

THE CITY OF CALGARY AND FOOTHILLS COUNTY  
ANNEXATION COMMITTEE MEETING AGENDA



Friday, May 15, 2026

12:00 PM

Foothills County Administration Office  
309 Macleod Trail South – High River

**Meeting Members**

**Foothills County**

Deputy Reeve Suzanne Oel (Co-chair)  
Councillor Alan Alger  
Reeve Rob Siewert  
Alternate: Councillor John Callister

**City of Calgary**

Councillor Dan McLean (Co-chair)  
Councillor Myke Atkinson  
Councillor Mike Jamieson  
Alternate: Councillor Landon Johnston

**Administration**

**Foothills County**

Heather Hemingway, Director of Planning  
Drew Granson, Deputy Director of Planning  
Aamani Sidhu, Planner

**City of Calgary**

Kathy Davies-Murphy, Director City and Regional Planning  
Karen Holz, Manager Regional Planning  
Jamie Goth, Leader Strategic Relationships  
Shawneen Muscoby, Senior Planner  
Jenny Sepulveda, Planner

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Pages

1. Call to Order
2. Committee Member Introductions
3. Confirmation of Co-Chairs
4. Additions & Amendments to the Agenda
5. Adoption of Agenda
6. Business Items

<b>6.1</b>	<b>Proposed Annexation Update &amp; Meeting Procedures (City of Calgary/Foothills County)</b>	<b>1</b>
	<ul style="list-style-type: none"><li>• Proposed Meeting Schedule</li><li>• Closed Session</li><li>• Facilitation/Mediation</li><li>• Public Participation and Materials</li></ul>	
<b>6.2</b>	<b>Annexation Application Components and Process (City of Calgary/Foothills County)</b>	<b>19</b>

- 7. Confidential Items (if required)**
- 8. Communications**
- 9. Next Meeting Date - TBD (City of Calgary hosting)**
- 10. Adjournment**

## **ANNEXATION NEGOTIATION COMMITTEE REPORT**

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**TO:** City of Calgary / Foothills County ANC Committee  
**DATE:** **May 15, 2026**  
**SUBJECT:** Proposed Annexation Update & Meeting Procedures

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**SUMMARY:**

This report provides the Annexation Negotiation Committee (ANC) with an update on the proposed City of Calgary annexation of specific lands from Foothills County and the meeting procedures that support this work.

Following Calgary City Council’s direction on July 29, 2025, initial steps were undertaken to communicate this direction via letter dated September 3, 2025, to Foothills County CAO, Mr. Ryan Payne, with copy to the Land and Property Rights Tribunal. Both municipalities have received communication back from the Land Property and Rights Tribunal assigning a case manager.

With support of recommendation by the City of Calgary and Foothills County Intermunicipal Committee, on January 23, 2026, both Councils established the Annexation Negotiation Committees in March and April 2026 guided by a mutually adopted Terms of Reference (TOR) (attached). In addition to the establishment of the committee, the TOR outlined the Annexation Negotiation Committee purpose, meeting procedures and reflected an expansion of the original annexation boundary, qualifying that any further lands would be considered in a future comprehensive annexation process.

Annexation Negotiation Committee

Annexation Negotiation Committee frequency is a minimum of every 2 months but is proposed to be scheduled proactively monthly with cancellation when not required. Depending on the nature of the negotiation topic and any research required by the committee, Administration may also advise cancellation of a meeting to complete necessary work to support most productive Committee decision making.

<b>Proposed 2026 Annexation Negotiation Committee Schedule</b>	
Dates	Location
May 15 * (IMC Date)	Foothills County
June	Calgary
September	Foothills County
October 2 * (IMC Date)	Calgary
November	Calgary
December 11* (IMC Date)	Foothills County

Guided by the Annexation Negotiation Committee, the Administrations will move forward in planning the next steps in defining a public consultation process, communications with the Land and Property Rights Tribunal on a revised notice of intent and create a workplan for negotiating an annexation agreement. A proposed list of meeting themes is provided for the Committee’s input.

Meeting date	Theme	Decisions Requested
May 15	<ul style="list-style-type: none"> <li>• Introductions</li> <li>• Status overview and meeting procedures</li> <li>• Application process and components</li> <li>• Gather Feedback on Negotiation Topics</li> </ul>	<ul style="list-style-type: none"> <li>• Exploration and identification of negotiation topics to inform approach and scheduling.</li> </ul>
June	<ul style="list-style-type: none"> <li>• Public Engagement Plan</li> <li>• Negotiation Approach/tentative schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of the Public Engagement Plan</li> <li>• Endorse Negotiation approach/tentative schedule</li> </ul>
September - December	<ul style="list-style-type: none"> <li>• Refined Project timeline</li> <li>• Negotiations begin</li> <li>• Public engagement response</li> </ul>	<ul style="list-style-type: none"> <li>• Negotiated terms to incorporate into application</li> </ul>

**ANC ACTION:**

That the Annexation Negotiation Committee provide feedback on the Proposed ANC Meeting Schedule and Themes.

**Presenter:**

Shawneen Muscoby, Senior Planner, City of Calgary

**Attachments:**

[Terms of Reference](#)

*\*The Terms of Reference content is extracted from City of Calgary Bylaw 8M2026 and Foothills County Bylaw 11/2026*

[Proposed Annexation Update & Meeting Procedures \(Presentation\)](#)

# Terms of Reference

## Annexation Negotiation Committee City of Calgary and Foothills County

### 1. Introduction

On September 3, 2025, The City of Calgary (The City) gave notice to the Minister of Municipal Affairs, the Land and Property Rights Tribunal, Foothills County (The County) and other local authorities, proposing to annex land from The County into The City. This precipitates the need, pursuant to the Municipal Government Act (MGA), for the two municipalities to enter good faith negotiations on annexation.

### 2. Legislation

The legislative framework for annexation negotiations is provided in Division 6 of the *Municipal Government Act* (The Act) and more specifically Section 117 (1) and (2) of the MGA.

#### Direct negotiations

**117(1)** The municipal authorities from which the land is to be annexed must, on receipt of the notice under section 116, meet with the initiating municipal authority to discuss the proposals included in the notice and negotiate the proposals in good faith.

**(2)** If there are matters on which there is no agreement, the initiating municipal authority and the one or more municipal authorities from which the land is to be annexed must, during the negotiations, attempt to use mediation to resolve those matters.

### 3. Purpose of the Annexation Negotiation Committee

The Annexation Negotiation Committee is tasked with reviewing the proposed annexation including but not limited to the City's justification, the results of the public consultation, the statutory planning framework in place and other requirements set out by Alberta's Land and Property Rights Tribunal with the goal of negotiating a satisfactory draft Annexation Agreement. If the committee is successful in their negotiations, the draft annexation agreement would be forwarded to the respective Councils for consideration.

### 4. Negotiation Principles

The following Principles shall guide the annexation negotiation process and communications between Foothills County and The City of Calgary.

The Members of the Annexation Negotiation Committee will:

- **Share** interests, needs, and concerns with each party toward a common understanding to facilitate mutually beneficial solutions to interests, needs and concerns;
- **Understand** each other's growth aspirations by providing full disclosure and factual information;

- **Respect** each other's points of view and have honest interaction and realistic expectations;
- **Respect** which aspects of development planning and growth are of mutual interest and which areas are of single jurisdictional interest;
- **Support** each other in finding mutually beneficial solutions; and
- **Communicate** effectively to avoid misunderstandings.

## 5. Terms of Engagement

### 5.1. Committee Composition

The Committee will be comprised of three appointed Members of Council from each municipality supported by staff as deemed appropriate by each municipality. An alternate Councillor will be appointed by both municipalities.

Quorum for the Committee is a minimum of two Committee Members from each municipality.

### 5.2. Committee Co-Chairs

Each municipality will appoint one of their elected members to act as co-chair of the Committee. The Co-chairs will alternate responsibility for chairing Committee meetings. They will also be the spokespersons for the Committee with respect to inquiries from the media.

### 5.3. Roles and Responsibilities

#### Committee Members

The role of appointed Members of both Councils during Committee meetings is to negotiate and debate the substance of the agreement, including the compensation, taxation provisions and other matters as agreed to by the Committee.

In fulfilling this role, they will:

- Make every effort to attend scheduled meetings.
- Engage in respectful and productive discussion.
- Communicate the progress of negotiations back to their respective Councils.
- Consider Public Engagement

#### Administration

The role of administration from each municipality is to support appointed Committee Members. Staff and subject matter experts may attend and contribute to meetings as deemed appropriate by each municipality. Members of the respective administrations are not considered Committee Members.

### 5.4. Decision Making

Decisions during the negotiation process are to be made through consensus of appointed Committee Members. Where agreement cannot be reached at the end of discussion on a specific matter, the reasons for disagreement will be documented and future steps identified

that may be utilized to resolve the matter. Future steps may include obtaining additional relevant information, receiving input from respective Councils, facilitated dialogue and/or mediation.

### **5.5. Meeting Procedures**

The intent is to hold a minimum of one meeting every two months. Meetings will be chaired on an alternating basis between the two municipalities.

Meetings will be held in public, but the Committee may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of the *Access to Information Act (ATIA)*. Interested Councillors from either municipality may attend meetings of the Committee as observers. Remote participation will be available to Committee members, interested Councillors and Administration.

Support staff from both municipalities will jointly prepare and maintain summary notes of the public portion of Committee meetings with sufficient detail to document negotiations and will compile any outcomes of negotiations in the form of a draft negotiated agreement. Meeting agendas will be developed jointly by administration from both municipalities and circulated to all Committee Members at least 3 business days in advance of meetings.

Committee meetings materials and schedule will be posted to the project website. Public may register to receive updates. While public participation is not a component of the meeting, the public will be able to attend the public portion of the meeting. The meetings will not be recorded or streamed.

### **5.6. Confidentiality**

Discussions held during the portions of Committee meetings that are open to the public are considered public and may be communicated to stakeholders or other members of the public by Committee Members or administration. However, discussions during the portions of the meetings that are closed to the public must remain confidential. This does not preclude either municipality from discussing negotiation progress and feedback with their respective Councils or Committees of Council, “in closed session” or with legal counsel and other consultants in confidence.

### **5.7. Facilitation / Mediation**

If there are matters where consensus is not being achieved, the Annexation Negotiation Committee Members may determine that a facilitator and/or mediator is required to support completion of negotiations. In the event that facilitation or mediation is required, administrations may explore the possibility of obtaining an Alberta Community Partnership Grant through Alberta Municipal Affairs to assist with the costs.

### **5.8. Communications**

If the Committee at any time feels that there should be an update provided to the media regarding the progress of negotiations, it should be developed jointly. The contents of such updates will be agreed to by consensus of appointed Committee Members. Staff will prepare and format the final update developed by the Committee for sign-off by the Committee Co-chairs. Other than such updates, Committee Members or administration from either municipality may provide information regarding negotiations undertaken in the public portion of meetings to stakeholders or the public.

## 6. Scope

The scope of the annexation is limited to those lands identified in the annexation map (Appendix). Any further lands would be considered in a future comprehensive annexation process.

Topics requiring negotiations with respect to lands within proposed annexation area may include but may not be limited to:

- Lands owned by the County.
- Existing Deferred Reserve Caveats
- Existing Planning approvals
- Roadways including road standards and road maintenance within, adjacent to and connected to lands within or adjacent to the proposed annexation territory.
- Assessment and Taxation
- Franchise agreements with utility providers.
- Records
- Financial Compensation
- Planning and Development Transition
- Continuation of Existing Uses
- Active Files
- File Transfer
- Agreed upon issues / issues not agreed upon.

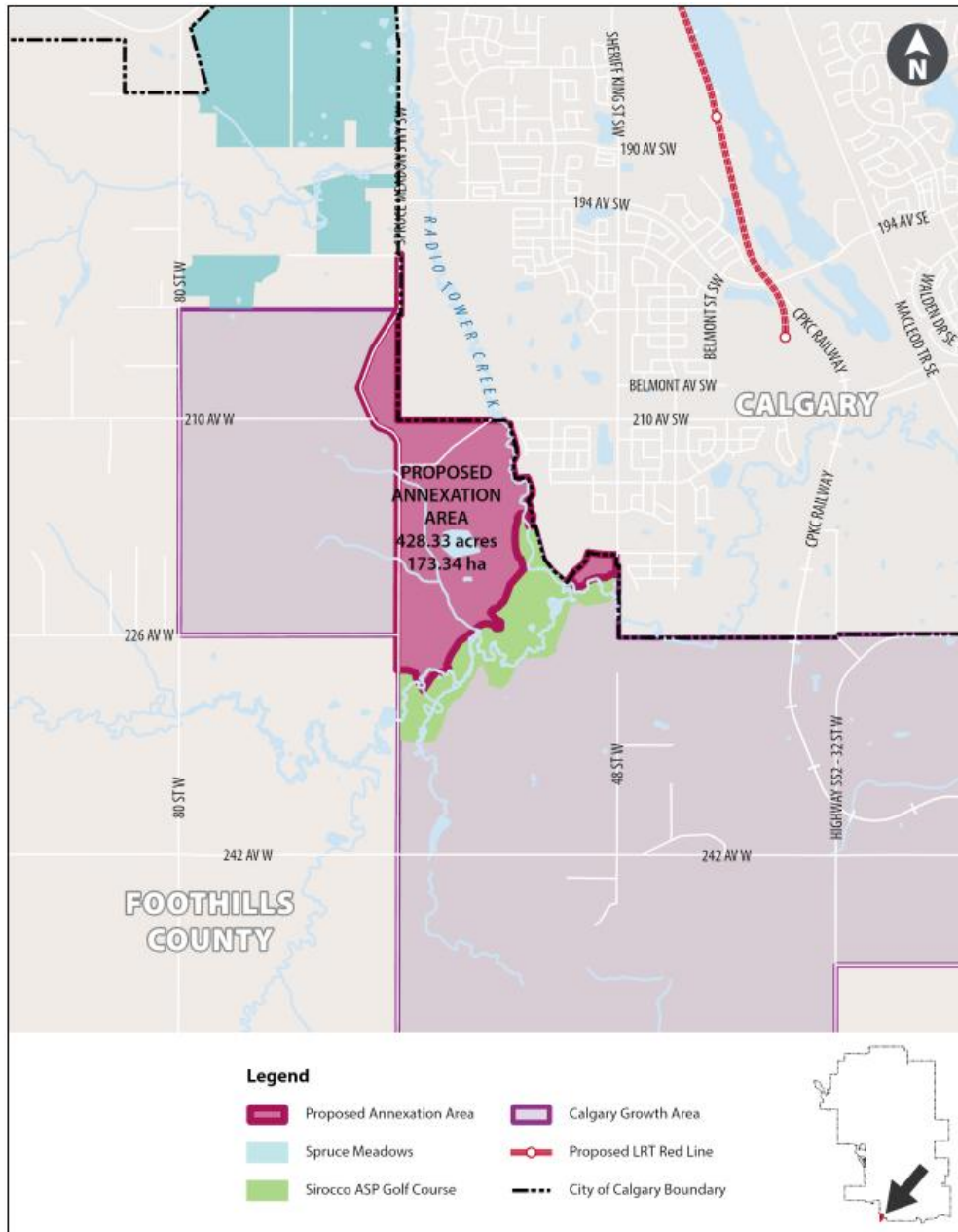
## 7. Project Influences

Information that may influence the project includes but is not limited to:

- Provincial Annexation Principles
- Foothills County MDP 2010, and The City of Calgary MDP 2020 or as amended.
- Citywide Growth Strategy
- Calgary Triple Bottom Line Policy Framework
- Foothills County and City of Calgary IDP
- Foothills County's Growth Management Strategy
- Saatohtsi Area Structure Plan
- South Saskatchewan Regional Plan
- Sirocco Area Structure Plan (Foothills County)
- Existing Land Use Policies in both municipalities
- Transportation Studies and Plans
- Public consultation and concerns of landowners
- Agricultural capacities of the land
- Infrastructure and utilities  
Servicing Capacities

## Appendix

The lands proposed for annexation are located within the Calgary Growth Area as defined in the Foothills County – City of Calgary Intermunicipal Development Plan, and specifically encompass portions of sections 4, 8, 9, and 17 in Township 22, Range 1, West of the 5th Meridian (W5M), including areas north of the Sirocco Golf Course and the adjacent 64 Street West road right-of-way, as illustrated in the map below.





## Proposed Annexation Update & Meeting Procedures

Annexation Negotiation Committee Meeting #1  
2026 May 15



# Timeline

Notice of Intent  
**September 2025**

City of Calgary ANC Establishment  
**March 2026**

First Annexation Negotiation Committee Meeting  
**TODAY**

**July 2025**  
Notice of Motion

**January 2026**  
Foothill County-City of Calgary Intermunicipal Committee

**April 2026**  
Foothills County ANC Establishment

- Revise Notice of Intent
- Approve public engagement plan
- Negotiation approach and schedule
- Landowner notification

# Purpose of Annexation

Item # 9.4.7



Report Number: EC2025-0748  
Meeting: Executive Committee  
Meeting Date: 2025 July 22

## NOTICE OF MOTION

**RE: MUNICIPAL BOUNDARY ADJUSTMENT BETWEEN FOOTHILLS COUNTY AND THE CITY OF CALGARY**  
Sponsoring Member(s) of Council: Dan McLean

WHEREAS the relationship between Foothills County and the City of Calgary has continued to develop over time and there is a willingness to collaborate in the interest of mutual benefit, particularly if better housing, servicing and infrastructure outcomes can be achieved;

AND WHEREAS the existing Intermunicipal Development Plan for Foothills County and The City of Calgary is a statutory planning document that states the long term vision for the lands in the Calgary Growth Area is for the area to eventually be annexed, planned and then developed within Calgary's jurisdiction;

AND WHEREAS the desire to adjust the boundaries between the City of Calgary and Foothills County was discussed between the municipalities in 2019, formalized by Foothills County through the decision to support "the Sirocco Annexation" in July 2019, and further provided as Calgary City Council direction to Administration in July 2020, leading to a Developer Funded Annexation Agreement that was overseen by the subsequent The City of Calgary - Foothills County Annexation Negotiation Committee, to guide the annexation process;

AND WHEREAS on 2023 July 25, Calgary City Council approved a recommendation from Administration to immediately withdraw from the Developer Funded Annexation Agreement and process of annexing Foothills County lands into The City of Calgary, a decision that was mutually agreed upon by both municipalities at that point in time;

AND WHEREAS the Calgary Region continues to find itself in a housing crisis and one of the desired outcomes of The City of Calgary's Housing Strategy 2024-2030 is to increase the supply of housing to meet demand and increase affordability for both the short and long term;

AND WHEREAS initiating a standard, municipally-funded and led annexation process with Foothills County for the proposed lands outlined in Attachment 1 (Figure 1: Proposed Annexation Area) would play a role in not only addressing longer term housing need, but also creating opportunities for resolving road issues with Foothills County;

AND WHEREAS annexation of the Proposed Annexation Area would allow for construction and maintenance of 210th Avenue and 64th Street from the existing rural standard to urban standard roadways with sufficient capacity to operate safely for regional traffic patterns, serving residents of both the City of Calgary and Foothills County by completing the road network with connections to Macleod Trail and Stoney Trail;

AND WHEREAS Administration has already completed a Description of City of Calgary Servicing of the Proposed Annexation Area dated June 19, 2023 and stated there are no major concerns for sanitary, stormwater and fire/emergency servicing;

ISC: Unrestricted

Page 1 of 2

### NOTICE OF MOTION

AND WHEREAS there are no additional capital infrastructure costs to The City of Calgary to service the Proposed Annexation Area beyond what is already required and/or built for the approved West Macleod Area Structure Plan; and

AND WHEREAS for The City of Calgary, development of the Proposed Annexation Area will generate \$94 million in Off-Site Levies which includes over \$23 million specific to the Transportation Levy (based on the approved Off-Site Levy Bylaw using current off-site levy rates effective January 1, 2025) and \$7.5 million in annual property taxes for the City of Calgary;

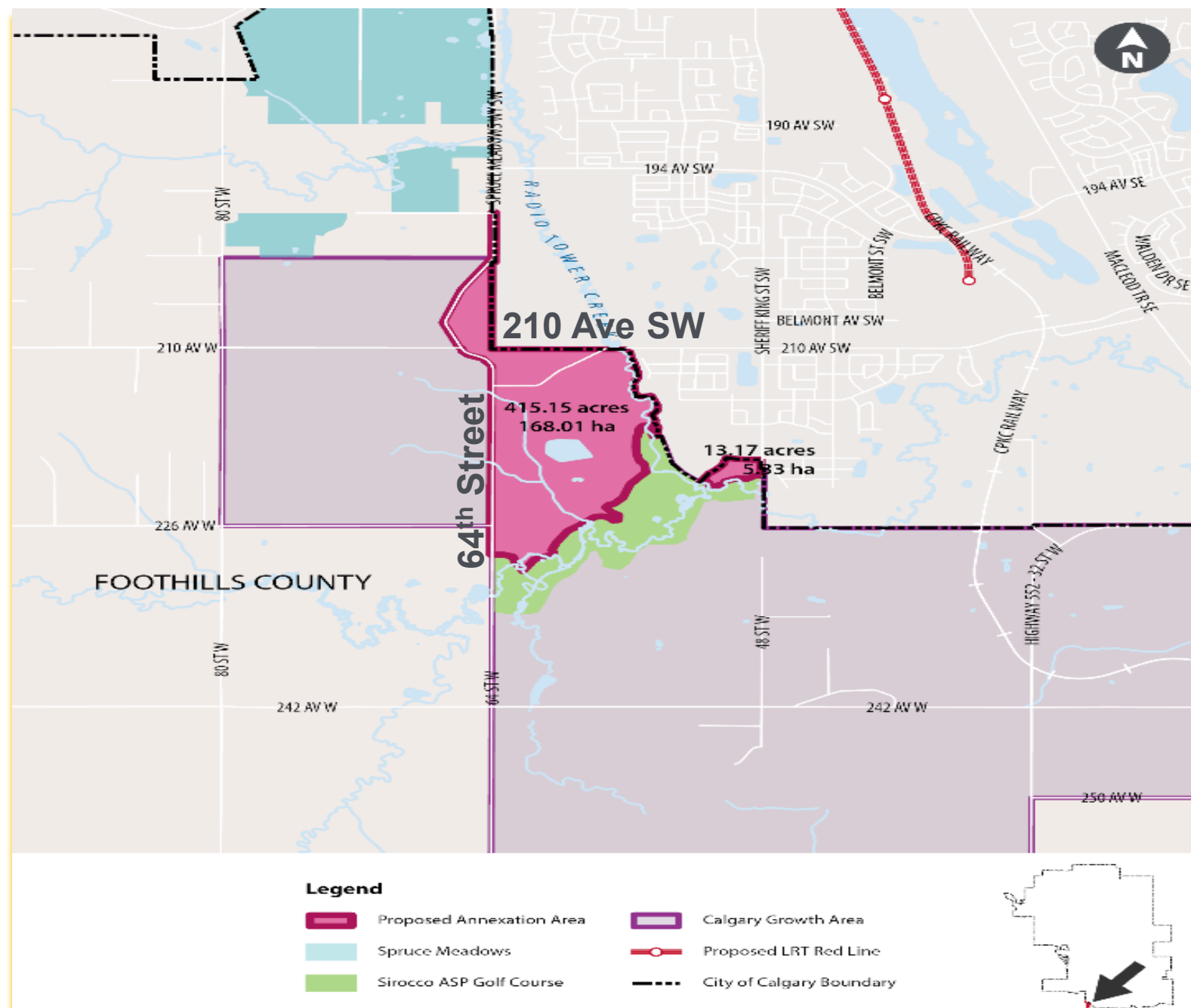
NOW THEREFORE BE IT RESOLVED that Council direct Administration to:

- 1) Notify Foothills County, the Land and Property Rights Tribunal, the Minister of Municipal Affairs and relevant local authorities of The City of Calgary's request to adjust the municipal boundary between Foothills County and The City of Calgary through a standard annexation application for the Proposed Annexation Area in Attachment 1;
- 2) Engage the Foothills County and City of Calgary Intermunicipal Committee to negotiate a standard annexation agreement for the Proposed Annexation Area, in accordance with the current policies of the Intermunicipal Development Plan; and
- 3) Present a draft annexation agreement to Council no later than Q1 2026 in respect of the Proposed Annexation Area in Attachment 1.

Page 2 of 2

## ANNEXATION BOUNDARY

- Adopted Terms of Reference defines the boundary
- Requires a revised 'Notice of Intent' submission
- The scope of the annexation is limited to those lands identified in the annexation map. Any further lands would be considered in a future comprehensive annexation process



## 5.7 Facilitation / Mediation

If there are matters where consensus is not being achieved, the Annexation Negotiation Committee Members may determine that a facilitator and/or mediator is required to support completion of negotiations. In the event that facilitation or mediation is required, administrations may explore the possibility of obtaining an Alberta Community Partnership Grant through Alberta Municipal Affairs to assist with the costs.

Share

Understand

Respect

Support

Communicate

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Negotiating a satisfactory draft Annexation Agreement to be forwarded to each Council for consideration.

Terms of Reference	Details
<b>Objective</b>	<ul style="list-style-type: none"> <li>• <b>Negotiate a draft Annexation Agreement between The City of Calgary and Foothills County</b></li> </ul>
Composition	<ul style="list-style-type: none"> <li>• 3 Members of Council and 1 alternate Member of Council/Municipality co-chair (media spokesperson)</li> </ul>
Quorum	<ul style="list-style-type: none"> <li>• 2 Members of Council for each Municipality</li> </ul>
Role of appointed members	<ul style="list-style-type: none"> <li>• Negotiate and debate the terms of the agreement, including the compensation and taxation provisions. Respond to public feedback</li> </ul>
Decision-making	<ul style="list-style-type: none"> <li>• Consensus-based approach to making decisions</li> <li>• Motions will be taken</li> </ul>
Role of Administration	<ul style="list-style-type: none"> <li>• Administrations to provide support to appointed members</li> <li>• Subject matter experts can participate as needed</li> </ul>
Meeting procedures	<ul style="list-style-type: none"> <li>• Meetings are held in public; may be closed under Access to Information Act exceptions.</li> <li>• Chair duties alternate between the two municipalities</li> </ul>

# Meeting Schedule

Terms of Reference Requirement:  
 “The intent is to hold a minimum of one meeting every two months...”

Proposed: Monthly meetings excluding July and August, leveraging same date as IMC when possible.

## Proposed 2026 Annexation Negotiation Committee Schedule

Dates	Location
May 15 * (IMC Date)	Foothills County
June	Calgary
September	Foothills County
October 2 * (IMC Date)	Calgary
November	Calgary
December 11* (IMC Date)	Foothills County

# Meeting Themes

Meeting date	Theme	Decisions Requested
May 15	<ul style="list-style-type: none"> <li>• Introductions</li> <li>• Status overview and meeting procedures</li> <li>• Application process and components</li> <li>• Gather feedback on negotiation topics</li> </ul>	<ul style="list-style-type: none"> <li>• Exploration and identification of negotiation topics to inform approach and scheduling</li> </ul>
June	<ul style="list-style-type: none"> <li>• Public engagement plan</li> <li>• Negotiation approach/tentative schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of the public engagement plan</li> <li>• Endorse negotiation approach/tentative schedule</li> </ul>
September - December	<ul style="list-style-type: none"> <li>• Refine project timeline</li> <li>• Negotiations begin</li> <li>• Public engagement response</li> </ul>	<ul style="list-style-type: none"> <li>• Negotiated terms to incorporate into application</li> </ul>

# Starting the Annexation Process



Notice of Intent issued



Annexation Negotiation Committee



Affected lands and municipalities identified

Engagement plan approval, revised Notice of Intent and landowner notifications

Negotiations and engagement begin

# Annexation Negotiation Committee Action



Provide **feedback** on the Annexation Negotiation Committee meeting schedule and themes.



## ANNEXATION NEGOTIATION COMMITTEE REPORT

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**TO:** City of Calgary / Foothills County ANC Committee  
**DATE:** May 15, 2026  
**SUBJECT:** Annexation Application Components & Process

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### **SUMMARY:**

Annexations are a Provincial process of negotiated transfer of land between municipal authorities. The Land and Property Rights Tribunal will make recommendation to the Minister of Municipal Affairs, then the Minister will bring the Annexation Order to the Cabinet for approval through an Order in Council. The Province outlines detailed requirements and a process for standard annexations. As noted below, there are exceptions to the standard process; however, based on the LPRT's response to the Notice of Intent and/or direction from The City of Calgary Council, the standard annexation process is being pursued for the subject lands.

### **THE STANDARD ANNEXATION PROCESS (OVERVIEW)**

The standard process is designed to encourage early negotiation, transparency, and public involvement, and is guided by provincial annexation principles and application requirements.

The process includes the following key components:

- **Notice of Intent** issued by the initiating municipality, formally starting the annexation process;
- **Municipal negotiations** between affected municipalities to seek agreement on annexation terms;
- **Public engagement**, informing residents and landowners and collecting feedback;
- **Demonstration of alignment** with the Province's 15 annexation principles;
- **Completion of the LPRT annexation application**, including required technical studies and supporting materials; and,
- **Submission to the Land and Property Rights Tribunal.**

A complete application documents both areas of agreement and disagreement, efforts to resolve issues through negotiation and mediation, and summaries of public input.

### **REVIEW AND DECISION PATHWAYS**

Once submitted, the LPRT reviews the application and determines whether there is General Agreement between the municipalities.

#### **1. General Agreement**

- No public hearing is held
- The LPRT prepares a report and recommendation for the Minister of Municipal Affairs

#### **2. No General Agreement**

- A public hearing is conducted
- The LPRT investigates, analyzes evidence, and hears submissions
- Findings and recommendations are provided to the Minister

Regardless of the pathway, the Minister's recommendation is considered by Provincial Cabinet, which may issue an Order in Council approving the annexation and establishing any conditions for implementation.

### **PURPOSE OF THE ANNEXATION NEGOTIATION COMMITTEE (ANC)**

As stated in the ANC Terms of Reference, the Annexation Negotiation Committee is tasked with reviewing the proposed annexation including but not limited to the City's justification, the results of the public consultation, the statutory planning framework in place and other requirements set out by Alberta's Land and Property Rights Tribunal with the goal of negotiating a satisfactory draft Annexation Agreement. If the committee is successful in their negotiations, the draft annexation agreement would be forwarded to the respective Councils for consideration.

### **ANNEXATION PRINCIPLES (GUIDING FRAMEWORK)**

All annexation discussions, negotiations, and application materials are guided by the Province's 15 annexation principles, which promote:

- Logical and efficient municipal boundaries
- Sustainable service delivery
- Responsible growth management
- Land use compatibility and future planning alignment
- Fair consideration of affected landowners and municipalities

These principles provide the evaluative framework used by the LPRT and the Minister when assessing annexation applications.

*A full list of the annexation principles is retained in the attachments.*

### **ANC ACTION:**

That the ANC provides feedback on the Annexation Negotiation Topics to inform the negotiation approach and schedule.

### **Presenters:**

Drew Granson, Deputy Director of Planning, Foothills County  
Shawneen Muscoby, Senior Planner, City of Calgary

### **Attachments:**

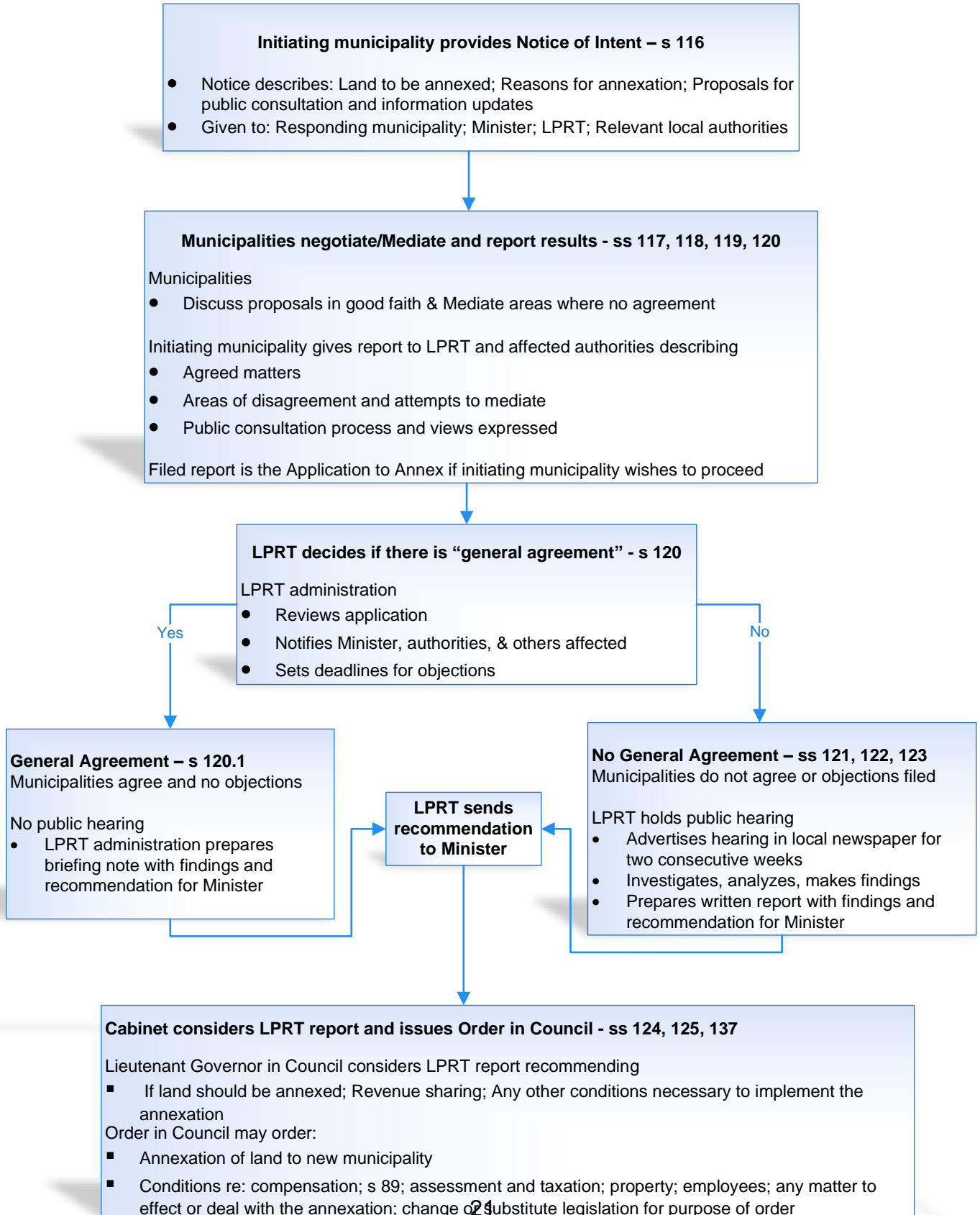
[Annexation Process and Legislation](#)

[LPRT Application Checklist](#)

[Annexation Principles](#)

[Annexation Application Components & Process \(Presentation\)](#)

# Annexation Process and Legislation



## Annexation Application Checklist

Initiating Municipality: \_\_\_\_\_

Date: \_\_\_\_\_

Responding Municipality: \_\_\_\_\_

No.	Item	Complete	Doc. Ref.
1.	Application fee: cheque payable to the Government of Alberta in the amount of \$300 (1st quarter section or less) + \$50 (per additional quarter section) = \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2.	The proposed effective date of the annexation: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3.	Maps and description:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	a. Map showing existing and proposed boundary	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	b. Land description of each parcel of land to be annexed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	c. Written description of which boundary roads are to be included or excluded from the land to be annexed. Include highway/road widening and highway/road plans	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	d. Approximate area (in hectares) of land to be annexed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4.	Documents for the Order in Council:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	a. Map in grayscale for the Order in Council <ul style="list-style-type: none"> <li>i. Display the existing limits of the initiating municipality without shading or colour</li> <li>ii. Use a black dotted line to represent the existing municipal boundary</li> <li>iii. The proposed annexation area to be shaded</li> <li>iv. Ensure all boundary lines are dark enough to remain visible when photocopied</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	b. Description of the area required for annexation preferably prepared by an Alberta Land Surveyor	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5.	Statutory plans:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	a. Intermunicipal Development Plan – relevant excerpts	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Classification: Public

1

The annexation checklist is provided for information purposes and does not constitute legal advice. Municipalities are encouraged to consult with their legal counsel.

Last updated: December 11, 2025

No.	Item	Complete	Doc. Ref.
	b. Municipal Development Plans – relevant excerpts	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	c. Area Structure Plan – relevant excerpts	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	d. Website links to all statutory plans	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6.	Other relevant documents such as but not limited to, the Intermunicipal Collaboration Framework, Land Use Bylaw, Growth Studies, Transportation Master Plans, Functional Planning Studies, Environmental Master Plans and/or Financial Impact Assessments, with relevant sections highlighted.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7.	A general description of the intended uses and proposed servicing for the annexation area:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	a. Intended uses	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	b. Water servicing	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	c. Sewer servicing	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	d. Storm sewer servicing and drainage	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	e. Roads/transportation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	f. Emergency, fire and safety services	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	g. Other servicing (recreation, other soft services)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
8.	Negotiation report and consent to annexation:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	a. Negotiation report signed by initiating and responding municipalities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	i. A municipality that does not sign the negotiation report shall include reasons for not signing		

Classification: Public

2

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Last updated: December 11, 2025

No.	Item	Complete	Doc. Ref.
	b. Written consent of the responding municipality from which the land is to be annexed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	c. Proof that the negotiation report was sent to the other municipality	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	d. Proof that negotiation report sent to other local/relevant authorities, and include a copy of their response, or a statement indicating no response was received:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	i. A provincial health agency or regional health authority		
	ii. A regional services commission(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	iii. School divisions	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	iv. Relevant provincial departments and agencies, including but not limited to, Alberta Environment and Protected Areas, Alberta Transportation and Economic Corridors	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9.	If it is an uncontested application, documentation to show there are no known objections including:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	a. Signed consent of all landowners whose lands are intended to be annexed		
	b. Statement that there are no known objections from the public and affected local agencies	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	c. Description of public consultation activities including description of concerns raised (if any) and how they were resolved	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
10.	If it is contested (i.e. no signed consents from the landowners), the results of the public consultation processes:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	a. Description of the public consultation activities		
	b. Identification of public views and concerns	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	c. How concerns were resolved, and any concerns that could not be resolved	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Classification: Public

3

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Last updated: December 11, 2025

No.	Item	Complete	Doc. Ref.
	d. List of conditions required to resolve landowner/public concerns	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	e. Signed consent(s) from any consenting landowner(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	f. List of landowner(s) who did not provide signed consent, with their legal property descriptions	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
11.	Land title certificates issued within the last 6 months for each parcel proposed to be included in the annexation area.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
12.	A list of the names and mailing addresses of each landowner, with their corresponding parcel identified, and any other party known to have an interest in the annexation proposal.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
13.	Identification of any requested conditions of annexation:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	a. Taxation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	b. Assessment	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	c. Duration of assessment/taxation provisions: _____ years	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	d. Subject to removal clause	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	e. Compensation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	f. Provision or transition of municipal services	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	g. Retention or transfer of reserve lands (municipal reserve, environmental reserve and conservation reserve)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	h. Retention or transfer of municipal property, municipal-owned lands and assets not covered under s. 135(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Classification: Public

4

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Last updated: December 11, 2025

No.	Item	Complete	Doc. Ref.
	i. Other (treatment of Off-Site Levies, Local Improvement Taxes, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
14.	Reference to any other relevant matter which arose during the annexation process prior to submission of the annexation application.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	a. Report accuracy certificate		
	b. Agreed upon issues between municipalities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	c. Issues not agreed to between the municipalities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	d. Attempts at mediation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	e. Reasons mediation failed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
15.	Confirmation of involvement of other public interests (e.g. relevant federal departments, airport authorities, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
16.	Other information that may be required once the application is reviewed by the LPRT.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	a. Addresses all <a href="#">15 of the Annexation Principles</a> established in Board Order MGB 123/06		

## General Description of the Annexation Process

### **Municipal Government Act, Part 4, Division 6, Sections 112.1 to 128.1**

1. To initiate an annexation, a municipality must provide notice to the Minister of Municipal Affairs, the Land and Property Rights Tribunal (LPRT), the municipality from which the land is to be annexed, and local authorities. The notice must describe the lands to be annexed, the reasons for the annexation, and plans for consulting with the public and the owners of the land to be annexed.
2. Both municipalities must meet, discuss the annexation proposal, and negotiate in good faith. If the municipalities cannot resolve all matters through negotiation, mediation must be attempted. The initiating municipality must then prepare a report providing a summary of the matters agreed to and not agreed to, including conditions of annexation. If mediation failed or did not occur, the report must also explain the reasons why.
3. The report and other applicable items in the checklist above must be sent to the LPRT and become the official application for annexation.
4. If the application for annexation states the municipalities have resolved all issues between them and there are no known objections to the proposed annexation, the LPRT must confirm there is general agreement. This process involves providing notice to anyone who may be affected by the proposed annexation, including local authorities and landowners. The notice must state that unless objections are filed by a given deadline (usually within a month), the LPRT will make a recommendation to the Minister regarding the annexation without holding a public hearing.<sup>1</sup>
5. If the negotiation report states there are objections or that mediation has failed, or if the LPRT receives objections after notifying those who may be affected by the annexation, the LPRT will conclude there is no general agreement and will conduct one or more public hearings. Before holding a public hearing, the LPRT must issue a notice of hearing and advertise it for two consecutive weeks in at least one newspaper or other publication circulated in the affected territory.
6. After holding one or more public hearings, the LPRT must prepare a report of its findings and recommendations for consideration by the Minister, who may forward it to the Lieutenant Governor in Council. After considering the LPRT's report, the Lieutenant Governor in Council may issue an Order in Council to approve, approve in part or refuse the annexation proposal. If the annexation is approved or approved in part, the Order in Council will include all applicable conditions. Common conditions include effective date, assessment and taxation transition provisions, and compensation.

For further information, please contact:

Case Manager – Annexation  
Land and Property Rights Tribunal,  
1229 – 91 Street SW, Edmonton, Alberta, Canada, T6X 1E9  
Phone number: 780-427-2444; Email: [lpert.appeals@gov.ab.ca](mailto:lpert.appeals@gov.ab.ca)

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<sup>1</sup> Section 125 (b) of the *Act* allows an annexation order to be issued on recommendation from the Minister without a report, public consultation or hearing. Such cases are exceptional. They generally involve only small amounts of land and are not considered unless signed consents are obtained from all landowners, the responding municipality, and relevant authorities.

### **PART 3 - ANNEXATION PRINCIPLES**

In the absence of criteria authorized by section 76 of the Act and in order to deal with the various issues raised by the affected parties, the landowners and the interest groups, the MGB has developed a series of annexation principles. The MGB has developed these principles from the examination of the annexation provisions in the Act, the Provincial Land Use Policies and previous annexation orders and recommendations. These principles are based on significant annexation decisions prior to 1995 and a total of nearly 170 annexations processed since the introduction of the 1995 Municipal Government Act. In summary, these principles include the following:

1. Annexations that provide for intermunicipal cooperation will be given considerable weight. Cooperative intermunicipal policies in an intermunicipal development plan will be given careful consideration, weight and support so long as they do not conflict with Provincial policies or interests.
2. Accommodation of growth by all municipalities (urban or rural) must be accomplished without encumbering the initiating municipality and the responding municipality's ability to achieve rational growth directions, cost effective utilization of resources, fiscal accountability and the attainment of the purposes of a municipality described in the Act.
3. An annexation or annexation conditions should not infringe on the local autonomy given to municipalities in the Act unless provisions of the Act have been breached or the public interest and individual rights have been unnecessarily impacted.
4. An annexation must be supported by growth projections, availability of lands within current boundaries, consideration of reasonable development densities, accommodation of a variety of land uses and reasonable growth options within each municipality (initiating and responding municipality).
5. An annexation must achieve a logical extension of growth patterns, transportation and infrastructure servicing for the affected municipalities.
6. Each annexation must illustrate a cost effective, efficient and coordinated approach to the administration of services.
7. Annexations that demonstrate sensitivity and respect for key environmental and natural features will be regarded as meeting provincial land use policies.
8. Coordination and cost effective use of resources will be demonstrated when annexations are aligned with and supported by intermunicipal development plans, municipal development plans, economic development plans, transportation and utility servicing plans and other related infrastructure plans.

9. Annexation proposals must fully consider the financial impact on the initiating and responding municipality.
10. Inter-agency consultation, coordination and cooperation is demonstrated when annexations proposals fully consider the impacts on other institutions providing services to the area.
11. Annexation proposals that develop reasonable solutions to impacts on property owners and citizens with certainty and specific time horizons will be given careful consideration and weight.
12. Annexation proposals must be based on effective public consultation both prior to and during any annexation hearing or proceedings.
13. Revenue sharing may be warranted when the annexation proposal involves existing or future special properties that generate substantive and unique costs to the impacted municipality(s) as part of the annexation or as an alternative to annexation.
14. Annexation proposals must not simply be a tax initiative. Each annexation proposal must have consideration of the full scope of costs and revenues related to the affected municipalities. The financial status of the initiating or the responding municipality(s) cannot be affected to such an extent that one or the other is unable to reasonably achieve the purposes of a municipality as outlined in section 3 of the Act. The financial impact should be reasonable and be able to be mitigated through reasonable conditions of annexation.
15. Conditions of annexation must be certain, unambiguous, enforceable and be time specific.

The logo for the City of Calgary, featuring the word "Calgary" in white text on a red rectangular background.

# Annexation Application Components & Process

Annexation Negotiation Committee

May 15, 2026

# Annexation Process Overview



**Annexation is a provincially regulated process**



**Municipalities negotiate; the Province approves**



**Standard annexation process is anticipated**



**In Alberta, annexation involves**

- Transfer of land between municipalities
- Approval by the Province
- Review by the LPRT and Minister of Municipal Affairs

# Overview of Roles

## Working Group



### TAC Team

- Will work together to draft the Negotiated Annexation Agreement.
- Lead engagement activities
- Shepard draft through application process.

## Annexation Negotiation Committee (ANC)



### Negotiators

- Negotiate Annexation Terms
- Champion the work
- Assist with disputes

## Councils



### Municipal Approvers

- Set budget, as required
- Decision on negotiated agreement

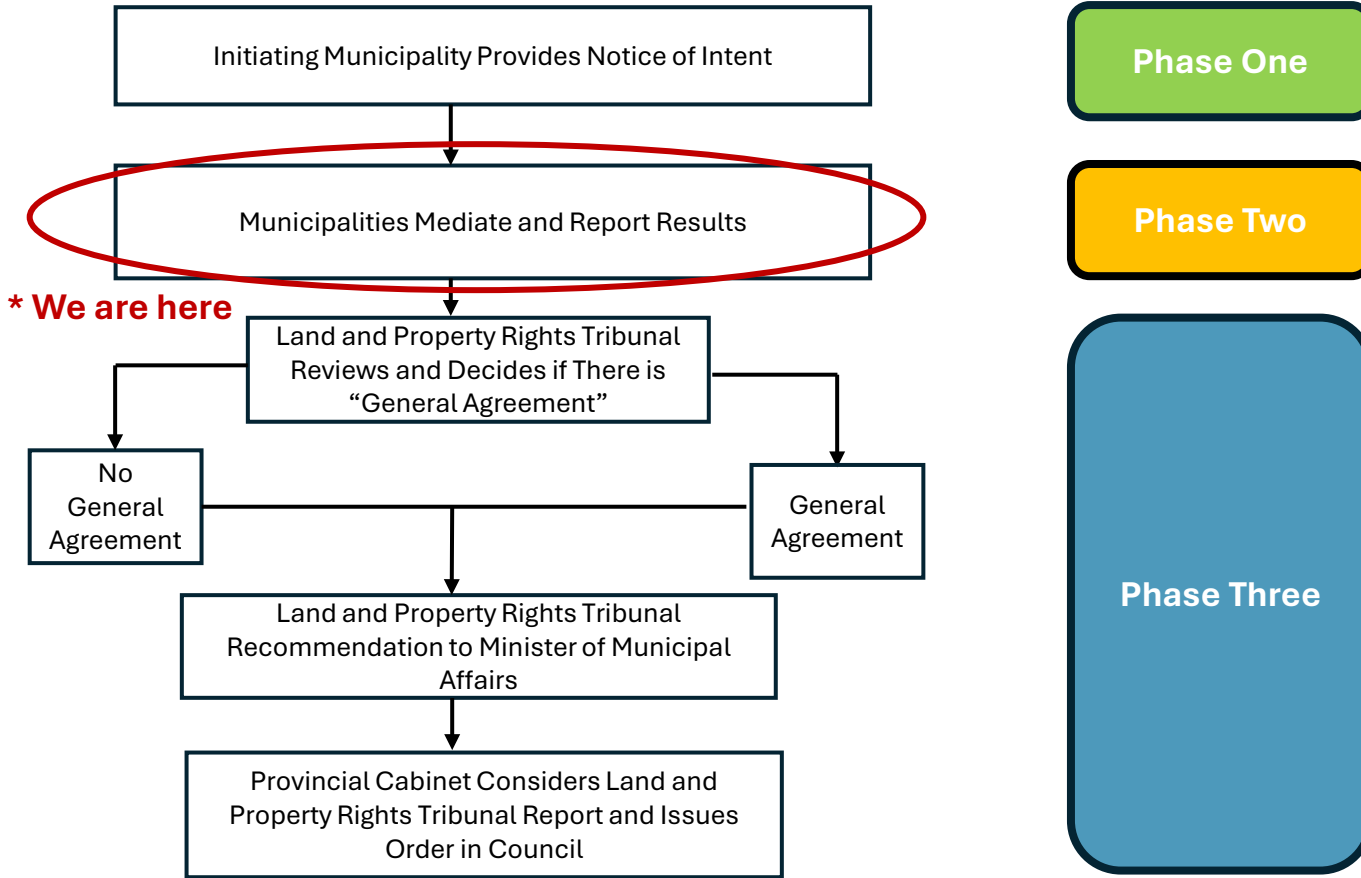
## Public

Provide Feedback – Share Personal Opinions – Ask Questions  
– Give Advice – External Perspective

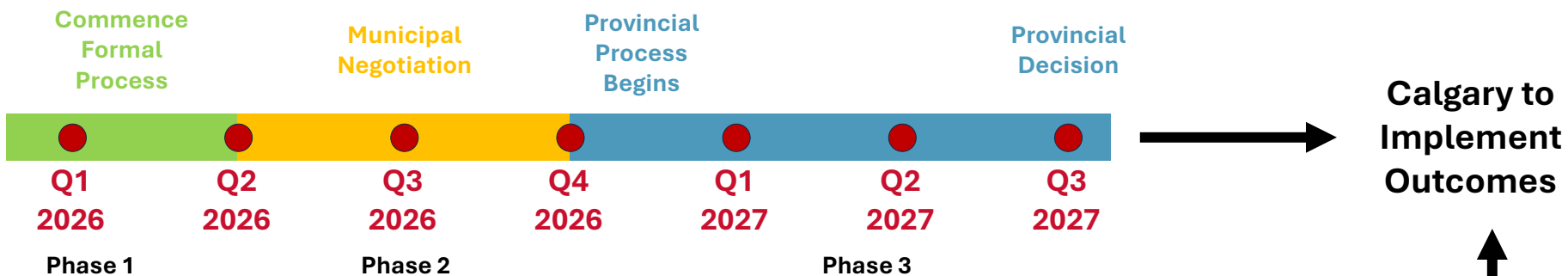
## The Approvers

Land and Property Right Tribunal – Minister – Cabinet, Order in Council

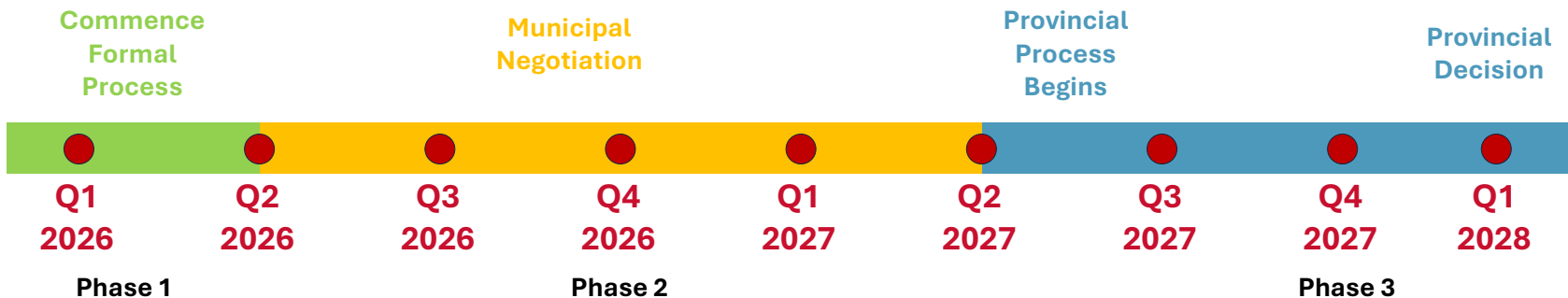
# Standard Annexation Process



## General Agreement ~ 20 Months



## No General Agreement ~ 26 Months



# Annexation Principles



Logical and efficient **municipal boundaries**



Sustainable **service delivery**



Responsible **growth management**



Land use **compatibility** and future **planning alignment**



Fair consideration of **affected landowners** and **municipalities**

*A list of the annexation principles is retained in full in the staff report appendix.*

# Negotiation Topics

## A. Statutory / Core Annexation Terms

Annexation Territory & Boundaries

Effective Date

Assessment & Tax Transition

Compensation / Fiscal Terms

Annexation Order Conditions

## B. Governance & Process

Governance & Implementation

Oversight

Dispute Resolution

Confidentiality & Public Transparency

Off-Ramps / Conditions to Pause or

Exit

## C. Services & Infrastructure

Municipal Services Transfer

Infrastructure & Servicing Agreements

Roads & Boundary Roads

## D. Planning & Land

Planning & Development Transition

Municipal Lands & Assets

Environmental / Stewardship

Constraints

## E. Emerging / Non-Traditional Topics

Staffing & Operational Capacity

Cost Exposure & Risk Allocation

Intermunicipal Relationships

Post-Annexation

Public Trust & Political Risk

Implementation Sequencing & Timing

# Annexation Negotiation Committee Action



Provide **feedback** on the Annexation Negotiation Topics to inform the approach and schedule.

**Calgary**



**Questions?**