



STAFF REPORT

TO: Council
FROM: Tracey Hincks,
Deputy Corporate Officer
SUBJECT: **Boundary Extension Alternative Approval Process**

MEETING DATE: April 8, 2025
FILE NO: 4200-20

REPORT FOR DECISION

PURPOSE

The purpose of this report is to seek Council direction on whether to proceed with the Elector Approval process for a boundary extension, which would bring five properties from the Sunshine Coast Regional District into the Town of Gibsons (Figure 1).

This report introduces the legislative requirements, process, and proposed schedule to move forward with the elector approval required to proceed with the Alternative Approval Process (AAP).

There are six (6) steps to developing, processing and approving a municipal boundary extension, and we are currently at the beginning of 'Step 4':

Step 1: Proposal Development and Referrals	Completed
Step 2: Proposal Submission	Completed
Step 3: Ministry of Municipal Affairs Review	Completed and approved to proceed
Step 4: Elector Approval	Presently at this stage
Step 5: Provincial Approval	To be determined
Step 6: Implementation	To be determined

Staff seek Council approval to proceed with Step 4 – Elector Approval.

BACKGROUND

At the October 8, 2024 Regular Council meeting, staff presented a report – [Boundary Extension Requests](#) – seeking Council direction to notify the Province of a requested boundary expansion for the Town of Gibsons. The following links are Boundary Extension Study reports prepared by Urban Systems in October, 2024 for each of the sites.

[2024-10-04 ToG Boundary Extension Site Context Report Area 2 Lot 1 and Block 6 Hough](#)

[2024-10-04 ToG Boundary Extension Site Context Report Area 1 629 Pratt & 611 Pratt](#)

[2024-10-04 ToG Boundary Extension Study Lot 6 Gospel Rock Site Assessment](#)

At October 8 meeting, Council Resolved the following:

R2024-227 - Boundary Expansion

MOVED by Councillor De Andrade

SECONDED by Councillor Croal

THAT staff be directed to request that the Minister extend the boundary of the municipality to include the following parcels:

1. LOT 1, EXCEPT: PORTION ON PLAN BCP24851 BLOCK 7 DISTRICT LOT 682 PLAN 14753 (Hough Road)
2. THE NORTH 100 FEET OF THE WEST 700 FEET EXCEPT: PART ON PLAN BCP24851 BLOCK 6 DISTRICT LOT 682 PLAN 4779 (Hough Road)
3. LOT 2 BLOCK 7 DISTRICT LOT 682 PLAN 14753 (Pratt Road)
4. LOT D BLOCK 8 DISTRICT LOT 682 PLAN 18023 (Pratt Road)
5. LOT 6 DISTRICT LOT 842 GROUP 1 NEW WESTMINSTER DISTRICT PLAN BCP19068 (Gospel Rock)

CARRIED

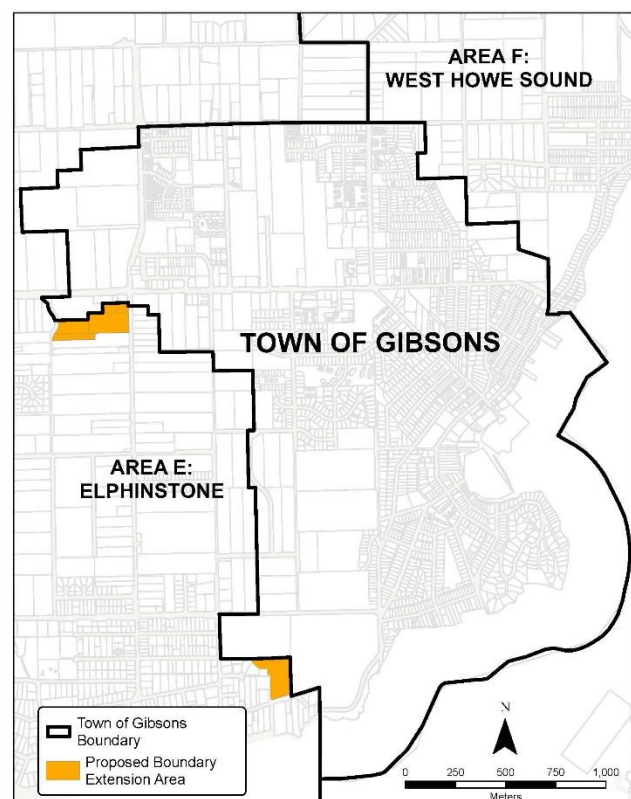


Figure 1 Proposed Town boundary extension

DISCUSSION

A schedule for an AAP (Attachment A) has been prepared for review of the timeline, with June 2nd proposed as the deadline for receiving elector response forms. An elector response form (Attachment B) has been drafted for review and Council approval.

To conduct an AAP, Council must:

- 1) establish the deadline for receiving elector responses;
- 2) establish elector response forms and;
- 3) make a fair determination of the total number of electors of the area to which the approval process applies.

Staff have developed the attached process timeframe and recommend a response deadline of June 2, 2025. This date accommodates the notice requirements set out in the *Community Charter*.

Calculation of Eligible Electors

The total number of electors of the area to which the approval process applies (the Town of Gibsons) has been calculated at **4,014**.

The number of electors was calculated by using the total registered electors on the Provincial voters list within the Service Area as received from Elections BC on March 21, 2025 and the number of non-resident property electors registered for properties within the Service Area.

The number of electors was calculated as follows:

- The number of resident electors on the Provincial voters list in the Service Area, as received from Elections BC on March 21, 2025 **(3,992)**
Plus
- The number of non-resident property electors currently registered for properties within the Service Area **(22)**

Approval of the electors by alternative approval process is obtained if the number of elector responses received by the established deadline is less than 10% of this total **(401)**.

COMMUNICATION

In addition to statutory advertising, information packages will be prepared prior to the start of the AAP. Information packages and Elector Forms will be made available on the Town of Gibsons website and at Town Hall (474 South Fletcher Road). Statutory notification will appear in the Coast Reporter newspaper on April 25 and May 2, 2025 (Attachment C).

POLICY / PLAN IMPLICATIONS

Strategic Plan Implications

These boundary requests are being considered through a sustainable service delivery lens.

Financial Plan Implications

The cost of statutory advertising for the AAP is estimated to be \$4,000 (2 full page ads in the Coast Reporter) as well as one ad in the British Columbia Gazette estimated at \$1,000.

Other Policy or Plan Implications

Council Policy 3.1, adopted March 20, 1990, states:

It is recognized to be the democratic right of any property owner to apply to have his property included within the Town boundaries. Council will consider such applications where the property is adjacent to the Town boundaries, provided there is no capital cost to the Town inherent in such extension and subject to the municipal land use and zoning thereafter being designated reasonably equivalent to that existing on the property prior to the inclusion.

NEXT STEPS

Under section 12 of the *Local Government Act*, before Cabinet can consider a boundary extension, the following next steps must take place:

- Council must give notice of the proposed extension once in the BC Gazette (Part 1);
- Council must obtain approval of the electors of the municipality;
- Results of the elector approval process; and
- If electors support the municipal boundary extension proposal, the Town must provide the Ministry with a second council resolution confirming the request to the Minister to extend the boundary of the municipality.

While not a legislative requirement, it would be beneficial to know if the SCRD Board resolved to support the boundary extension, or discussed it, to include in briefing material to the Ministry. A letter was sent to the SCRD in June of 2024 and a subsequent in person meeting was held. Follow-up email communication was sent on March 18, 2025 from the Town to the SCRD. Finally, once Ministry staff receive notification of the outcome of the above steps, they will move forward on the Order in Council (OIC) package and Minister/Cabinet decisions.

RECOMMENDATIONS / ALTERNATIVES

Council may proceed with the AAP or choose not to.

Option 1 – This is the recommendation to proceed:

THAT an Alternative Approval Process be approved and conducted with respect to the elector approval required for the 2025 Boundary Extension Application;

AND THAT the total number of eligible electors of the area be determined to be 4014; and the 10% threshold 401;

AND THAT with respect to 2025 Boundary Extension, the Elector Response Forms be established and approved as presented;

AND THAT the deadline for receiving elector responses be June 2, 2025 at 4:00 pm, following the 30-day statutory elector response period;

AND THAT notice for boundary extension be published in accordance with section 86(2) of the Community Charter in the Coast Reporter newspaper, and one notice in the British Columbia Gazette (Part 1) as well as notice provided via the Town of Gibsons website;

AND FURTHER THAT elector response forms may be accepted in any one of the following ways:

- Delivered in person at the Town of Gibsons Town Hall, 474 South Fletcher Road, Gibsons, BC during regular office hours (Monday to Friday, 8:30 am to 4:00 pm, excluding statutory holidays) or after hours if deposited into the overnight mail drop slot at the front entrance of Town Hall;*
- By mail to Town of Gibsons, Box 340, Gibsons, BC V0N 1V0;*
- By emailing a legible scanned copy to: clerk@gibsons.ca with the subject heading: Elector Response Form.*

OR

Option 2 – Alternatively, this is the recommendation not to proceed:

THAT staff be directed not to proceed with an Alternative Approval Process with respect to the elector approval required for the 2025 Boundary Extension Application.

Attachments

- Attachment A – Schedule for Alternative Approval Process
- Attachment B – Elector Response Form
- Attachment C – Draft Notice

Respectfully Submitted,

Tracey Hincks
Deputy Corporate Officer

Report reviewed by:

X	Chief Administrative Officer
X	Director of Corporate & Legislative Services
X	Director of Finance
X	Director of Infrastructure Services
X	Director of Planning and Development