

ANNEXATION APPLICATION - CHECK LIST

The following check list identifies the information required when submitting a negotiation report / annexation application to the Municipal Government Board (MGB).

Action / Requirement	Completed
1. Application Fee (Cheque payable to the Minister of Finance) \$300 for 1st quarter; \$50 for each additional qtr or portion of qtr.	
Cheque amount \$	Yes/No/NA
2. An up-to-date map showing the location of the existing municipal boundary and the proposed municipal boundary, with each parcel to be annexed identified by legal land description.	
Map showing existing boundary and proposed boundary	Yes/No/NA
Legal land description of each parcel	Yes/No/NA
3. Excerpts from any Municipal Development Plan or other Statutory Plan.	
MDP Excerpts	Yes/No/NA
ASP Excerpt	Yes/No/NA
Other Excerpts (If any)	Yes/No/NA
4. A description of the intended uses for the annexation area including a general description of how the area can be serviced with water, sewer, storm sewer and other related municipal services.	
Intended uses	Yes/No/NA
Water Servicing	Yes/No/NA
Sewer Servicing	Yes/No/NA
Storm sewer Servicing	Yes/No/NA
Other Servicing	Yes/No/NA
5. The written consent (or signed negotiation report) of the municipality from which the land is to be annexed.	
Written Consent of other Municipality	Yes/No/NA
6. If an uncontested application (see item #4 on the page 3), the signed written consent of each landowner whose land is intended to be annexed, and a statement that there are no known objections from the general public (also include the following information regarding public consultation if such consultation occurred).	
Signed forms/letters from <u>all</u> landowners consenting to the annexation and acknowledging the assessment and taxation conditions	Yes/No/NA
Statement/Certificate that there are no known objections	Yes/No/NA
Information regarding public consultation	Yes/No/NA
7. If not uncontested (i.e. no signed consents from the landowners), the results of the public consultation process, including identification of what concerns were raised and if they were resolved, how and with what conditions.	
Public consultation process results	Yes/No/NA
identification of public concerns	Yes/No/NA
How concerns resolved	Yes/No/NA
List of conditions required to resolve land owner/public concerns	Yes/No/NA

(Note: Application should provide rational for items marked No or N/A)

8.	Clear identification of which boundary roads are to be included or excluded in the annexation (please ensure map clearly reflects this).	
	Map and written description of boundary roads included or excluded	Yes/No/NA
9.	Up to date copies of land title certificates for each parcel proposed to be included in the annexation (the certificate must have been issued within the last 6 months).	
	Land title certificates for all parcels (6 month)	Yes/No/NA
10.	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.	
	Names and mailing addresses of each landowner	Yes/No/NA
11.	The proposed effective date of the annexation. *Please see attached information bulletin.	
	Proposed effective date:	
12.	Identification of whether any special conditions are requested, such as assessment and taxation provisions, compensation or revenue sharing. *Please see attached bulletin.	
	Conditions:	
	Taxation Yes/No/NA Years: ____	Yes/No/NA
	Assessment Yes/No/NA Years: ____	Yes/No/NA
	Compensation	Yes/No/NA
	Subject to removal clause	Yes/No/NA
13.	Reference to any other relevant matter which arose during the annexation process prior to submission of the formal application.	
	Report accuracy certificate	Yes/No/NA
	Agreed upon issues	Yes/No/NA
	Public consultation activities	Yes/No/NA
	Public consultation summary	Yes/No/NA
	No agreement issues (If required)	Yes/No/NA
	Mediation attempts (If required)	Yes/No/NA
	Reason mediation failed (If required)	Yes/No/NA
14.	Other information that may be required once the application is reviewed by the Board.	
	Addresses all 15 of the Annexation Principals (MGB Order 123/06)	Yes/No/NA
	Identifies how the public was made aware of the Annexation Agreement	Yes/No/NA
15.	Confirmation of involvement of other public interests – AIT, Schools, Reg. Serv. Com., etc	
	Alberta Transportation confirmation	Yes/No/NA
	Confirm Negotiation Report sent to other municipality	Yes/No/NA
	Confirm Negotiation Report sent to other local authorities	Yes/No/NA

(Note: Application should provide rational for items marked No or N/A)

General Description of the Annexation Process

Municipal Government Act, Division 6, Sections 112.1 to 128

1. The municipality proposing an annexation must provide notice to the Municipal Government Board (Board) and to the municipality from which the land is to be annexed. The notice must describe the lands to be annexed, the reasons for the annexation, and proposals for consulting with the public and meeting with the owners of the land to be annexed. If the proposal is an uncontested application pursuant to Section 126 of the Act and the municipality is satisfied that there is no objection to the proposal from the general public, public consultation is not required.
2. Both municipalities must meet, discuss the annexation proposal and negotiate in good faith. A negotiation report is then prepared providing a summary of the negotiations and the agreed to items / conditions of annexation. If there are matters on which there is no agreement between the municipalities, mediation must be attempted. If mediation failed or did not occur, the reasons for this must be provided to the Board along with the negotiation report.
3. The negotiation report, all required administrative information and the appropriate fees must be sent to the Board at which time the proposal becomes an official application for annexation.
4. If the annexation is a simple uncontested application (with signed consents from the landowners and the responding municipality), the application is processed pursuant to section 126 of the Act, and the documents are prepared for forwarding to the Minister of Municipal Affairs. However, if there are no signed consents, the Board must determine whether there is general agreement (i.e. whether there are any known objections). If the Board decides that there is not general agreement with the proposed annexation, it will “advertise for objections” with a notification to all interested parties that objections or concerns must be received by a certain date (usually within a month). If no objections are received then the Board will not hold a public hearing. The Board will then forward its report and recommendation to the Minister.
5. If the Board receives objections within the specified time or if the Board finds there is not general agreement and that mediation attempts have failed, then the Board must conduct one or more hearings and allow any affected person to appear before the Board at the hearing.
6. The Board’s notice of hearing must be advertised for 2 consecutive weeks in a newspaper which is circulated in the affected territory.
7. After the hearing, the Board prepares a recommendation for consideration by the Minister.
8. The Lieutenant Governor of Alberta, after considering the Board’s report may, by Order in Council, approve, approve in part or refuse the annexation proposal. The Order in Council may list specific conditions of approval if the annexation has been successful in full or in part.

For further information, please contact:

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