

## 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	

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		

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	

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	

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. a. Report accuracy certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	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. a. Addresses all <a href="#">15 of the Annexation Principles</a> established in Board Order MGB 123/06	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

## 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: [lprr.appeals@gov.ab.ca](mailto:lprr.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.