

**CITY OF CALGARY AND FOOTHILLS COUNTY
INTERMUNICIPAL COMMITTEE MEETING**

January 23, 2026

1:30 – 3:00 p.m.

**In-Person Meeting (Hosted by City of Calgary)
The City of Calgary - Electric Light Boardroom (Old City Hall)
716 Macleod Trail SE, Calgary, AB**

A G E N D A

1. Call to Order
2. Introductions
3. Confirmation of Co-Chairs
4. Additions & Amendments to the Agenda
5. Adoption of Agenda
6. Review & confirmation of previous meeting notes (October 4, 2024) - (Attachment)
7. Business Items:
 - a) Intermunicipal Committee Terms of Reference (City of Calgary | Foothills County)
 - b) Regional Table Update (Verbal Update - City of Calgary)
 - c) Proposed City of Calgary Annexation (City of Calgary)
 - d) Introduction to Annexation (City of Calgary | Foothills County)
 - e) Potential Annexation Negotiation Committee (City of Calgary | Foothills County)
 - f) Looking ahead to 2026/27 (City of Calgary | Foothills County)
 - Intermunicipal Collaboration Framework
 - Intermunicipal Development Plan Update
 - g) Meeting Locations and Proposed Schedule
 - 2026 May 15 10:00 – 12:00 (Foothills County hosting)
 - 2026 October 2 10:00 – 12:00 (City of Calgary hosting)
 - 2026 December 11 10:00 – 12:00 (Foothills County hosting)
8. Emerging Issues
9. Confidential Items (if required)
10. Joint Administrative Updates (Verbal Updates)
 - a) City of Calgary updates
 - b) Foothills County updates
11. Next Meeting: May 15, 2026 (Foothills County hosting)
12. Adjournment

Meeting Participants

City of Calgary

Councillor Mike Jamieson, Ward 12
Councillor Landon Johnston, Ward 14
Councillor Dan McLean, Ward 13

Foothills County

Deputy Reeve Suzanne Oel
Councillor Alan Alger
Councillor John
Callister Councillor RD McHugh

Administration

Debra Hamilton, GM (Planning and Development Services) Ryan Payne, CAO
Karen Holz, Manager (Regional Planning) Heather Heminway
Jamie Goth, Leader (Strategic Initiatives) Drew Granson, Deputy Director (Planning)
Neil Younger, Leader (Regional Initiatives) Aamani Sidhu, Planner
Shawneen Muscoby, Senior Planner
Oliver Prcic, Planner
Kam Vosough, Planner

City of Calgary and Foothills County Intermunicipal Committee Meeting (IMC)

Friday, October 04, 2024, 1:00 pm to 3:00 pm

In-person meeting hosted City of Calgary at Ralph Klein Park, Calgary.

A virtual meeting option was available

MEETING NOTES

IN ATTENDANCE:

CITY OF CALGARY

Councillor Evan Spencer - Ward 12

Councillor Dan McLean - Ward 13

Administration

City & Regional Planning

Jennifer Cardiff, Sr. Planner

Geraldine Fuenmayor, Planner

Cole Piechotta, Sr. Transportation Engineer

Sara Kassa, Leader

Karen Holz, Manager

Utilities & Infrastructure Planning

Maggie Zhang, Water Technical Lead

Zhong Xiang, Leader

Community Planning

Ravi Siddhartha, Sr. Planner

Bernadine Montero, Planner

Regrets: Councillor Peter Demong - Ward 11

FOOTHILLS COUNTY

Councillor Suzanne Oel - Division 4

Councillor Alan Alger - Division 5

Deputy Reeve Don Waldorf - Division 6

Administration

Heather Hemingway, Director of Planning

Julie McLean, Deputy Director of Planning

Garity Stanley, Legislative Services

1. Call to Order

The meeting was called to order at 1:00 pm by Councillor Waldorf.

2. Introductions.

Committee held brief introductions of electeds and staff in-person and online.

3. Additions & Amendments to the Agenda

No amendments were made to the agenda.

4. Adoption of the Agenda.

Motion: Councillor Oel moved to adopt the agenda for the October 4, 2024 meeting, as presented. **CARRIED**

5. Review & Confirmation of Previous Meeting Notes *(Attachment)*

Motion: Councillor Spencer moved to accept the meeting notes from March 8, 2024 as presented. **CARRIED**

6. Business Items:

a) West Macleod Residual Land Area Structure Plan (City of Calgary)

Jennifer Cardiff presented an update on the West Macleod Residual Lands Area Structure Plan. The Committee heard that the project is currently in the “explore” stage and is engaging with different groups to develop a draft land use concept for the area. It was further shared that access to the Plan area is challenging and the proposed access from Hwy 552 is a concern that has been identified by Foothills County. Timing on the Province’s future plans for Highway 552 were shared. The Project Team is investigating access options based on Foothills County’s concern and committed to continue to work with Foothills County administration on a solution.

Foothills County Administration reminded the Project Team that there are additional concerns with proposed north-south access along the west side of the plan area, as the local road that would connect into the County would not be appropriate for that level of use. They also suggested that the Team be prepared to present options for moving traffic north at the next public engagement session being planned for November or December 2024, as County residents will want to know this information.

The Project Team thanked Foothills County for the information and confirmed that they are also considering the north-south access concerns that were raised previously and will have traffic movement options available for the next open house.

Motion: Councillor Mclean moved to accept this item for information. **CARRIED**

b) 80th Street/ 24th Street Road Maintenance (Foothills County)

Councillor Alger shared that Foothills County residents have expressed concern with the condition of 80 Street where it enters the City and becomes 24 Street, between 186 Avenue and Spruce Meadows Green.

City Administration confirmed Alberta Highway Services owns the yard along the road however it falls on municipalities to operate and maintain. City Administration shared that the portion of road has planned maintenance for early 2025 and will be repaved with asphalt; 80 mm mill and inlay, at that time.

Motion: Councillor Alger moved to accept this item for information. **CARRIED**

7. Emerging Issues

- Councillor Oel shared that Foothills County residents were pleased with the recent maintenance completed on 85 Street, which included changes to the culvert. Councillor Oel thanked City crews for the work that happened quickly.

- Councillor Spencer updated the Committee on the progress of the Prairie Economic Gateway initiative and encouraged Foothills County members to reach out if they want to learn more. The Gateway initiative is a first-of-its-kind collaboration between Calgary and Rocky View County that is developing a framework for shared investment, shared services and shared benefit.

In Camera Items

Motion: Councillor Spencer moved that IMC move into a closed session at 1:35 p.m. to consider the confidential item “Update: Land Purchase Request”, under Section 21 and 25 of the Freedom of Information and Protection of Privacy Act. **CARRIED**

Motion: Councillor McLean moved that the Committee return to open session at 1:57 p.m. **CARRIED**

Motion: Councillor Mclean moved to accept this item for information. **CARRIED**

8. Joint Administrative Updates

a) City Developers Hauling of Fill

City of Calgary Administration updated the Committee on the concern that City developers were disposing of their development fill in the County without the proper permits. Since this item was brought forth at the March 8 Intermunicipal Committee meeting, joint administration has explored possible solutions and agreed to the City developing an Advisory Comment to be included in all permits for Subdivision, Stripping and Grading and any development permits that require significant excavation. That Advisory Comment was drafted with feedback from County Administration and has now been implemented.

b) Pine Creek Cemetery Parking

City of Calgary Administration updated the Committee on the concern with the lack of public parking in the vicinity of the Pine Creek Cemetery, which is a Foothills County asset located in the City of Calgary. At the March 8 Intermunicipal Committee, City Administration was asked to consider special event permit parking along the adjacent roadway to support internment services at the cemetery.

Since that time, joint administration has determined that special-event street parking on the adjacent roadway will be possible, and the joint administrations are now working together to address the necessary requirements and responsibilities associated with that process.

Motion: Councillor Alger moved to accept the administrative updates for information purposes. **CARRIED**

9. Proposed Remaining 2024 Meeting Dates

The pre-booked meeting date of December 6 was confirmed.

10. Adjournment.

Motion: Councillor Waldorf called for the meeting to be adjourned at 2:05 pm. **CARRIED**

Terms of Reference

1.0 Background and Context

The original Terms of Reference for The Foothills County/City of Calgary Intermunicipal Committee (IMC) (“the Committee”) were approved in the fall of 1995 by Councils from both municipalities.

The 1995 Terms of Reference outlined that although the Committee had no official legislative status or decision-making authority, it encouraged Committee members to share information, discuss matters of intermunicipal concern and make recommendations to the respective Councils of the two municipalities.

The Committee played a key role in the preparation of the first Intermunicipal Development Plan for the two municipalities which was adopted in 1998, as well as the current Intermunicipal Development Plan which was adopted by both Councils in 2017. The Committee has also successfully negotiated agreements regarding annexation, joint services and numerous intermunicipal matters since 1995.

Although the Calgary Metropolitan Region Board came into effect January 1st, 2018, The City of Calgary and Foothills County both recognize the value of maintaining an Intermunicipal Committee and Intermunicipal Development Plan and the importance of bilateral agreements and ongoing cooperative efforts between our two municipalities.

2.0 Purpose

The purpose of the Committee is to facilitate the working relationship between the two municipalities, the ongoing sharing of information between elected officials and municipal staff and to provide a forum in which to review and comment on a range of topics of interest to both municipalities.

3.0 Objectives

The objectives of the Intermunicipal Committee include:

- a. Establishing working relationships for the purpose of implementation of mutual goals;
- b. Maintaining positive intermunicipal relations while also playing an important role in the resolution of any intermunicipal disputes that may arise;
- c. Better understanding each other’s strategic interests;
- d. Providing direction on lands of mutual interest;
- e. Representing joint municipal interests to the Provincial government;
- f. Creating plans, processes and programs that benefit residents of both municipalities and the region; and
- g. Administrating joint projects as contemplated by the IDP.

4.0 Scope

The Committee is able to address any item that is of interest to Committee members and is of an intermunicipal or regional nature.

Terms of Reference

5.0 Constraints

The Committee has no official legislative status or decision-making authority but can provide recommendations to each Council, as well as give direction to respective staff.

6.0 Membership

6.1 Number of Representatives

Up to a maximum of three (3) elected members of each municipality should be appointed by each of the two Councils for membership on the Committee. Only elected representatives of Foothills County and The City of Calgary are considered Committee members.

6.2 Co-chairs of Committee

Each municipality will appoint one nominee for the position of Co-Chair.

Co-chairs will be put forward for acknowledgment by the Committee at the first Committee meeting after each municipality holds their respective organizational meetings.

6.3 Guests of the Committee

On an issue-specific basis, the Committee may request discussions to include elected officials and staff from member municipalities or other jurisdictions, as well as consultants, as deemed appropriate.

6.4 Administrative Support

Each municipality provides staff to support the work of the Committee; however, staff are not considered Committee members.

7.0 General Operating Principles

7.1 Scheduling Meetings

All efforts should be made to hold a minimum of four regularly scheduled meetings per year. Either municipality may request an additional meeting to discuss pressing matters.

7.2 Hosting Meetings

The City and the County will alternate responsibility for hosting meetings. The hosting municipality will be responsible for providing a venue when meetings are held in person, and will prepare the agenda and the minutes.

7.3 Chairing Meetings

Meetings will be chaired by an elected City representative when the meetings

Terms of Reference

are hosted by the County, and chaired by an elected County representative when hosted by the City.

7.4 Meeting Locations

Meetings may be held virtually or in person at the discretion of the Committee.

When held in person meetings may be held at Municipal offices or other facilities, or other locations deemed appropriate by Committee members.

8.0 Roles and Responsibilities, Committee Members

The roles and responsibilities of Committee members include:

- a. Committing to meeting regularly throughout the year;
- b. Working with other Committee members to attempt to reach consensus on decisions on matters before the Committee;
- c. Representing the interests of their respective municipality;
- d. Reporting to and communicating from Councils regarding Committee business;
- e. Directing staff regarding Committee work, actions and requirements; and
- f. Adhering to these Terms of Reference.

9.0 Governance

9.1 Quorum

A quorum is necessary to hold a meeting and requires one elected representative from each municipality to be in attendance.

9.2 Decision-Making and Voting

The Committee has no official legislative status or decision-making authority, but is an advisory body that provides recommendations to both Councils and gives direction to staff regarding committee work and joint projects that they are overseeing.

The operation of the IMC is based on negotiation and consensus building and so the Committee will endeavor to achieve consensus on all decisions.

Motions are proposed and voted on by Committee members. Where consensus cannot be reached, all recommendations to Councils must include the dissenting position. Recorded voting may be requested.

9.3 Issue Resolution

One of the primary objectives of the Committee is to direct solutions to conflicts and concerns between the municipalities. Maintaining strong relationships and understanding of each other is paramount in the committee

Terms of Reference

agenda. Where conflict arises, the Intermunicipal Committee will employ the dispute resolution process outlined within the Intermunicipal Development Plan.

10.0 Information Management

10.1 Recording of Proceedings

- a. Staff from the hosting municipality is responsible for drafting meeting notes, the distribution of notes and agendas, and the general administration and coordination of meetings.
- b. The Committee members are required to confirm the meeting notes at the next meeting. Confirmed notes should specify where agreement on the contents of the notes was not reached.

10.2 Retention of records

Staff from both municipalities will coordinate and retain Committee records including agendas and notes in accordance with their municipality's records management policies.

10.3 Internal Communication

- a. Staff shall provide advisory support to the Committee, including background information, resources, and advice to Committee members to assist them in their role.
- b. All meeting notes and other communications internal to the Committee should be distributed by staff to Committee members in a timely manner.
- c. Staff shall maintain a record of all internal communications.
- d. The record of the Committee's communications shall be made available for review by the public if requested under order of FOIP.

10.4 External Communications

- a. Recommendation to Council:
All recommendations to Councils as well as minutes of the matter at Council meetings should be distributed by staff to Committee members in a timely manner.

Staff shall maintain a record of Recommendations to Councils, decisions, and minutes regarding IMC business.

- b. Communications with other external groups, such as, the Public, NGO's, Provincial Government departments:

The Committee Co-chairs are considered the spokespersons for the Committee.

All external communications regarding Committee business or joint

Terms of Reference

projects should be coordinated between the two municipalities.

Committee members may direct staff to prepare letters, information packages/notices, presentations, or host public meetings on IMC business. The development of a graphic showing logos and information from both Municipalities may be undertaken in order to facilitate communications on behalf of the IMC.

10.5 Information received by the Committee

Studies, surveys, projects, and other information as directed by the Committee members or considered by either members or staff as of interest to the Committee shall be collected and distributed by staff to Committee members in a timely manner and shall be maintained as part of the IMC record for future reference.

11.0 Costs and Budget

All costs associated with the Committee shall be jointly shared between the municipalities.

12.0 Maintenance and Review of Terms of Reference

12.1 Maintenance of the Terms of Reference

These Terms of Reference shall be maintained by Staff.

12.2 Review of the Terms of Reference

The Terms of Reference will be reviewed on a regular basis and updated as required.

Only the respective Councils may approve the Terms of Reference and amendments thereto.

Terms of Reference are approved by both the City of Calgary and the Foothills County

Below is the approval history for the City of Calgary:

1995-09-25, E95-21 – Adoption of Terms of Reference

2010-04-26, IGA2010-17 – Rescindment of previous Terms of Reference and Adoption of new Terms of Reference

2017-07-24, IGA2017-0540 – Approval of revised Terms of Reference

2022-12-06, IGA2022-1140 – Rescindment of previous Terms of Reference and Adoption of new Terms of Reference

IMC REPORT

TO: City of Calgary / Foothills County IMC Committee
DATE: **January 23, 2026**
SUBJECT: Proposed City of Calgary Annexation in Foothills County

SUMMARY:

This report provides the Intermunicipal Committee (IMC) with an update on the City of Calgary's intent to pursue annexation of specific lands from Foothills County. 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 northwest of the Sirocco Golf Course and the adjacent 64 Street West road right-of-way.

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.

On January 6, 2026, administrative representatives of the City of Calgary and Foothills County met and discussed committing resources and determining the contents for today's IMC agenda. Following the governance decisions, the administrations will move forward in planning the next steps to define a public consultation process and create a workplan for negotiating an annexation agreement.

IMC ACTION:

That the Intermunicipal Committee receive this report for information.

Presenter:

Shawneen Muscoby, Senior Planner, City of Calgary

Attachments:

None

IMC REPORT

TO: City of Calgary / Foothills County IMC Committee
DATE: **January 23, 2026**
SUBJECT: Introduction to Annexation

SUMMARY:

Annexations are a complex process of negotiated transfer of land between municipal authorities. Only the Minister of Municipal Affairs can approve an annexation. The Province outlines detailed requirements and a process for standard annexations. As noted below, there are exceptions to the standard process, however, we understand that the Minister is looking for The City to follow the standard annexation process for the subject lands.

1 – The **Standard Annexation Process** starts with a notice of intent that initiates municipal negotiation and a public consultation process. Those actions are informed by alignment to 15 annexation principles and guided by an annexation checklist covering elements that will need to be undertaken to ensure all parties are fully informed before the annexation takes place. The full checklist of elements is attached along with annexation principles of consideration. A report to the Land Property Rights Tribunal is submitted detailing agreed matters, areas of disagreement and attempts to mediate, the public consultation and views expressed.

The Land Property Rights Tribunal reviews the applications and determines along which of the following paths the application will proceed:

- a. General Agreement – No public hearing is required, and the Land Property Rights Tribunal provides details and recommendations for the Minister of Municipal Affairs.
- b. No General Agreement – Procedures are followed to initiate a public hearing where the Land Property Rights Tribunal investigates and analyzes the application. Tribunal findings and recommendations are provided in a report to the Minister of Municipal Affairs.

Regardless of the path, the resulting report is presented to Provincial Cabinet and may issue Order in Council. The Order in Council may order the annexation of land to the initiating municipality and provide conditions to support direction and implementation.

2 – The **Ministerial Order Process** is at the discretion of the Minister of Municipal Affairs who may approve an annexation without a hearing and recommendation of the LPRT. This process has been used as a method to clean up orphaned parcels from major infrastructure projects like the Calgary Ring Road.

IMC ACTION:

That the Intermunicipal Committee receive this report for information.

Presenter:

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 Process and Legislation

Initiating municipality provides Notice of Intent – s 116

- Notice describes: Land to be annexed; Reasons for annexation; Proposals for public consultation and information updates
- Given to: Responding municipality; Minister; LPRT; Relevant local authorities

Municipalities negotiate/Mediate and report results - ss 117, 118, 119, 120

Municipalities

- Discuss proposals in good faith & Mediate areas where no agreement

Initiating municipality gives report to LPRT and affected authorities describing

- Agreed matters
- Areas of disagreement and attempts to mediate
- Public consultation process and views expressed

Filed report is the Application to Annex if initiating municipality wishes to proceed

LPRT decides if there is “general agreement” - s 120

LPRT administration

- Reviews application
- Notifies Minister, authorities, & others affected
- Sets deadlines for objections

Yes

No

General Agreement – s 120.1

Municipalities agree and no objections

No public hearing

- LPRT administration prepares briefing note with findings and recommendation for Minister

No General Agreement – ss 121, 122, 123

Municipalities do not agree or objections filed

LPRT holds public hearing

- Advertises hearing in local newspaper for two consecutive weeks
- Investigates, analyzes, makes findings
- Prepares written report with findings and recommendation for Minister

LPRT sends recommendation to Minister

Cabinet considers LPRT report and issues Order in Council - ss 124, 125, 137

Lieutenant Governor in Council considers LPRT report recommending

- If land should be annexed; Revenue sharing; Any other conditions necessary to implement the annexation

Order in Council may order:

- Annexation of land to new municipality
- Conditions re: compensation; s 89; assessment and taxation; property; employees; any matter to effect or deal with the annexation; change or substitute legislation for purpose of order

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"> i. Display the existing limits of the initiating municipality without shading or colour ii. Use a black dotted line to represent the existing municipal boundary iii. The proposed annexation area to be shaded iv. Ensure all boundary lines are dark enough to remain visible when photocopied 	<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

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. 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	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.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	a. Addresses all 15 of the Annexation Principles 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.¹
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

¹ 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.

IMC REPORT

TO: City of Calgary / Foothills County IMC Committee

DATE: January 23, 2026

SUBJECT: Potential Annexation Committee

SUMMARY:

Intermunicipal Committee guidance is required on the governance approach for the negotiation of the annexation process. During City of Calgary debate initiating this annexation process, it was suggested IMC could provide guidance through the annexation negotiations, and an additional committee may not be required. Alternatively, there may be benefits to exploring the use of an annexation committee that reports directly to respective Councils. The primary advantages of establishing a separate Annexation Negotiation Committee are:

- Providing a targeted mandate,
- Different membership and/composition than the Intermunicipal Committee
- Separate and potentially greater frequency in meeting scheduling and
- Specific legislative record for inclusion in the provincial application process.

To ensure annexation negotiation could proceed without further delay if a separate committee is preferred, the administrations jointly prepared a draft Annexation Negotiation Committee Terms of Reference for consideration. Prior to seeking both Council's approval, input is requested from the Intermunicipal Committee on the TOR including but not limited to the areas of boundary definition, composition, scope and influencers and meeting procedures. In the absence of an annexation committee, additional Intermunicipal Committee meetings targeted on the annexation topic could be scheduled while the existing quarterly scheduled meetings could focus on routine regional planning matters.

IMC ACTION:

Consider the governance options to support the annexation applications process and select:

1. Option A – using the IMC to guide the annexation
2. Option B – Provide input to the Draft Annexation Negotiation Committee Terms of Reference and direct both administrations to establish the committee and appoint members through respective municipal processes.

Presenter:

Drew Granson, Foothills County, Deputy Director of Planning

Shawneen Muscoby, City of Calgary, Senior Planner, City & Regional Planning, Strategic Relationships

Attachments:

Draft Annexation Negotiation Committee Terms of Reference

Terms of Reference

Annexation Negotiation Committee City of Calgary and Foothills County

1. Introduction

On XXX, 2026, 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, composition of annexation territory, 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 person and 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. There will be no remote participation by Committee Members, observers, or the public.

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 or view the public portion of the meeting.

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

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

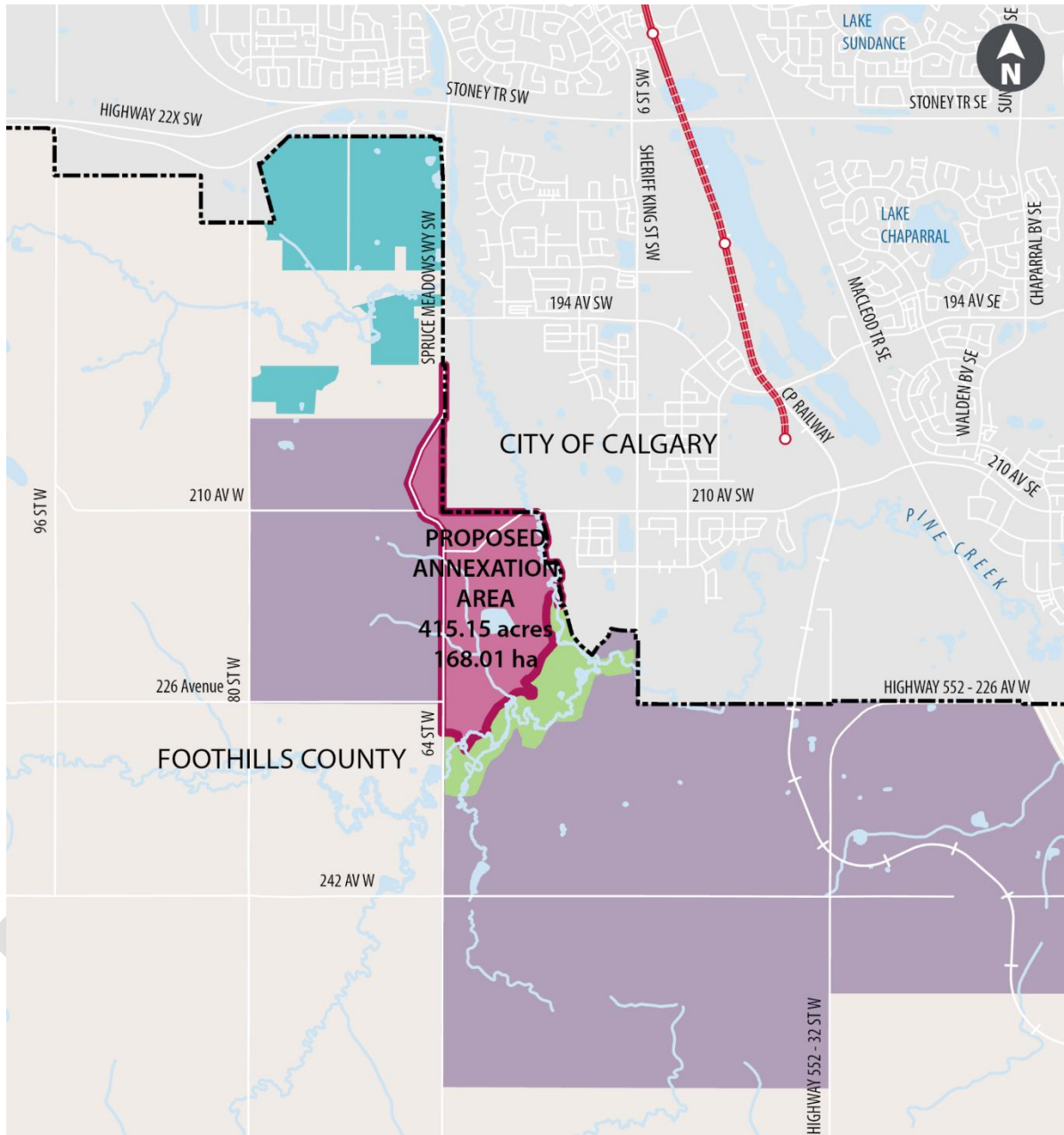
- Only lands identified in annexation notification (Appendix A) and any further lands would be considered in a future annexation process.
- Lands owned by the County.
- Existing Deferred Reserve Caveats
- Existing Planning approvals
- Roadways including road standards and road maintenance within, adjacent 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:

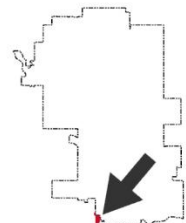
- Provincial Annexation Principles
- Foothills County MDP 2010, and The City of Calgary MDP 2020 or as amended.
- Citywide Growth Strategy
- Calgary Triple Bottom Line Policy Framework
- Foothills County and City of Calgary IDP
- Foothills County's Growth Management Strategy
- Saatohtsi Area Structure 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 A



Legend

- Proposed Annexation Area
- Spruce Meadows
- Sirocco ASP Golf Course
- Calgary Growth Area
- LRT Red Line Alignment, Existing
- Proposed LRT Red Line
- City of Calgary Boundary



IMC REPORT

TO: City of Calgary / Foothills County IMC Committee
DATE: **January 23, 2026**
SUBJECT: Looking ahead to 2026/27

SUMMARY:

This report provides an indicative, non-binding outlook for intermunicipal work through 2026–2027, with primary emphasis on the Intermunicipal Collaboration Framework (ICF). The report reflects the advisory role of the Intermunicipal Committee (IMC) and incorporates anticipated IMC and IGA touchpoints for planning awareness. Annexation activities are noted briefly, recognizing that they proceed through a separate, Council-led statutory process.

INTERMUNICIPAL COLLABORATION FRAMEWORK (ICF) – HIGH-LEVEL OUTLOOK

- Q2 2026: Initiate ICF work program, including confirmation of scope, approach, roles, and resourcing.
- 2026–2027: Undertake information gathering, analysis, and negotiations, including voluntary dispute resolution as required.
- By November 30, 2027: Completion of ICF(s) in accordance with provincial legislative requirements.
- Additional detail will be brought forward to IMC as work formally commences.

INTERMUNICIPAL DEVELOPMENT PLAN (IDP)

- IDP work is proceeding in parallel to ICF activities, with a formal IDP review anticipated in 2027.

ANNEXATION

- Annexation work is expected and will be addressed through separate statutory processes and related agenda reports.

SCHEDULED TOUCHPOINTS (INDICATIVE)

- IMC meeting: January 23, 2026.
- IGA verbal briefings: May 15, 2026; October 2, 2026; December 11, 2026.
- Additional IMC or working sessions may be scheduled as needed.

IMC ACTION:

- Note the proposed ICF timing (Q2 2026 start; work through 2027; legislated completion by November 30, 2027).
- Note that IDP work will continue in parallel, with a formal review anticipated in 2027.

Presenter:

- Neil Younger, Leader, City & Regional Planning, Regional initiatives.

Attachments:

None.