as possible related to the proposal, such as the community's overall approach to growth management, long-term servicing objectives and other relevant issues important to the community.

Municipalities are encouraged to take a comprehensive, strategic approach to boundary extension proposals as the process involves significant time and resources at both the local and provincial level.

Step 1: Proposal Development and Referrals

Developing a municipal boundary extension proposal begins with a council resolution confirming the municipality is willing to consider a boundary extension proposal (Appendix 1). The resolution also authorizes municipal staff to develop the details of the proposal and to send it to the Ministry for processing.

Municipal boundary extension proposals should include:

- blocks of property continuously adjacent (contiguous) to the current municipal boundary;
- complete parcels as described on the land title certificate; and,
- roads and road-rights-of-way adjacent to the proposed extension area that provide access from the municipality to the proposed extension area.

Appendix 2 provides the specific technical criteria needed to develop a municipal boundary extension proposal. Ministry staff are also available to provide assistance. Once the proposal is complete, the municipality must refer the proposal to the following parties for comment:

- property owners within the proposed municipal boundary extension area to obtain their opinion on the proposal (Appendix 4);
- the regional district to determine the impact on existing services and the details of transferring services should the municipal boundary extension be approved (Appendix 5);
- improvement districts that overlap with the proposed municipal boundary extension area¹;
- Agricultural Land Commission (ALC) if the proposed extension area includes land in the Agricultural Land Reserve (ALR);
- Integrated Land Management Bureau (ILMB) if the proposed extension area includes Crown land; and,
- First Nations whose traditional territory includes the proposed municipal boundary extension area.

Through the referral process, the municipality should identify and resolve concerns with the proposed municipal boundary extension before the municipality submits the proposal. Ministry staff can provide advice for resolving issues.

¹ Note: Generally improvement district boundaries will be reduced or the improvement district dissolved, and the service responsibility will transfer to the municipality, if a boundary extension is approved.

Step 2: Proposal Submission

A municipal boundary extension proposal submitted to the Ministry should include the following:

- a council resolution confirming the municipality wishes to consider a boundary extension proposal (Appendix 1);
- a rationale for the proposal, including land use implications;
- maps (Appendix 3);
- a list of parcels in the extension area including legal descriptions;
- a parcel map and/or list of parcels indicating which property owners are in favour or opposed to the proposal;
- the name of the regional district and the affected electoral area(s);
- copies of communications with, and the opinions of, owners and other interested parties within the area of the proposed municipal boundary extension;
- results of referrals to the regional district, improvement districts, ALC and ILMB, including correspondence, and a record of issues identified and resolved or unresolved;
- results of referrals to First Nations, including correspondence and a record of issues identified and resolved or unresolved¹; and,
- consideration of any specific conditions related to implementation and other relevant background information.

The Proposal Submission Checklist has been developed to help municipalities ensure that applications are complete (Appendix 6). The submission should be sent to:

Ministry of Community and Rural Development
Local Government Structure Branch
800 Johnson Street
PO Box 9839 Stn Prov Govt
Victoria BC V8W 9T1

Step 3: Ministry Review

The Ministry will acknowledge receipt of the municipal boundary extension proposal and review the submission by preparing an Administrative Report that will provide the municipality with feedback. If further work is required, Ministry staff are available to work with the municipality to complete the proposal.

Once the Ministry confirms a complete municipal boundary extension proposal, it will be referred by the Ministry to the Ministry of Transportation and Infrastructure (BC MoT) for review. The Ministry will discuss BC MoT's report with the municipality.

The Ministry recommends that the municipality wait until the Ministry confirms that all issues are addressed before seeking elector approval. This ensures that elector approval is obtained on a complete municipal boundary extension proposal. Technical changes to the proposal after elector approval is obtained could void the results, requiring the elector approval process to be repeated.

¹ NOTE: The *Interim Guide to Engagement with First Nations on Local Government Statutory Approvals* provides guidance to local governments on engaging with First Nations on municipal boundary extension proposals. The Guide is available at:
www.cd.gov.bc.ca/lgd/library/First_Nations_Engagement_Guide.pdf

Step 4: Elector Approval

The *Local Government Act* (section 20) requires municipal elector approval of proposed boundary extensions. Elector approval may be obtained by the municipality through a referendum or the Alternative Approval Process (AAP) (*Community Charter*, section 85, 86). For more information on the AAP process and the processes related to voting, see the *Local Government Act* and the *Community Charter*.

If electors support the municipal boundary extension proposal, the municipality must provide the Ministry with:

- a second council resolution confirming the request to the Minister to extend the boundary of the municipality and confirming the legal description of the parcels to be included within the municipal boundary;
- a declaration that the statutory requirements of section 20 of the *Local Government Act* are met; and,
- the results of the elector approval process.

For more information, see Electoral Approval and Council Resolution Checklist (Appendix 7), Sample Statutory Alternate Approval Process Public Notice (Appendix 8), and Sample Council Resolution #2 (Appendix 9).

Step 5: Provincial Approval

Once the elector approval process is complete, the Ministry prepares Letters Patent implementing the proposed boundary change. Letters Patent describe the properties being included in the municipality, provide for the transfer of services from the regional district/improvement district to the municipality, and if necessary, provide for special or transition features. The Ministry also amends the Letters Patent for the relevant regional district, removing the boundary extension area from the applicable electoral area.

The *Local Government Act* (section 20) requires the Lieutenant Governor in Council (Cabinet) to approve municipal boundary extension requests.

Step 6: Implementation

If the boundary extension proposal is approved by Cabinet, the Ministry notifies the municipality, the regional district and other ministries and agencies, such as BC Assessment and the Land Title and Survey Authority of BC that the municipal boundary extension will be implemented.

The municipality and relevant regional district are responsible for implementing the transfer and coordination of services within the boundary extension area. The municipality and the regional district may choose to establish a transition agreement to assist in this process.

To conclude the municipal boundary extension process, the municipality must confirm to the Ministry the population in the extension area. This information is used to adjust the municipality's population for grant allocations and to determine the number of votes held by the municipality on the regional district board. It is important that the population certification be submitted to the Ministry in a timely fashion (Appendix 10).

Glossary

Alternative Approval Process (AAP)

Local governments can use the Alternative Approval Process (*Community Charter*, section 86) to gauge public opinion instead of a referendum, in cases where the local government is required to obtain elector approval. The AAP can be used by a municipality to obtain elector opinion for a municipal boundary extension proposal.

Contiguous

Describes objects such as land parcels that adjoin and share a common border.

Elector

A resident elector or non-resident property elector of a municipality or regional district electoral area. See the *Local Government Act* (Part 3).

Elector Approval

Legislation provides the municipal electorate with an opportunity to voice their opinion on the proposal through an Alternative Approval Process or referendum.

Legal Description

The complete description of a parcel of land, such as parcel identifier, lot number, district lot number, district plan and the name of the land district.

Letters Patent

The legal document describing the local government's name and boundary as well as any unique or customized authorities of that government. Letters Patent are approved by Cabinet through an Order in Council. When municipal boundaries are changed, the Letters Patent for both the municipality and affected regional district are issued.

Order in Council (OIC)

An Order under the authority of legislation approved by the Lieutenant Governor in Council. An Order in Council is the instrument that Cabinet uses to approve boundary extensions. The OIC issues Letters Patent for the municipality and the regional district.

Referendum

A vote seeking elector opinion.

Appendix 1 – Sample Council Resolution #1

I, _____, Corporate Officer for the (Corporate Name of Municipality) do hereby certify the following to be a true and correct copy of a resolution adopted by the Council of the (Corporate Name of Municipality).

“THAT the (Corporate Name of Municipality) proceed with the proposed _____ area boundary extension proposal; and

That (Corporate Name of Municipality) staff be authorized to develop, sign, and submit the proposal to the Provincial Government.”

(Corporate Officer)

DATED at (Municipality), B.C. this _____ day of _____, _____.

Appendix 2 – Technical Criteria

Municipal boundary extension proposals must meet the technical criteria described below.

Boundary Composition

The proposed boundary extension area should include complete legal parcels to avoid split local government jurisdiction over legal parcels. Legal descriptions for each parcel, as found on the land title certificate, must be included in the proposal submitted to the Ministry.

For more efficient and timely processing of municipal boundary requests, proposals that include a logical block of parcels rather than multiple requests to include single parcels are encouraged.

Various factors can define a block, the most obvious being the local road network so all parcels are bounded by intersecting roads. Other factors include local service areas and natural features such as water bodies, rivers or elevation.

Properties of the New Boundary

Generally the area being brought into the municipality should be continuously adjacent, or contiguous, to the existing municipal boundary.

The boundary extension proposal should not create an area that would remain outside the municipal boundary and jurisdiction, resulting in a 'doughnut-hole' within the municipality. The only exception to this requirement is land designated as Indian Reserve or Treaty lands, which will not be included within a municipal boundary unless requested by the First Nation.

Figure 1 shows a proposal that meets the criteria of contiguity. The proposed extension area is adjacent to the existing municipal boundary and represents a complete block of legal parcels.

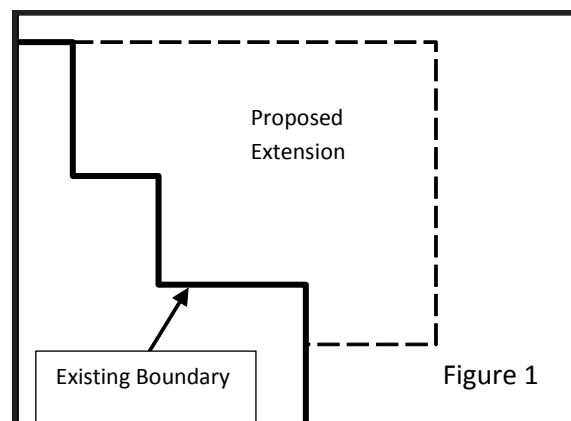


Figure 1 - Boundary extension proposal.

Figure 2 shows a “satellite” boundary extension which is only appropriate for exceptional cases such as:

- a major industrial site (e.g. utility, saw mill or mine) for which the municipality is the major service centre; or,
- an area owned by the municipality used for municipal purposes, such as an airport, a recreation area/facility, or public works yard.

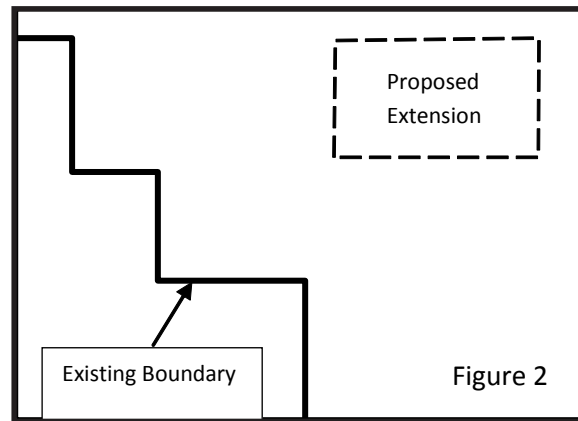


Figure 2 - Satellite boundary extension proposal.

Figure 3 shows a proposal that does not meet the requirements for developing a boundary extension proposal because it is not contiguously adjacent to the municipal boundary, and it does not qualify as a satellite boundary extension.

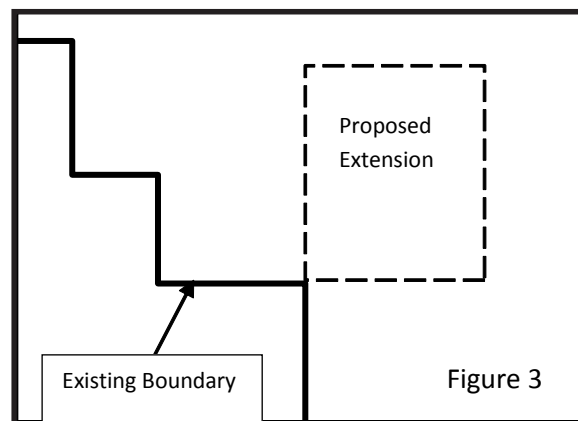


Figure 3 - Invalid boundary extension proposal.

Local Roads

A major consideration for municipalities when developing a boundary extension proposal is the efficient operation of the local road network. Following the boundary extension, any roads not designated as arterial or provincial, are transferred from the Province to the municipality, which assumes responsibility for maintenance and future upgrades.

The municipal boundary extension proposal should meet the following criteria:

- the boundary should follow one side of a road right-of-way, and include the entire road within the municipality;
- roads that provide access from the municipality to the boundary extension area should be included;
- roads and road rights-of-way adjacent to the boundary extension area should be included; and,
- where a boundary extension area is in the vicinity of an existing boundary that follows the centre line of a road, the boundary shall be adjusted to include the entire road within the municipality.

Where the inclusion of a road is not suitable from the perspective of road maintenance jurisdiction, the road will be excluded from the municipality to avoid situations where the road maintenance jurisdiction is not continuous.

Appendix 3 – Maps

As part of the boundary extension proposal, a municipality is required to provide the Ministry with a map of the proposed boundary extension showing its relationship to the current municipal boundary. Maps of the extension and surrounding areas should be provided to the Ministry in hardcopy and in electronic format.

The maps are used to review the road network and to prepare the new municipal boundary description for the Letters Patent. An appropriate scale will ensure clarity and accuracy of detail; ideally a scale of 1:5,000. Maps should accurately describe the:

- current municipal boundary;
- proposed municipal boundary;
- parcel lot lines;
- parcel identifiers and legal descriptors;
- ownership information;
- consent of landowners and residents (via shading);
- roads and road labels;
- other rights-of-way;
- major landmarks;
- Crown land;
- ALR land; and,
- First Nation Reserves and Treaty lands.

Appendix 4 – Public Consultation Within The Proposed Extension Area

It is the municipality's responsibility to design an appropriate process to obtain the opinion of residents and property owners within the area of the proposed boundary extension. The municipality is responsible for providing adequate information to allow residents and property owners to make an informed decision about their support for the proposal.

In particular, the municipality is likely to use ownership information from BC Assessment as the basis for individual distribution of information. It should be noted that eligible electors may not be property owners (renters, mobile home park residents), and these residents should be provided with information as well.

The nature and extent of the public consultation varies with the size of the proposed boundary extension. The table below outlines some possible consultation approaches for a municipality to consider.

Size of Boundary Extension	Number of Parcels	Consultation Approach	Consultation Results
Small area boundary extension	1 to 10	Municipality provides information to property owners and residents.	Individual response letters.
Medium area boundary extension	11 to 49	Municipality provides information to property owners and residents. Municipality holds an open house/public meeting.	Individual response letters. Meeting feedback forms.
Large area boundary extension	More than 50	Municipality provides information to property owners and residents. Municipality holds an open house/public meeting. Municipality posts information on its website.	Individual response letters. Meeting feedback forms. Feedback through website.

The municipality's information to property owners and residents in the proposed boundary extension area should include the following:

- the municipality's reasons for considering the boundary extension proposal;
- general property tax implications (a comparison of tax rates inside and outside the municipality or a sample property tax calculation);
- general information about the costs, process and timing of providing the service if municipal water or sewer infrastructure service is the reason for the boundary extension;
- other significant changes related to local service delivery and service cost recovery (e.g. fees and charges); and,
- any council policy items relating to the boundary extension proposal (e.g. transitional measures).

Generally, the Minister will not recommend a boundary extension to Cabinet if a majority of property owners within the proposed extension area object. An exception may be made where overriding provincial or local interests exist, such as resolving public health concerns or environmental protection issues.

Consultation Information to the Ministry

When submitting the boundary extension proposal to the Ministry, the municipality should provide the following:

- copies of correspondence from owners/residents for small to medium area proposals; and,
- a summary of the public consultation process undertaken by the municipality and consultation results for medium to large area proposals.

A summary of the results of the public consultation process can be provided in the following ways:

- a map showing the opinion for each parcel for medium to large areas;
- a numerical summary of the opinions received;
- copies of individual submissions from owners/residents, cross-referenced to map location;
- a copy, or summary, of a petition or public meeting report, if those methods were used to determine opinion; and,
- a copy, or summary, of other material that relates to the opinion of owners/residents.

Vote within the Proposed Boundary Extension Area

Based on the population of the proposed boundary extension area and the consultations conducted by the municipality with property owners, a vote may be held. Generally, a vote in a proposed boundary extension area is reserved for situations involving a substantial population and where the municipality cannot accurately gauge the opinion of property owners in the proposed boundary extension area through another consultation process.

If a municipal council wishes a vote be held in the proposed boundary extension area, a request is made to the Minister to order a vote. The Minister also has the authority to order a vote independent of the municipality's request. If a vote is held, the municipality is required to submit a copy of the results certified by the Chief Election Officer.

Appendix 5 – Regional District Consultation

When a municipal boundary is extended, the area of the boundary extension is 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.

Boundary extension proposals should be sent to the regional district Chief Administrative Officer who will refer to the appropriate staff for review (e.g. corporate administration, finance, engineering, planning). As a best practice, municipalities and regional districts should work together to jointly establish processes for reviewing proposals for boundary extensions.

Proposal submissions need to outline the consultation process between the municipality and the regional district and report on the results, including the resolution of issues and agreed-to terms for implementation. If required, special mitigation provisions can be designed through discussion between the municipality, regional district, and the Ministry.

When a municipality consults with the regional district, it is the responsibility of the regional district to identify the services currently provided in the extension area and the financial impact on those services if the boundary extension is approved.

If there is the possibility of significant financial or service impact, the regional district should provide the following information, as applicable, to the municipality:

- total taxable assessments within the boundary extension area;
- 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 comments about the nature of the expenditures for the service (for example, debt versus operational costs);
- percentage of taxable assessment within the area compared with the total within the identified service areas;
- estimated dollar amount of the requisition for each service identified that can be attributed to the boundary extension area;
- 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; and,
- the potential for reducing the amount of requisition as a result of the reduction in the service area.

The existence of a significant impact on regional district services can be addressed through discussion between the municipality and the regional district, with Ministry assistance as needed. Special mitigation provisions may be included in Letters Patent.

The primary test for determining significance is that the assessments in the municipal boundary extension area range from five to ten 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 financial impact on the remainder of the service area. Each service of the regional district will be considered individually.

Region-wide services such as grants in aid, electoral area administration, or regulatory services, where the service area consists of one or more electoral areas will generally not be considered for mitigation measures. They are intended for local services only such as fire protection, water, and recreation.

Mitigation measures are appropriate, for the following issues:

- Service participants. Is it an option to maintain the service financing by establishing the municipality as a participant?
- Debt. Could transitional provisions 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 with minimal financial impact?
- Contractual arrangements. Can 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 financial impact, number of years for which they will apply (except possibly for debt, they will rarely be long-term), possibility of a phased-in approach and governance arrangements.

Appendix 6 – Proposal Submission Checklist

Municipality:	
Extension Area Description:	
Submission Date:	

Submission to Ministry of Community and Rural Development	
	Council resolution confirming the municipality wishes to consider a boundary extension proposal (Appendix 1).
	Rationale for the proposal, including land use implications.
	Maps (Appendix 3).
	A list of parcels in the extension area including legal descriptions.
	Parcel map and/or list of parcels indicating which property owners are in favour or opposed to the proposal.
	Name of the regional district and the affected electoral area(s).
	Copies of communications with, and the opinions of, property owners and other interested parties within the area of the boundary extension proposal.
	Results of referrals with the regional district.
	Results of referrals with relevant agencies (ALC, ILMB, improvement districts, etc.)
	Results of referrals to First Nations, including correspondence and a record of issues resolved or unresolved.
	Other relevant background information such as staff reports.

Include this checklist with the proposal application package.

Appendix 7 – Elector Approval and Council Resolution Checklist

Municipality:	
Extension Area Description:	
Submission Date:	

Submission to Ministry of Community and Rural Development	
	A declaration that the statutory requirements are met.
	Council resolution confirming the request for the boundary extension (Appendix 9).
	<p>Elector approval: If by vote, the results of the vote. If by AAP, the results of the AAP process certified by the Chief Election Officer and copies of the AAP notice published in the newspaper.</p>

Appendix 8 – Sample Statutory AAP Public Notice

NOTICE TO ELECTORS OF _____ (CORPORATE NAME OF MUNICIPALITY)

OF AN ALTERNATIVE APPROVAL PROCESS FOR A PROPOSED EXTENSION OF BOUNDARIES

Notice is hereby given that under section 86 (Alternative Approval Process) of the *Community Charter* and section 20 of the *Local Government Act*, the Council of the (Corporate Name of Municipality) intends to petition the Minister of Community and Rural Development requesting an 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)

(Insert information regarding the rationale for the proposed extension and include any special features for Letters Patent, as appropriate.)

ALTERNATIVE APPROVAL PROCESS AND ELIGIBILITY

And Further Take Notice That the municipality may proceed with the boundary extension request unless at least ten percent of municipal electors indicate that a referendum must be held by submitting a signed Elector Response Form to (Municipal) City Hall no later than (usual closing time) 4:30 p.m. on (date: dd/mm/yy). Elector Response Forms must be in the form established by the (Corporate Name of Municipality), and only those persons who qualify as electors of the municipality are entitled to sign Elector Response Forms.

Resident Elector – You are entitled to submit an Elector Response Form as a resident elector if you are age 18 or older on the day of submission, are a Canadian citizen, have lived in B.C. for at least six months, and have been a resident of the (Corporate Name of Municipality) for the past 30 days or more.

Non-Resident Elector – You are entitled to submit an Elector Response Form as a non-resident property elector if you are age 18 or older on the day of submission, are a Canadian citizen, have lived in B.C. for at least six months, have owned and held registered title to a property in the (Corporate Name of Municipality) for the past 30 days or more, and do not qualify as a resident elector.

NOTE: Only one non-resident property elector may submit an Elector Response Form per property, regardless of how many owners there may be.

If less than ten percent (#) of municipal electors submit an Elector Response Form, the boundary extension request will be deemed to have the approval of the electors and the proposal may proceed to the Minister of Community and Rural Development for consideration. For the purpose of conducting the alternative approval opportunity, the number of electors is calculated as (#).

Elector Response Forms are available from City Hall, (provide: street address, phone number, email and operating hours).

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 9 – Sample Council Resolution #2

I, _____, Corporate Officer for the (Corporate Name of Municipality) do hereby certify the following to be a true and correct copy of a resolution adopted by the Council of the (Corporate Name of Municipality).

“THAT the (Corporate Name of Municipality) has obtained the assent of the electors to petition the Minister of Community and Rural Development to extend the boundaries of the (Corporate Name of Municipality) as it appeared in the Gazette under issue of Month, Day, Year, and in the local newspaper (Name) under issues of (Month, Day, Year).

THAT all relevant legislative requirements pertaining to a municipal boundary extension in the Local Government Act and Community Charter have been completed.

THAT the parcels approved for inclusion within the (Corporate Name of Municipality) are as follows: (List and include PID numbers and a map).”

(Corporate Officer)

DATED at (Municipality), B.C. this _____ day of _____, _____.

Appendix 10 – Sample Declaration of Population

[Name of Municipality]

WHEREAS a population of census was taken on [date], and [number of persons/nil] are found to be residents of that Boundary [extension] Area of [municipality] described and authorized in Order in Council No. _____, approved and ordered on [date].

I, THEREFORE, CERTIFY THAT there are [number of persons/nil] residents in the said [municipality] Boundary [extension] Area on [effective date of above Order in Council].

(Enumerator)

DATED at [name of municipality], British Columbia, this [date]

This is the Statutory Declaration of population,

Dated _____, 2009

(Mayor)

and

(Corporate Administrator)

(Commissioner for taking Affidavits within the Province of British Columbia)



Ministry of
Community and
Rural Development

BOUNDARY ADJUSTMENT

