

**Date** November 19, 2019  
**Author** Andrew McLeod, Planning & Development Services Manager  
**Subject** City of Cranbrook – Proposed Boundary Expansion

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## REQUEST

Consider a proposed boundary expansion by the City of Cranbrook.

## OPTIONS

1. THAT the City of Cranbrook be advised that the RDEK supports the proposed 18.6 ha boundary expansion in the vicinity of 17<sup>th</sup> Street South as outlined in the November 14, 2019 correspondence from the City.
2. THAT the City of Cranbrook be advised that the RDEK does not support the proposed 18.6 ha boundary expansion in the vicinity of 17<sup>th</sup> Street South as outlined in November 14, 2019 correspondence from the City.

## RECOMMENDATION

Option 1.

The proposal is consistent with the Rockyview Official Community Plan.

## BACKGROUND/ANALYSIS

The attached correspondence was received from the City regarding a proposed boundary expansion in the South Hill area. The RDEK OCP for the area encourages larger scale block-by-block annexations, as opposed to small individual parcels, in order to facilitate better infrastructure planning by the City and provide greater predictability about future development for Area C landowners.

As noted in the information received from the City, there are abundant residential development opportunities available on underutilized lands within the existing municipal boundary. However, the proposed boundary expansion area is a logical extension to existing development patterns and urban densification in this area, if the impacted landowners support it. The City is responsible for conducting the required consultation with the landowners.

## SPECIFIC CONSIDERATIONS

### Official Community Plan

Rockyview OCP Section 19.3 (2) (a) states:

To provide opportunities for comprehensive long-term subdivision and servicing planning, municipal boundary expansions should occur on a large parcel or block level rather than on an individual small parcel basis.

RECEIVED

NOV 18 2019

Regional District of  
East Kootenay



MOUNTAINS OF OPPORTUNITY  
**CRANBROOK**

November 14, 2019

Our File No: 6630.02

Shawn Tomlin, CAO  
Regional District of East Kootenay  
19 – 24 Avenue South  
Cranbrook, BC  
V1C 3H8

**Re: Proposed City of Cranbrook Boundary Expansion**

The City of Cranbrook is considering a request by a landowner to incorporate property located on 17<sup>th</sup> Street South within the City of Cranbrook. At the October 28, 2019 Council meeting, Council passed a resolution to proceed with an application to the Province for an 18.6 ha boundary expansion as shown on the attached map. As part of the application process the City is seeking the Regional Districts comments which will form part of the application to the Province.

The proposed boundary will provide a contiguous area of land which meets the Provincial technical criteria. A copy of the complete staff report to Council is attached for your reference.

Please provide comments or concerns to myself by **December 15, 2019**. You can contact me if you have any other questions at (250) 489-0241.

Regards,

Rob Veg, MCIP, RPP  
Manager of Planning

RV/rv  
Enclosure



MOUNTAINS OF OPPORTUNITY

# CRANBROOK

**COUNCIL REPORT**

FILE NO. 3370.20

Regular Council - 28 Oct 2019

**TITLE:** Proposed Municipal Boundary Extension - 17th Street South

**PREPARED BY:** Rob Veg

**DEPARTMENT:** Office of Innovation and Collaboration

**PURPOSE:** To consider a request for municipal boundary extension and authorize staff to proceed with a municipal boundary extension proposal to the Ministry of Municipal Affairs and Housing for consideration.

**RECOMMENDED BY:** Staff

THAT Council approve the City of Cranbrook proceed with the proposed 18.6 ha boundary expansion proposal as shown on the attached map; and further, that staff be authorized to develop, sign, and submit the proposal to the Ministry of Municipal Affairs and Housing.

## **BACKGROUND INFORMATION:**

A request has been made by the owners of Lot 5, District Lot 3911, Kootenay District Plan 6277 for a municipal boundary extension to include their 2.0 ha (5.0 ac) property into the City of Cranbrook. In consideration of the request, a potential boundary extension option is described below for consideration should Council wish to proceed with an application to the Province.

### **Proposed Municipal Boundary Extension Option**

The proposal would include an extension of the City's boundary to incorporate a block of land, including the requested property, which are contiguous with the existing city boundary. The block includes approximately 18 parcels totaling 18.67 ha (46 acres) comprised of nine – 5+/- acre parcels and a cul-de-sac of nine - 0.5+/- acres residential lots. As its generally a requirement to also assume responsibility of the fronting roads, the proposal also includes 1.2 km of rural roads the City would be responsible for.

### **OCP Comments**

The general area has been identified within the City's Official Community Plan as an area for potential expansion however detailed growth analysis was not used to identify the areas but rather they were identified based on technical factors such as potential for services, topography and proximity to transportation corridors and networks. Factors not included were things like owner willingness to be incorporated. In addition to the above, in 2013 the City adopted criteria for review of boundary extension requests. The criteria are as follows:

- (i) Existing available land base within City limits;
- (ii) Current and proposed land use and/or development intentions and commitments;
- (iii) Compatibility with adjacent land uses;
- (iv) Proximity and availability of municipal water, sewer and stormwater services and/or required servicing extensions, including consideration of servicing and infrastructure capacity to accept additional loads on the systems;

- (v) Road access;
- (vi) Impacts to City operations and maintenance, including but not limited to fire protection and road maintenance;
- (vii) Short and long term cost and benefit implications with respect to the City's Five Year Financial Plan and capital infrastructure operations and maintenance;
- (viii) Agricultural Land Reserve status and agricultural potential of property;
- (ix) Consideration of the criteria in the Ministry of Community and Rural Development "Municipal Boundary Extension Process Guide".

OCP policies and Provincial guidelines support expansion to include larger parcels or block rather than parcels on an individual basis. This is to support more efficient use of land and City infrastructure and provide for long-term development planning.

### **Analysis**

With respect to the proposal in relation to the OCP's policy the following is presented for Council's consideration:

- There is a significant land base within the City limits which has potential for development however many factors affect their potential development. A cursory review by staff in 2016 found that the existing land base (not taking into account other factors) within the City limits has the capacity to support approximately 5000+ dwelling units (includes Wildstone and River's Crossing). Factors affecting development include availability of services, development costs, willingness of owners, market conditions, etc.
- The current proposal would facilitate subdivision of the applicants' property; however, no proposals or development intentions have been expressed by the remaining landowners to date. Through consultation more information may become available.
- The proposal expansion area does have the potential for municipal services; however, it is not known whether landowners would be willing to pay for services should the properties be incorporated. If not, the potential for requests for the City to install services at the City's expense exists.
- All properties would be served by a public road which would become the responsibility of the City.
- Potential impacts to City operations includes 18 new properties which will require garbage pick-up and snow removal and capital costs for road maintenance for the newly acquired roads. Potential also exists for the costs of servicing the parcels in the future be borne by the City similar to the Pinecrest subdivision. The properties currently have fire service coverage.
- Should Council wish to proceed and the expansion approved by the Province, there is potential for new single family lots to be developed; however, until consultation is complete no additional development plans are known at this time.
- Financial implications to City resulting from the expansion would be that the newly incorporated lots would be paying City of Cranbrook tax rates. Initial review in 2016 indicated that the taxes would significantly increase including almost double for some of the properties. This could be a detriment to gaining support from the landowners in the expansion area.
- Larger, contiguous blocks adjacent to existing City boundary is consistent with technical guidelines of the Province. The proposed area is adjacent to existing City boundaries.

### **2016 Public Consultation Results**

In November 2016 staff held an open house to consult with the potentially affected property owners for a slightly smaller proposed extension area (new area now has 5 additional properties). The sentiment expressed at the open house was of no interest from the property owners to be annexed into the City and was supported by a petition signed by the landowners not supporting incorporation. Since then, no other interest has been brought to the City's attention from any of the property owners.

It is noted that the Provincial “Municipal Boundary Extension Process Guide” states that “*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 interest exists, such as resolving public health concerns or environmental protection issues.*”

**Next Steps**

In order to proceed, a resolution of support to move forward with proposal development must be adopted and additional work is required in order to meet the Provincial submission requirements for their initial consideration.

In addition to the public consultation work that was done in 2016, the City will have to re-consult with the original land owners and the newly added property owners via mail and an open house. The City is also required to conduct intergovernmental consultation (RDEK, First Nations, MOTI) and have their comments included before the City can submit a package to the Provincial Ministry for initial consideration.

**ALTERNATIVE:**

Not proceed with a proposed municipal boundary extension proposal.

**BUDGETARY IMPACT:**

Costs associated with required public consultation, and if the Province approves the proposal, costs associated to seek Electoral Approval through an Alternative Approval Process (AAP) or vote.

**POLICY IMPLICATION:**

Nil

**ATTACHMENTS:**

[Boundary Extension Proposal](#)

**Approved By:**

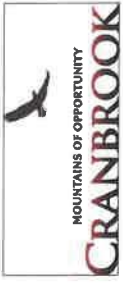
Marnie Dueck, City Clerk  
Ron Fraser CAO, Acting Chief Administrative Officer

**Status:**




Approved - 24 Oct 2019  
Approved - 24 Oct 2019

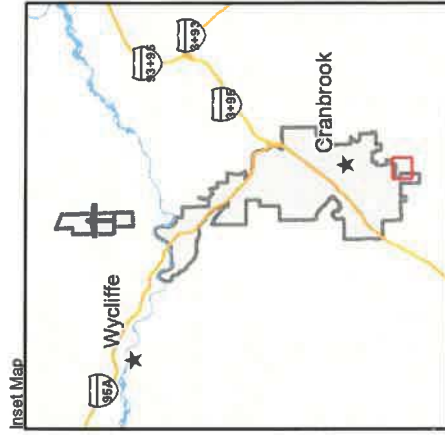


# Proposed Boundary Expansion



## Legend

-  Proposed Boundary Expansion
-  Proposed Boundary Expansion
-  Roads included in expansion



Area of Interest

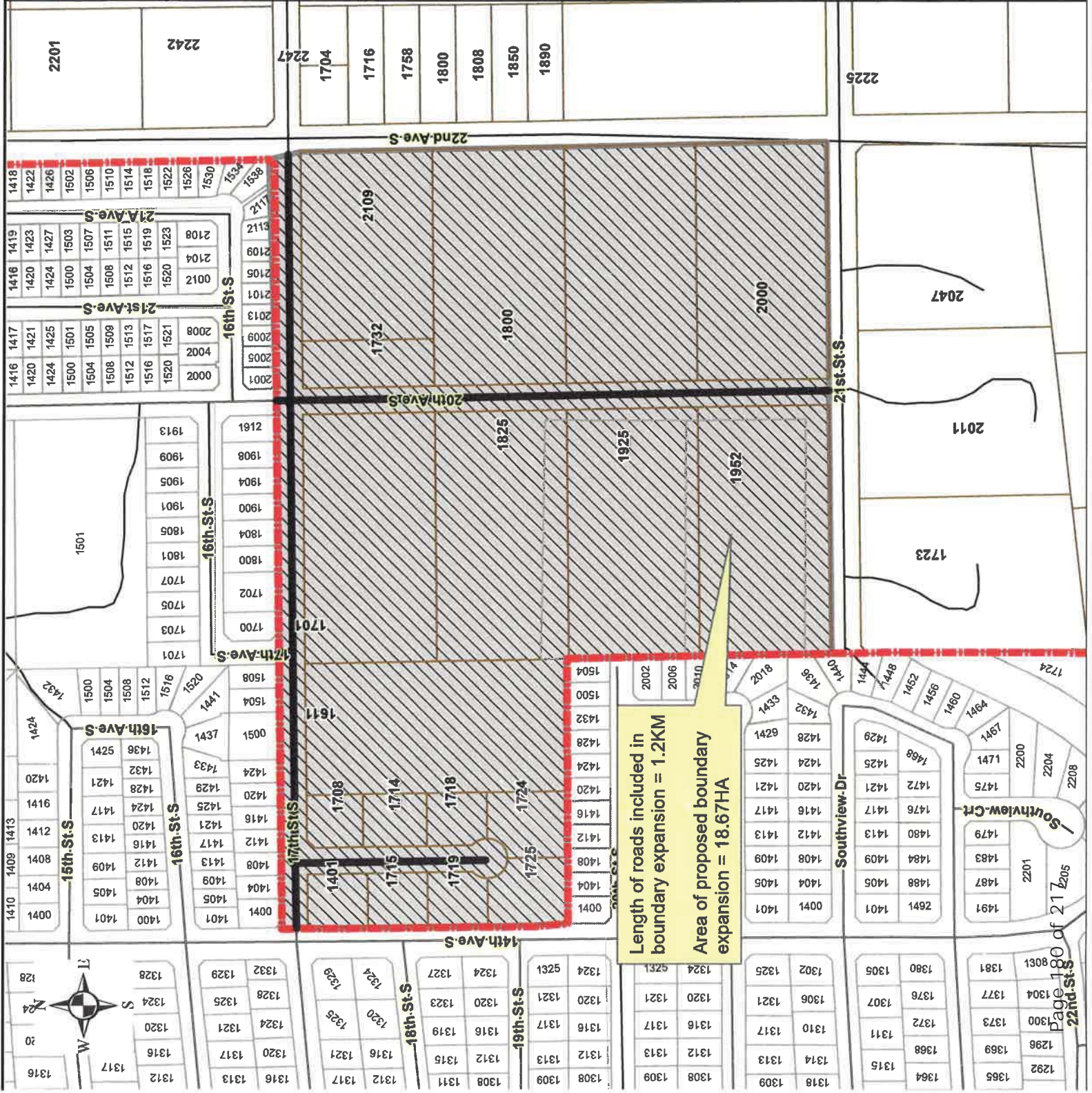
1:4,000



Projection: UTM ZONE 11N NAD 83

**DISCLAIMER:**  
This map is for general purposes only. The City of Cranbrook makes no warranties regarding the accuracy of the suitability of the map for any purpose. This map is not for navigation or legal purposes. The City of Cranbrook will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed at any time.

Date: August 29, 2019



Length of roads included in boundary expansion = 1.2KM  
Area of proposed boundary expansion = 18.67HA