

**TOWN OF BLACK DIAMOND/ M.D. OF Foothills
ANNEXATION NEGOTIATING COMMITTEE MEETING**

Thursday, March 29, 2018 at 1:00 P.M.
Town of Black Diamond Council Chambers

MEETING PARTICIPANTS

Town Of Black Diamond

Mayor, Ruth Goodwin

Deputy Mayor, Brian Marconi

Councilor, Jackie Stickel

CAO, Sharlene Brown

Planning Manager, Rod Ross

Planning and Development Officer, Denice Stewart

Municipal District of Foothills

Reeve Larry Spilak

Deputy Reeve Delilah Miller

Councilor, Jason Parker

Director of Planning, Heather Hemingway

Planning and Development Officer, Drew Granson

1. **Call to Order**

The meeting was called to order at 1:03 P.M. by Mayor Goodwin.

2. **Adoption of Agenda**

Mayor Goodwin moved to accept the Agenda for the March 29th, 2018, Annexation Negotiation Committee Meeting.

3. **Adoption of February 22, 2018, Minutes**

Deputy Reeve Miller moved to accept the Meeting Notes for the February 22nd, 2018, Annexation Negotiation Committee Meeting.

4. **ACP Grant Approval for Facilitation/Mediation Services**

The Committee acknowledged the notice for grant approval from Municipal Affairs, being a one-third cost sharing partnership between the province and the two municipalities.

5. **Annexation Negotiation Committee Terms of Reference – Revised Draft**

The Committee acknowledged the noted changes to the Terms of Reference.

Councilor Marconi moved to direct Town and Municipal staff to provide the Terms of Reference to respective Councils for adoption.

6. **Landowner Consultation Update**

R. Ross provided a review of consultation with Landowners who have been contacted by the Town since the February 22nd Committee meeting, these lands included properties within NE 16, SE 16, NE 9, SE 9, and SW 9-20-2 W5. In general, responses were positive and some landowners expressed desire for additional lands to be included within the proposed annexation.

Councillor Stickel provided clarification that NE 5-20-2 W5M was originally contemplated within the initial Notice of Intent to Annex; however, further investigation regarding servicing costs for Town infrastructure would not be practical due to distance from existing services. In addition, Town staff noted that lands within Section 9 and the east half of Section 16 would provide more efficient and beneficial alignment for future servicing and are required to complete the service loop from existing infrastructure.

Deputy Reeve Miller noted that landowner consultation should not give the impression that additional lands would be annexed, additional lands can be considered through the negotiation process, but don't want to make landowners believe it is a sure thing as there are many factors that must be considered when determining lands to be annexed.

Mayor Goodwin noted that the Town will provide the MD notice and updates regarding landowners' interest and ensure landowners are advised of the process, benefits and implications of being annexed, and understand that they can request that their land be considered within the annexation, but that this does not guarantee inclusion.

H. Hemingway noted that a servicing feasibility study would be beneficial in justifying exclusion of NE 5 in exchange for including SE 16 within the lands considered for annexation.

7. **Town of Black Diamond Public Consultation Strategy**

On March 5, 2018, the Municipal Government Board (MGB) requested details from the Town regarding the Town's proposal for consultation with landowners, stakeholders, and the general public in regards to the Town's annexation proposal. A timeline for public engagement was provided for review prior to responding to the MGB.

R. Ross provided an overview of the draft Landowner & Public Consultation Strategy noting that once the Consultation Strategy has been finalized, this will be provided to the MGB.

Preliminary documents including a Landowner Letter, Annexation FAQs, and Brochure and Map are being drafted and will be presented to the Committee, as well an updated timeline for including information and links on the Town website would be initiated in May following the next meeting.

Council members agreed that a joint open house with the Town and MD both present would be the preferential to hosting separate open houses.

As a final step in the public consultation strategy, it is necessary for both Councils to hold Public Hearings prior to making motion on the annexation.

Town Staff provided a draft of Frequently Ask Questions (FAQs) for the purpose of providing additional information to affected landowners. No comments regarding the material were made at this time and Committee Members agreed that the FAQs could be sent out as a joint document from both municipalities.

Municipal Staff requested that an editable word document be provided to allow revisions and additions; an updated draft of the joint FAQs will be presented to the Committee at a later date.

8. **Discussion Item: Interpretation of Annexation Policies in the IDP**

R. Ross provided a review of annexation policies within the current Intermunicipal Development Plan (IDP).

Committee Members discussed the consideration of annexing lands not previously identified as Future Urban Growth within the current IDP. Committee Members determined that appropriate justification is necessary for any lands proposed in the annexation, regardless whether they have been previously identified for urban growth or not.

9. **Joint Press Release**

The committee discussed the proposed timeline for completing the first press release, noting that this may need to be delayed until proposed lands have been clearly identified. This press release can be as simple as identifying that the Town and Municipality are discussing annexation and a public meeting will be held in the future.

10. **Next Meeting**

The following meetings were agreed upon:

- April 26, 1:00pm, MD Foothills Office
- May 24, 1:00pm, Black Diamond Town Office

11. **Adjournment**

Mayor Goodwin moved to adjourn the March 29th, 2018, meeting at 2:32 pm.