

**FOOTHILLS COUNTY
COUNCIL AGENDA**



Wednesday, December 4, 2024, 9:00 a.m.
Foothills County Administration Office
309 Macleod Trail South – High River

	Pages
A. GENERAL MATTERS	
A.1 Call Meeting to Order	
A.2 Approval of the Agenda	
B. PUBLIC WORKS / ENGINEERING / PARKS & RECREATION	
C. PUBLIC HEARINGS & MEETINGS	
C.1 9:30 a.m. - Foothills County 2025 Draft Budget	
Presented by: Director of Corporate Services Christine Hummel and Deputy Director of Corporate Services Reginald Hammond	
D. MISCELLANEOUS PLANNING ITEMS	
D.1 Silvertip Ranch - SW 18-20-28 W4M - Request for Disposition of Municipal Reserve Lands	3
E. SUBDIVISION APPROVING AUTHORITY ITEMS	
E.1 Kielstra - NW 07-18-28 W4M - Request for Subdivision	9
E.2 Limpert - W 34-20-01 W5M - Request for Time Extension	15
F. MISCELLANEOUS MUNICIPAL ITEMS	
F.1 Emergency Management - Volunteer and Donation Management Plan	23
Presented by: Emergency Management Coordinator Mike Pearl	
F.2 2025 Board and Committee Appointments	35
Presented by: Manager of Legislative Services Sherri Barrett	
F.3 Family and Community Support Services - Bylaw 62/2024 (2nd & 3rd Reading)	37
Presented by: Manager of Legislative Services Sherri Barrett	
F.4 Request to Write Off Uncollectable Accounts Receivable Invoices	40
Presented by: Deputy Director of Corporate Services Reginald Hammond	
F.5 2025 Municipal Election	41
Presented by: Manager of Legislative Services Sherri Barrett	
G. CONFIDENTIAL CLOSED SESSION	
G.1 Advice from Officials - FOIP s. 24	

G.2 Foothills Regional Airport Governance - FOIP s. 24

H. MOTIONS ARISING FROM CONFIDENTIAL CLOSED SESSION

I. OTHER MATTERS

I.1 Lunch

I.2 Accounts – December 4, 2024

Deputy Reeve Waldorf; Councillors Castell and Alger


I.3 Minutes – November 27, 2024

I.4 Committee Reports

I.5 Next Meeting – December 11, 2024

I.6 Adjourn

**MISCELLANEOUS PLANNING ITEM
PLANNING AND DEVELOPMENT REPORT TO COUNCIL
DISPOSITION OF MUNICIPAL RESERVE
December 4, 2024**

REQUEST FOR DISPOSITION OF MUNICIPAL RESERVE		
	<p>LEGAL DESCRIPTIONS: Plan 9812597, Lot 26MR, SW 18-20-28-W4 and Plan 9812597, Lot 4MR, SW 18-20-28-W4</p>	
	<p>LANDOWNER: Foothills County</p>	
<p>REQUEST: Request for Council’s consideration regarding disposition of Municipal Reserve lands within the Silvertip Ranch development and redesignation to Country Residential District to allow the future sale of three CR parcels.</p>		
DIVISION NO: 1	COUNCILLORS: Rob Siewert	FILE MANAGER: Heather Hemingway

PURPOSE OF REQUEST

Staff is requesting Council’s consideration for the following:

1. Authorization for staff to proceed with a public hearing regarding the disposition of the following Municipal Reserve parcels within the Silvertip Ranch development:
 - a. Disposition of approximately 1.85+/- acre portion of Plan 9812597, Lot 26 MR, SW 18-20-28-W4 (14.28 acres) to allow for future subdivision of two 0.92+/- acre Country Residential parcels, leaving a Municipal Reserve parcel of approximately 12.43 acres with a 7m panhandle for access.
 - b. Disposition of Plan 9812597, Lot 4 MR, SW 18-20-28-W4 (3.51 acres) in its entirety, to allow for the redesignation to Country Residential District.
2. Authorize staff to proceed with a concurrent public hearing for the redesignation of the above noted Municipal Reserve lands to Country Residential District as noted above.

BACKGROUND

The lands are located within the Silvertip Ranch Area Structure Plan. The ASP was first adopted in March of 1996 and later amended in 1998 and 1999. The most recent amendments were adopted June 10, 1999.

The current Silvertip ASP to allows for the creation of:

- Single family residential development of 1 acre lots.
 - Lot 24, 25 , and 27 - have been subdivided into thirty six (36) 1 +/- acre single family lots.
- Country Residential District lots sized at 3.50 acres more or less in area.
 - Lots 1 – 3 and 5 – 22
- A range of commercial and recreation facilities to serve the housing and general needs of the development
 - Currently consisting of one 33-acre parcel zoned Direct Control District #7 and two (2) Highway Commercial District lots totaling 9.24 acres).
- Municipal Reserve
 - Currently three (3) municipal reserve parcels totaling 20.66 acres (one 14.28 acres , one 3.51 acres and one 2.87 acres).
- 31.11 acres of Environmental Reserve lands along the west and north side of the Highwood River; and
- One 0.91 acre public utility lot.

PROCESS TO PROCEED

Should Council agree in principle with the proposal to dispose of a portion of the Municipal Reserve land within the Silvertip Ranch subdivision to allow for the redesignation to Country Residential District, and to allow for the subdivision (where applicable) for the future purpose of sale of the three Country Residential District parcels, the following process is proposed:

1. Prior to the disposal of Municipal Reserve land by a Council, a public hearing must be held and advertised in accordance with 606 of the MGA **AND** a notice containing the information required under section 606 must be posted on or near the Municipal Reserve subject to the public hearing.

A public hearing may be held concurrent to allow for rezoning of the lands to Country Residential District to align with the other parcels in the Silvertip Ranch subdivision.
2. Then, after taking into consideration the representations made at a public hearing under Section 674(1), Council may choose to proceed with a subdivision application and concurrent approval by the Registrar of the Municipal Reserve disposition.

As part of the subdivision approval and registration, staff would notify the Land Titles registrar that the provisions under the MGA for disposition of the reserve have been complied with and apply to Land Titles for the designation of Municipal Reserve to be removed concurrently.
3. Upon removal of the designation from the three lots and registration of the subdivision of the two new Country Residential District lots, the County may proceed with the sale of the land but the proceeds may only be used for purposes of a public park, a public recreation area, school board purposes, or to separate areas of land that are used for different purposes in accordance with 671(2) of the MGA.

COUNCIL ACTION REQUESTED:

Council is respectfully requested to consider the following motion:

Council direct staff to proceed with a public hearing for the disposition of Municipal Reserve and redesignation of the lands or portions thereof, to Country Residential District as follows:

Parcel A – Disposition of Municipal Reserve and Redesignation of a 1.84 +/- acre portion of Plan 9812597, Lot 26 MR, SW 18-20-28-W4 – (14.28 acres) to allow for the creation of two new 0.92+/- acre Country Residential District parcels; and

Parcel B – Disposition of Municipal Reserve and Redesignation of Plan 9812597, Lot 4 MR, SW 18-20-28-W4 (3.51 acres) to Country Residential District.

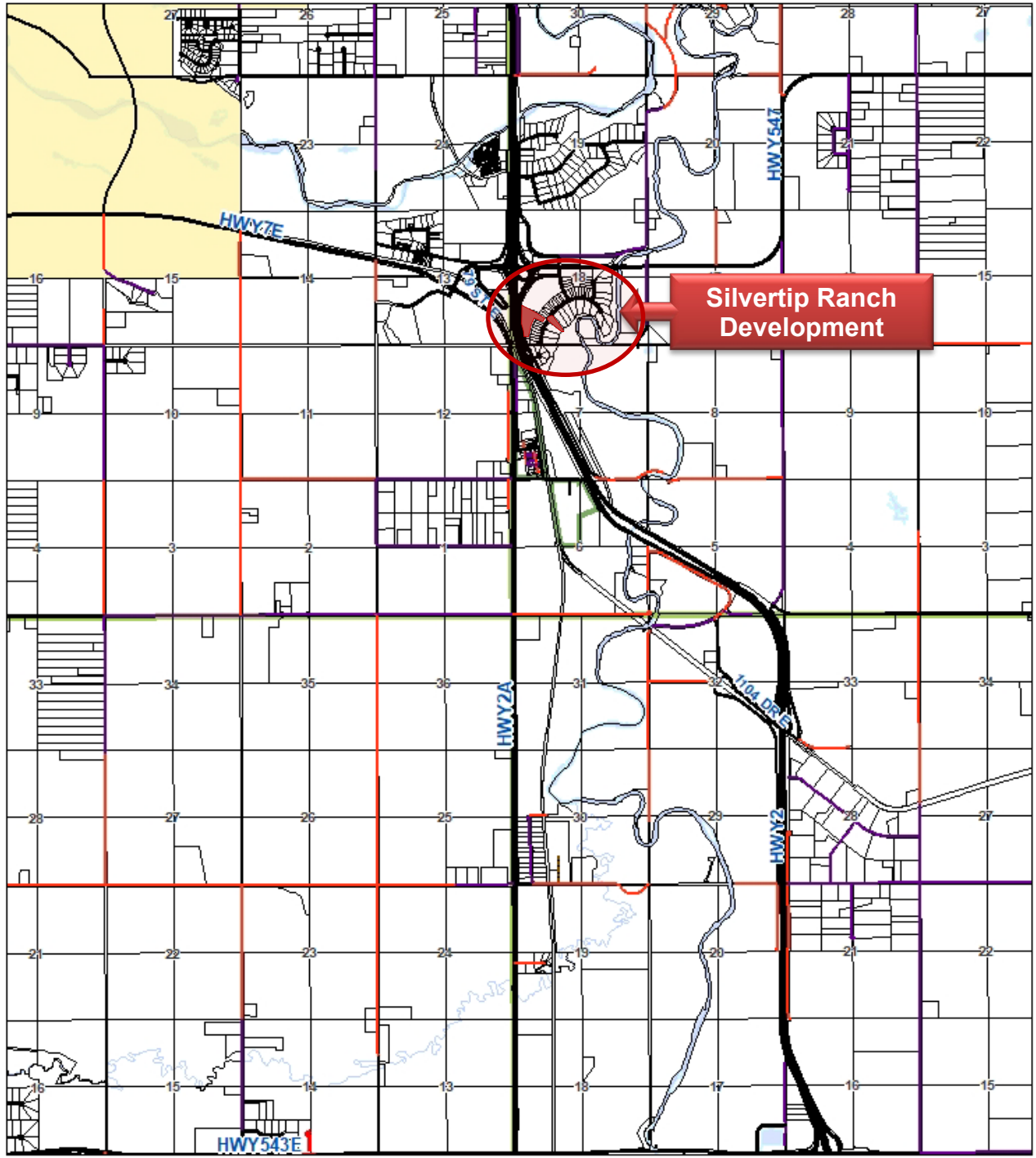
APPENDICES

APPENDIX A: MAP SET

- LOCATION MAP
- LAND USE MAP
- MUNICIPAL RESERVE PARCELS SUBJECT TO DISPOSITION
- SILVERTIP RANCH ASP CONCEPTUAL PLANS



LOCATION MAP



- Legend
- Townships
 - Hamlet
 - Town
 - Parcels

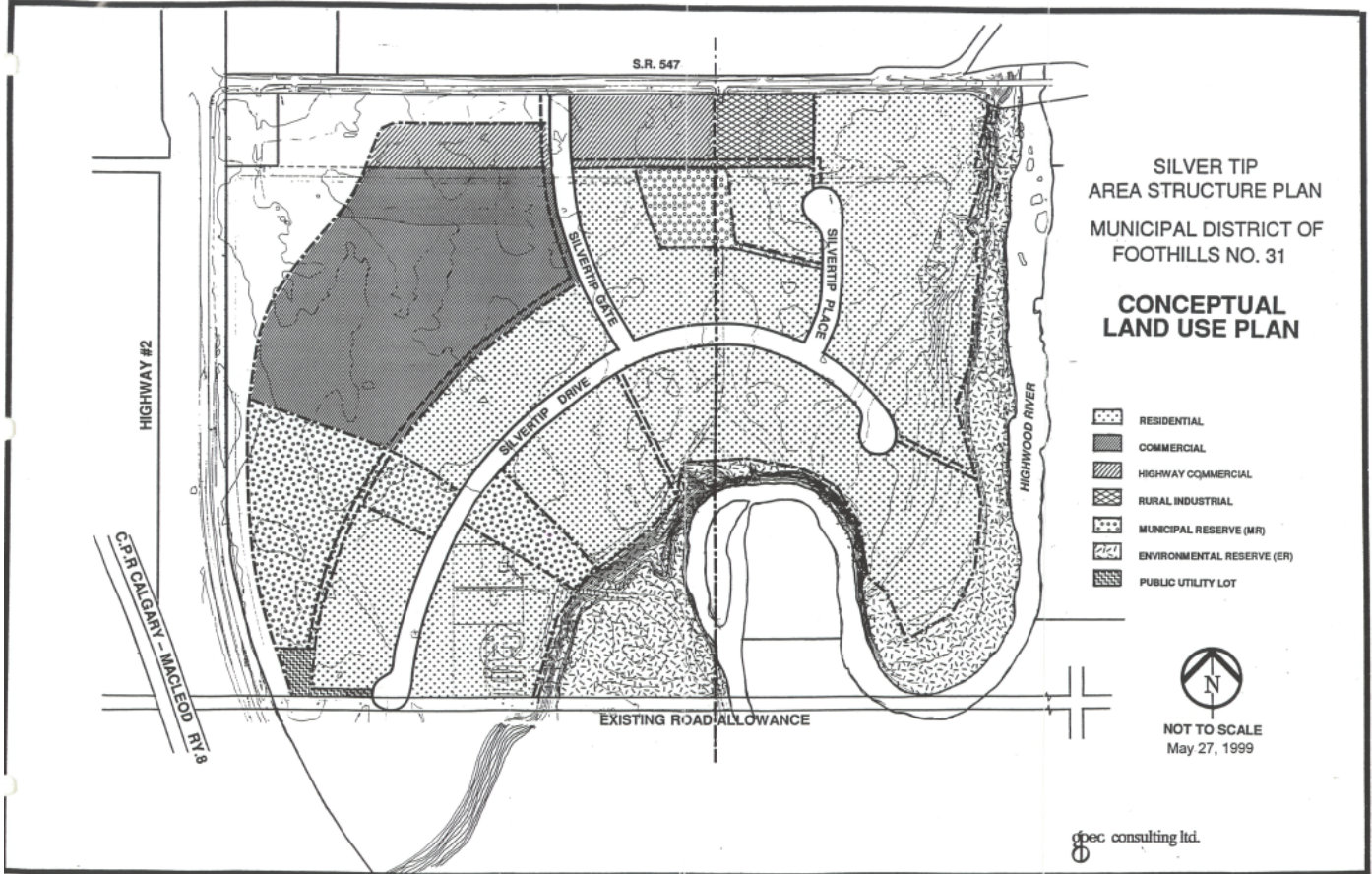
Date Printed: 2024-11-08
1:63,360

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Document Path: C:\PRJ\PlanningData\MDF_P\Planning.mxd

SILVERTIP RANCH AREA STRUCTURE PLAN CONCEPT MAPS



MUNICIPAL RESERVE PARCELS SUBJECT TO DISPOSITION

Parcel A:

Plan 9812597, Lot 26 MR, SW 18-20-28-W4 (14.28 acres)

- Disposal of approximately 1.85^{+/-} acre portion of Lot 26MR to allow for future redesignation and subdivision of two 0.92^{+/-} acre Country Residential parcels.
- This leaves a Municipal Reserve parcel of approximately 12.43 acres with a 7m panhandle for access.

Dotted red line shows proposed new lots to be subdivided and disposed from the MR.




Parcel B:

Plan 9812597, Lot 4 MR, SW 18-20-28-W4 (3.51 acres)

- Disposal of Lot 4MR in its entirety, to allow for the redesignation to Country Residential District.



**SUBDIVISION APPROVING AUTHORITY ITEM
PLANNING AND DEVELOPMENT REPORT TO COUNCIL
SUBDIVISION APPLICATION
December 4, 2024**

REQUEST FOR SUBDIVISION APPROVAL	
APPLICATION INFORMATION	FILE NO. F1828-07NW
	LEGAL DESCRIPTION: NW 07-18-28 W4M; Plan 0716016, Block 1, Lot 1
	LANDOWNER: Herman Kielstra
	AGENT: Township Planning + Design Inc
	AREA OF SUBJECT LANDS: 22.68
	CURRENT LAND USE: Agricultural District
<p>PROPOSAL: Subdivision to create one 5.0 +/- acre Agricultural District parcel leaving 17.68 +/- acre Agricultural District balance.</p> <p>PLEASE NOTE: <i>A land use application to support a similar proposal along with a proposed concurrent boundary adjustment was refused on September 4, 2024, the details of that motion are listed below within the “Background” section of this staff report.</i></p> <p><i>The applicant is now requesting the Subdivision Approving Authority to provide a decision on the enclosed subdivision application, with the intention to appeal a potential refusal decision to the local Subdivision Appeal Board.</i></p> <p>LOCATION: The subject parcel is located directly east adjacent of the intersection of 594 Ave E and 104 Street E, approximately 5km south of the Town of High River and within the Airport Protection Overlay.</p>	
DIVISION NO: 1	COUNCILLOR: Rob Siewert
FILE MANAGER: Brittany Smith	

PURPOSE OF REQUEST:

Request of the Subdivision Approving Authority to consider the subdivision application which proposes the creation of one 5.0 +/- acre Agricultural District parcel from NW 07-18-28 W4M, leaving a 17.68 +/- acre Agricultural District balance parcel.

BACKGROUND:

September 4, 2024, a Public Hearing took place regarding a land use application to redesignate a portion of NW 07-18-28 W4M; Plan 0716016, Block 1, Lot 1 from Agricultural District to Country Residential District to allow the future subdivision of one 5.0 +/- acre Country Residential District, leaving a 17.68 +/- acre balance.

The proposal also included a proposed boundary adjustment so that the balance parcel remains at 22.68 acres and maintains an Agricultural District Land Use.

Council refused the application for the following reasons:

In consideration of the criteria noted within the Agricultural section of the MDP2010, Council did not find sufficient merit in the proposal to consider removing the subject lands from the Agricultural District.

SITE CONSIDERATIONS:

Physiography:

The subject parcel has a rolling to flat topography and is used for both grazing and farming. Historical imaging shows a slough area within the NE corner of the balance.

Existing Development:

The proposed 5.0 +/- acre parcel has no existing development, whereas the proposed 17.68 +/- acre balance parcel contains an existing residence, water well, septic field and tank, and multiple existing accessory buildings for agricultural purposes.

Access:

Access to the subject parcel is currently obtained from 594 Ave E and proposed to remain for the balance, while a new approach is proposed for the new +/- 5.0-acre lot from 104 St E.

REFERRAL CIRCULATION:

CIRCULATION REFERRALS	
REFEREE	COMMENTS
INTERNAL	
Public Works	<p>Public Works provided the following comments:</p> <ul style="list-style-type: none"> • Bevelled culvert required for proposed approach and approach to be paved as per standards, ensuring a 6m setback from any power poles to the edge of the culvert. <p>The following is recommended for the proposed 5.0 +/- acre parcel, as condition of Subdivision:</p> <ul style="list-style-type: none"> • Septic Disposal Evaluation (PSTS); • Building Envelope <p>Road Widening Caveat of 5m along the full west boundary of the subject parcel is already registered on title.</p>
EXTERNAL	
Alberta Transportation & Economic Corridors	Requirements of Section 18 and 19 of the Regulation are not met, however ATEC grants approval to vary the requirements.
Telus	No concerns with proposed activities
Atco Gas	Conditionally approves with following comments: ATCO Gas requires a Right of Way to ensure that gas servicing can be provided to the parcel(s) created within the franchise area.
Atco Transmission	No objections subject to conditions
Fortis Alberta	No easement is required by Fortis.
PUBLIC	
Landowners (adjacent)	No Submissions received

POLICY EVALUATION

The application has been reviewed within the terms of the Municipal Development Plan (MDP2010) and Land Use Bylaw 60/2014.

The application does not generally meet the intent of Policy 2 of the Agricultural Section of the MDP2010, which supports maintaining the integrity of the agricultural land base and discourages the fragmentation of agricultural land, including the subdivision of land into smaller agricultural parcels.

The application does not align with the minimum parcel size as outlined in Section 12.1.6.2 of the Agricultural District within the Land Use Bylaw 60/2014 which states a parcel of land shall be no less than 8.49 Ha (21 acres).

REQUEST OF THE SUBDIVISION APPROVING AUTHORITY:

The Subdivision Approving Authority is respectfully requested to provide a decision with regards to the application for subdivision of one new 5.0 +/- acre Agricultural District parcel from NW 07-18-28 W4M, Plan 0716016, Block 1, Lot 1, leaving a 17.68 +/- acre Agricultural District balance parcel.

Please note: there is no Land Use approval in place for this application.

Staff has provided the following option for the Subdivision Approving Authority to consider:

SUBDIVISION REFUSAL

The Subdivision Approving Authority may choose to refuse the subdivision of one 5.0 +/- acre Agricultural District parcel from Ptn. NW 07-18-28 W4M, Plan 0716016, Block 1, Lot 1, leaving a 17.68 +/- acre Agricultural District balance parcel for the following reasons:

In consideration of Policy 2 of the Agriculture section of the MDP2010, Council did not find sufficient merit in the proposal to consider further fragmentation of the land into smaller agricultural parcels.

Additionally, the minimum parcel sizes for the proposed new lot and balance parcels are in contradiction of Section 12.1.6 Land Use requirements within the Agricultural District of the Land Use Bylaw 60/2014.

Further, the application for redesignation to the Agricultural Land Use District for NW 07-18-28 W4M; Plan 0716016, Block 1, Lot 1 to allow for the future subdivision of one 5.0 +/- acre Country Residential parcel was refused by Council on September 4, 2024, and therefore the proposed subdivision does not comply with Land Use Bylaw 60/2014.

APPENDICES:

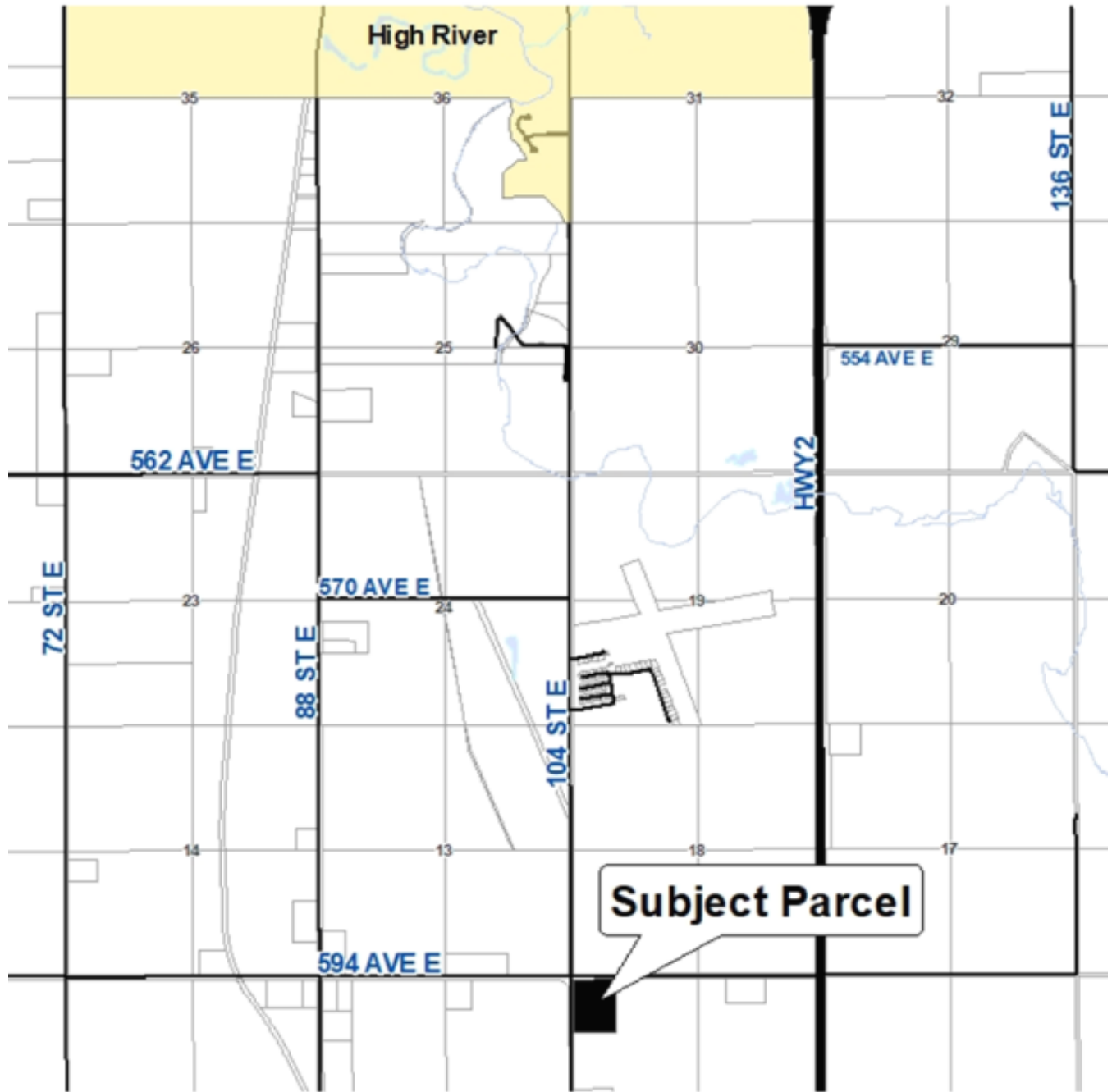
APPENDIX A: MAP SET

LOCATION MAP

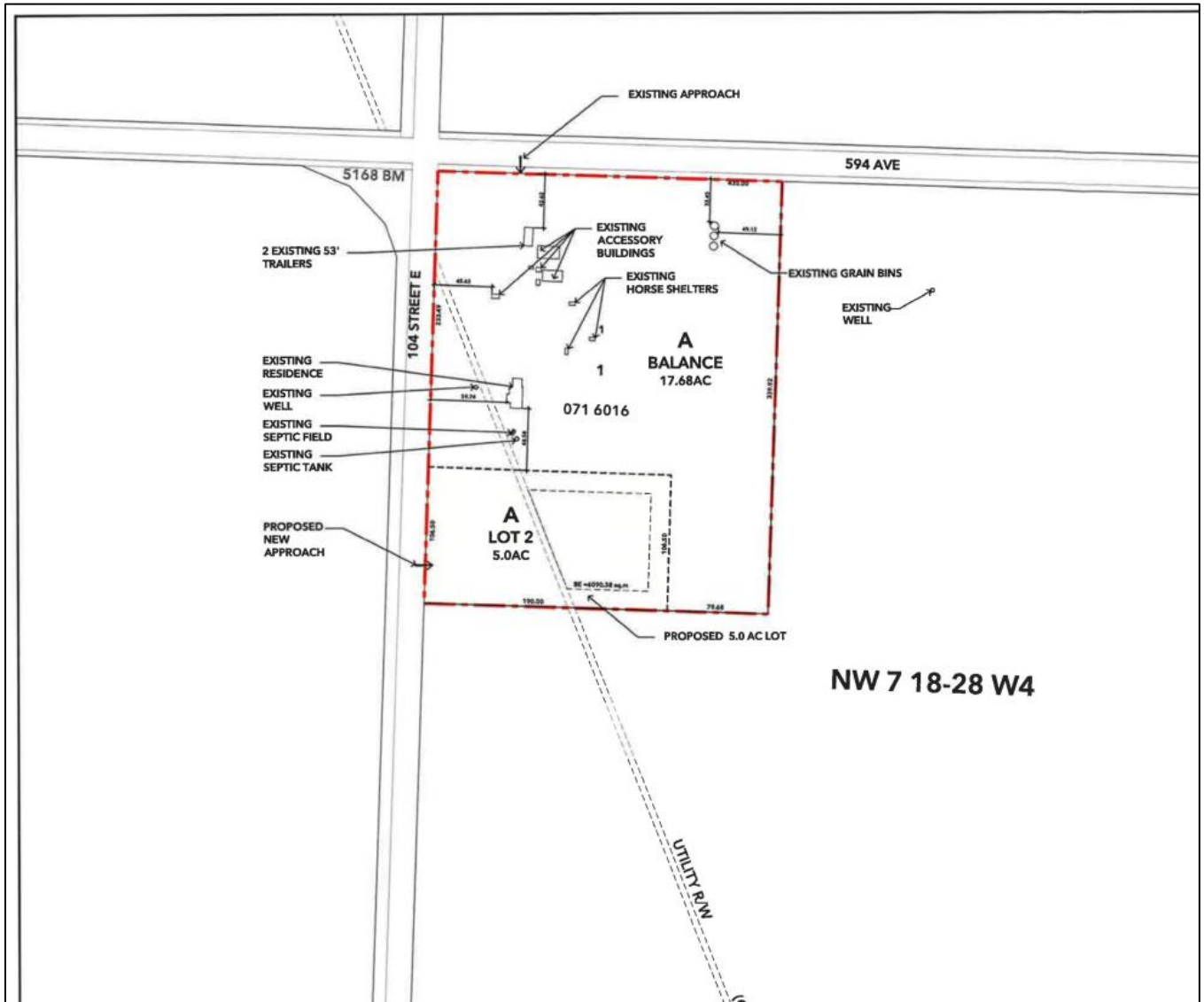
SITE PLAN

ORTHO PHOTO

APPENDIX A: LOCATION MAP




APPENDIX A: SITE PLAN



APPENDIX A: ORTHO PHOTO



**SUBDIVISION APPROVING AUTHORITY ITEM
PLANNING AND DEVELOPMENT REPORT TO COUNCIL
TIME EXTENSION REQUEST
December 4, 2024**

REQUEST FROM APPLICANT FOR TIME EXTENSION		
APPLICATION INFORMATION	FILE NO. F2001-34W	
	LEGAL DESCRIPTION: Plan 0614719, Block 2, Lot 2; PTN: W 34-20-01 W5M	
	LANDOWNERS: David and Elsie Limpert	
	AREA OF SUBJECT LANDS: 170.75 Acres	
	CURRENT LAND USE: Agricultural District	
	PROPOSED LAND USES: Country Residential District and Agricultural District	
PROPOSAL: Time extension request for completion of the conditions of the subdivision approval for three 3.89 to 3.92 +/- acre Country Residential Sub-District "A" lots with an approximate 159.03 +/- acre Agricultural District balance parcel from Plan 0614719, Block 2, Lot 2, PTN: W-34-20-01-W5M.		
DIVISION NO: 5	COUNCILLOR: Alan Alger	FILE MANAGER: Theresa Chipchase

PURPOSE OF REQUEST

Request to the Subdivision Approving Authority for consideration of a one-year time extension to the subdivision which approved three 3.89 to 3.92 +/- acre Country Residential Sub-District "A" lots with an approximate 159.03 +/- acre Agricultural District balance parcel from Plan 0614719, Block 2, Lot 2, PTN: W-34-20-01-W5M. The subdivision approval expired on November 22nd, 2024. The time extension if granted would allow the applicant until November 22nd, 2025, to complete their subdivision conditions.

BACKGROUND

November 22nd, 2023 – Subdivision was conditionally approved by the Subdivision Approving Authority under the following motion:

“Council moved that the subdivision of three new Country Residential parcels (3.92 +/- acres, 3.91 +/- acres, and 3.89 +/- acres) with an approximate 159.03 +/- acre Agricultural District balance parcel on Plan 0614719, Block 2, Lot 2; Ptn. W 34-20-01 W5M.

The Subdivision has been evaluated in terms of Section 654 of the Municipal Government Act and Section 9 of the Matters Related to Subdivision and Development Regulation and therefore it is recommended that the application be approved as per the tentative plan for the following reasons:

- The application is consistent with Section 9 of the Matters Related to Subdivision and Development Regulation and;

- Pursuant to Section 20 of the Regulation, written approval was received by the Minister of Transportation allowing the Subdivision Authority to grant a variance to Section 18 and Section 19 of the Regulation, and;
- The subject lands have the appropriate land use designations.

In consideration of the criteria noted in Residential Policy of the MDP2010, the Subdivision Authority is of the opinion that the lands are suitable for the intended use and further that the application falls within the density provisions and lot size restrictions within the County's Land Use Bylaw.

Further, in accordance with Sections 654 and 655 of the Municipal Government Act, the application is approved subject to the following conditions:

1. Subdivision to be effected by Plan of Survey, pursuant to Section 657 of the Municipal Government Act, or such other means satisfactory to the Registrar of the South Alberta Land Titles District;
2. It is the applicant's responsibility to provide a Real Property Report or an 'as built' drawing signed and sealed by an Alberta Land Surveyor, certifying the location of the adjacent municipal road(s), septic tank and field and water well(s) within the boundaries of the appropriate properties and that the site plan is surveyed according to municipal setback requirements;
3. Completion of all pre-release conditions as noted in the executed Municipal Development Agreement to the satisfaction of the County and where applicable the appropriate external agencies. These conditions include:
 - a. Payment of the \$11,300 per new lot Community Sustainability Fee;
 - b. Submission of all necessary engineering review fees;
 - c. All utility right of way agreements, easements, licenses and installation.
4. Septic Disposal Evaluation, to be provided for the proposed 3.89 +/- acre, 3.91 +/- acre, and 3.92 +/- acre Country Residential Sub-District "A" lots, in accordance with Part 2 Section 6(4)(b) of the Matters Related to Subdivision and Development Regulation, to the satisfaction of the Public Works department;
5. Site plan to be provided, which identifies building envelopes for the proposed 3.89 +/- acre, 3.91 +/- acre and 3.92 +/- acre lots, which meet the requirements as outlined in Policy 9 under the Residential section of the MDP2010, to be provided to the satisfaction of the Public Works department;
6. Lot Grading Plans, to be provided for the subject parcel, to the satisfaction of the Public Works department;
7. Comprehensive Site Drainage Plan, to be provided for the subject parcel, to the satisfaction of the Public Works department;
8. Reserves: to be provided by cash in lieu of land based on \$14,566.00 per acre on account of 10% of the proposed 3.89 +/- acre, 3.91 +/- acre and 3.92 +/- acre Country Residential Sub-District "A" lots. Pursuant to Section 663(b) of the Municipal Government Act, reserves would not be required for the 159.03 +/- acre Agricultural District balance parcel;

9. All accesses to be located and culverts and approaches to be installed to current Municipal subdivision road construction standards, to the satisfaction of the Public Works department;
10. Landowners are to pay all arrears of taxes on the existing parcels prior to finalization of the subdivision; and
11. Submission of subdivision endorsement fees.

NOTE: The applicant has provided the fee required for the time extension request along with a letter. The letter from the applicant's agent regarding the request for the time extension is attached to this staff report as Appendix B.

REQUEST OF THE SUBDIVISION APPROVING AUTHORITY

The Subdivision Approving Authority is respectfully requested to consider a one-year time extension for the subdivision originally approved on November 22nd, 2023, for Plan 0614719, Block 2, Lot 2; PTN: W 34-20-01 W5M, which expired on November 22nd, 2024. Approval of this request would provide the applicant until November 22nd, 2025, to complete their outstanding conditions.

APPENDICES

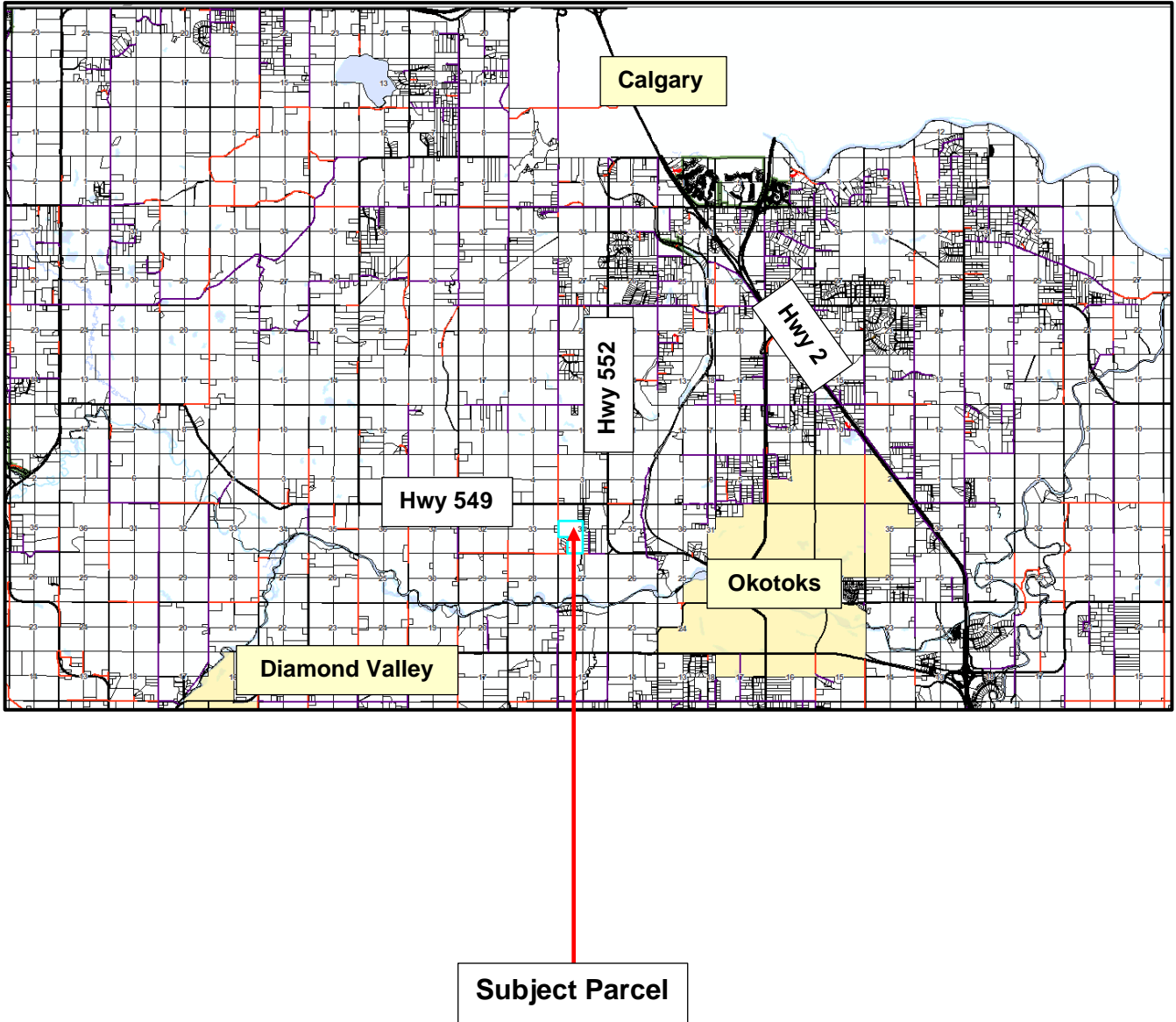
APPENDIX A - MAP SET:

LOCATION MAP
LAND USE AND LOT SIZES MAP
SITE PLAN
ORTHO PHOTO

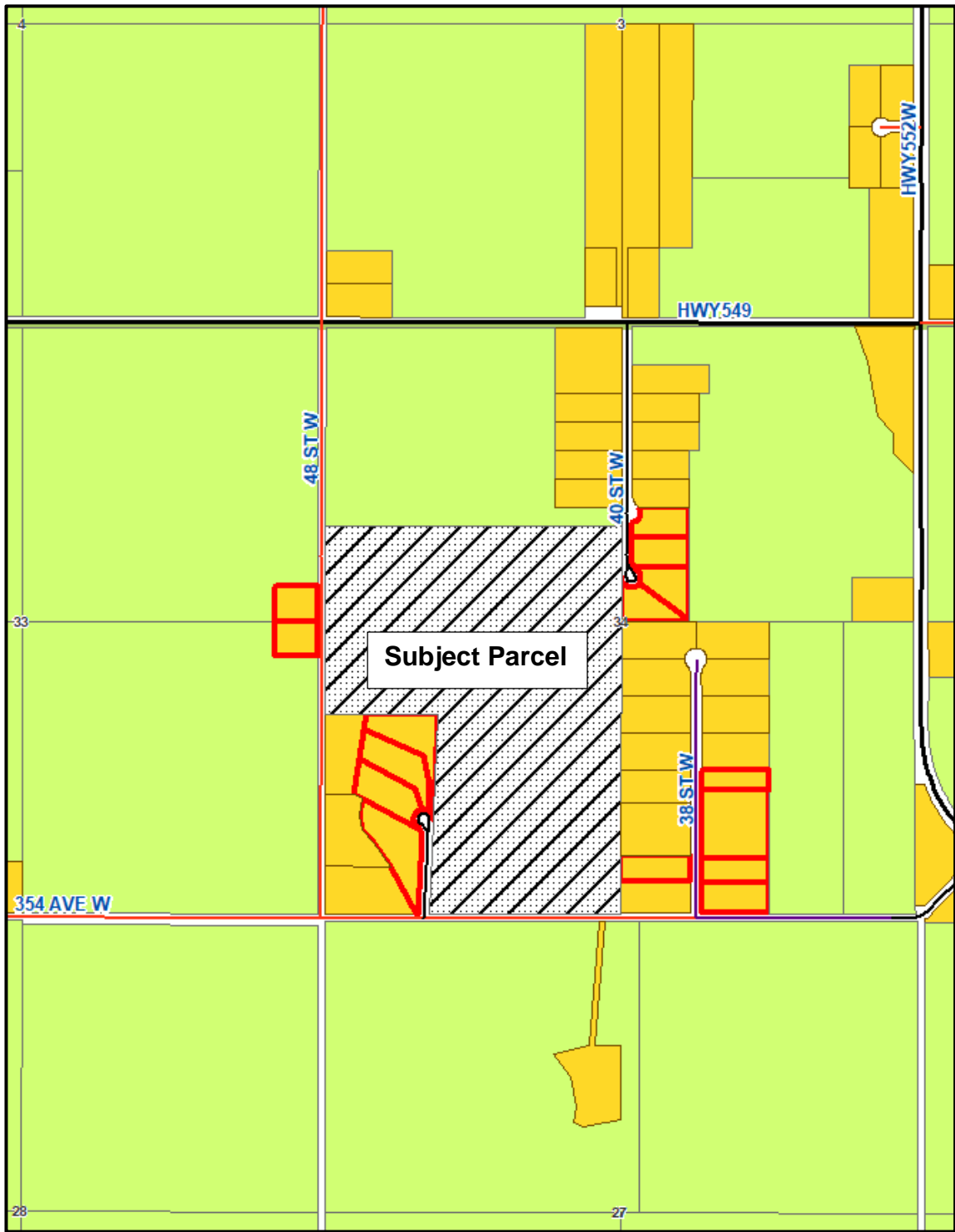
APPENDIX B:

LETTER OF REQUEST FROM APPLICANT

APPENDIX A: LOCATION MAP



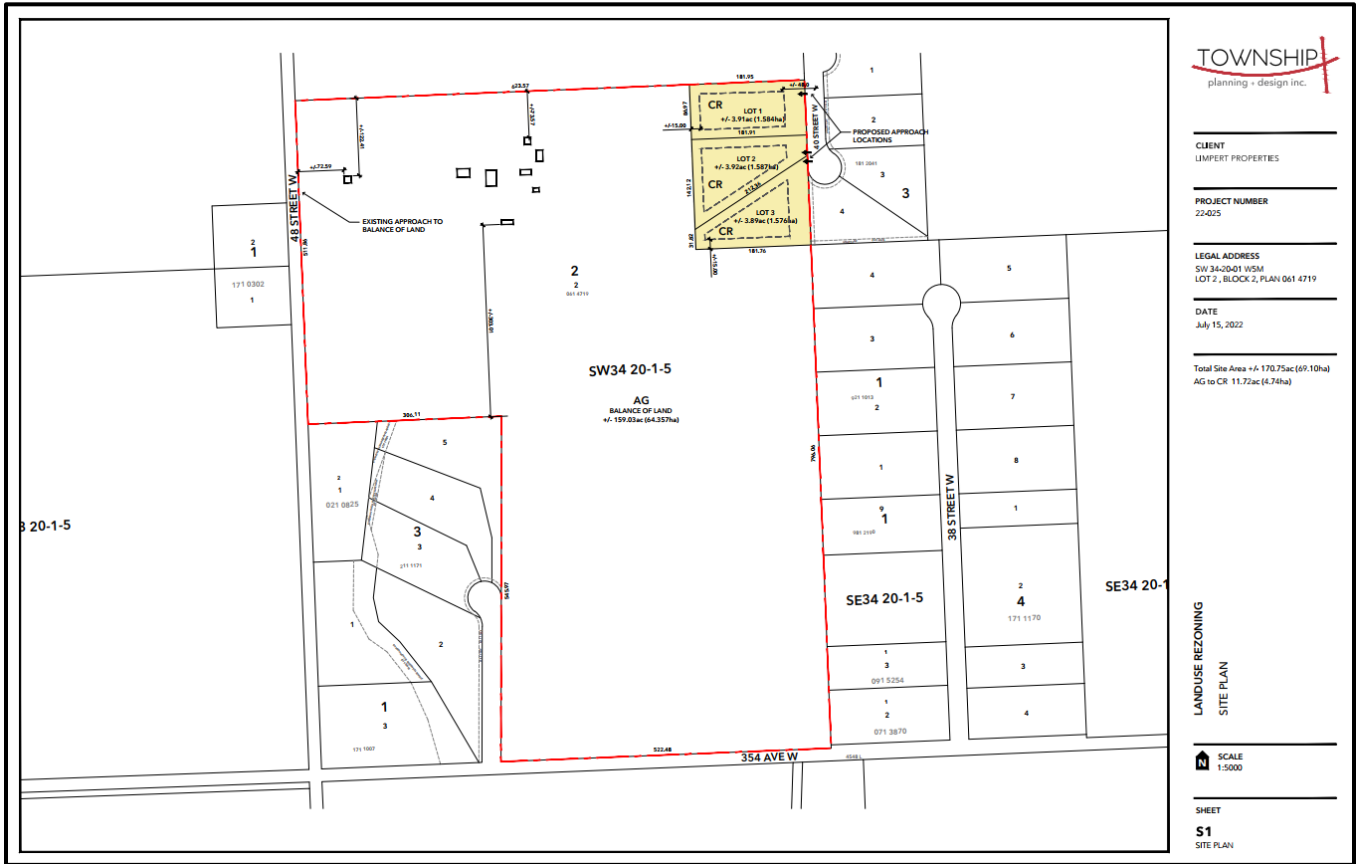
APPENDIX A: LAND USE AND LOT SIZES



Legend

- | | | |
|----------------------------------|----------------------------------|--------------------------------------|
| Hard Surface (Chip/oil) | CR- Country Residential | MR- Municipal Reserve |
| Gravel | CRA- Country Residential Sub A | MLR- Municipal Land/Reserve District |
| Developer Pavement | DC - Direct Control | |
| Pavement | BP- Bussiness Park | |
| Flood Hazard Protection District | RB- Rural Business | |
| In Transition | INR- Natural Resource Extraction | |
| A- Agricultural | EP- Environmental Protection | |
| AA- Agricultural Sub A | ER- Environmental Reserve | |

APPENDIX A: SITE PLAN



TOWNSHIP
planning - design inc.

CLIENT
LINFERT PROPERTIES

PROJECT NUMBER
224025

LEGAL ADDRESS
SW 34-20-01 W5M
LOT 2, BLOCK 2, PLAN 061 4719

DATE
July 15, 2022

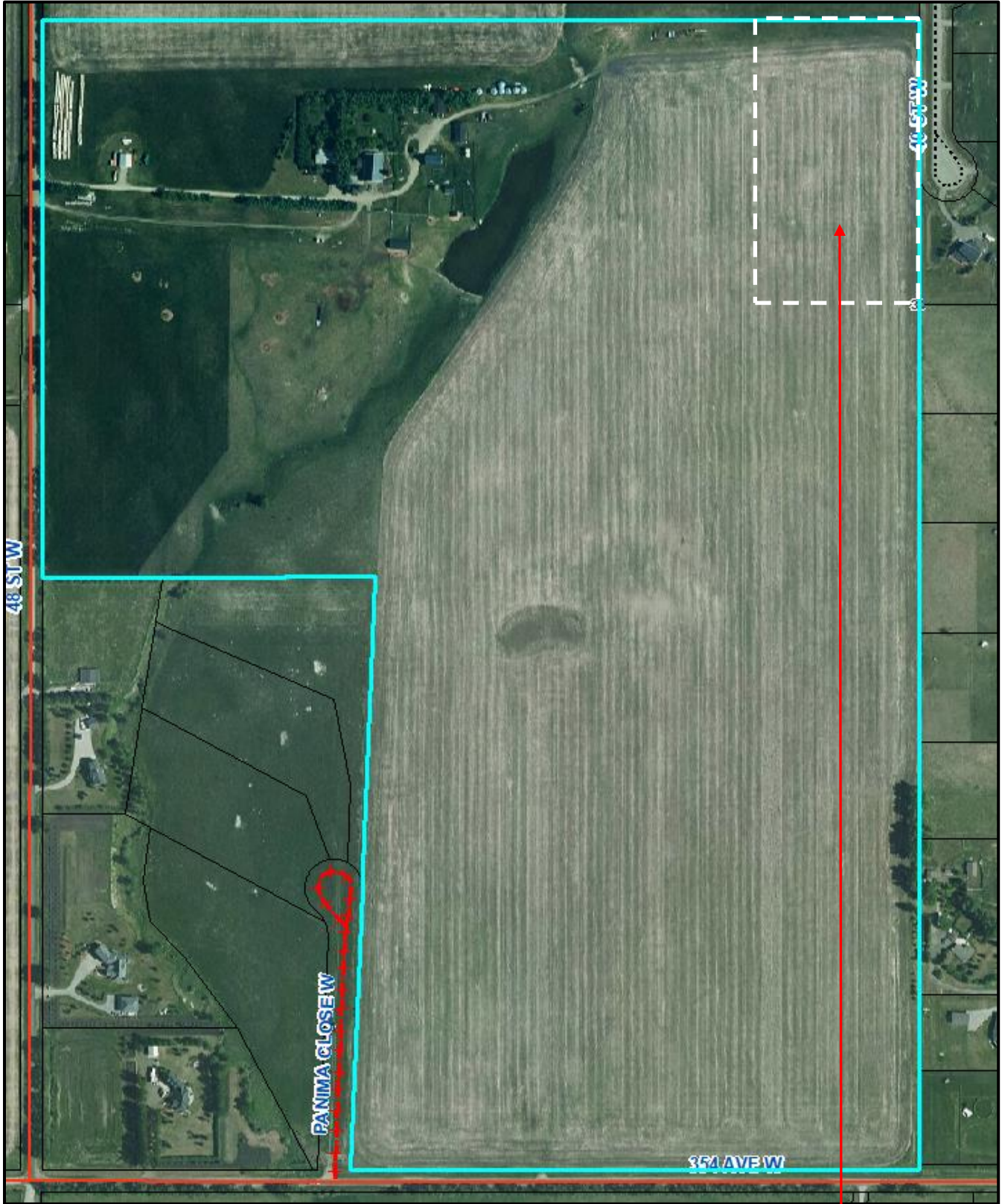
Total Site Area +/- 170.75ac (69.10ha)
AG to CR 11.72ac (4.74ha)

LANDUSE REZONING
SITE PLAN

SCALE
1:5000

SHEET
S1
SITE PLAN

APPENDIX A: ORTHO PHOTO



Subdivision area

APPENDIX B: LETTER OF REQUEST FROM APPLICANT'S AGENT

110-259 Midpark Way SE | Phone: 403.880.8921
Calgary, AB T2X 1M2 | TWPplanning.com



Foothills County
Box 5605
High River, AB T1V 1M7

November 14, 2024

ATTN: Foothills County Council

RE: F2001-34W - Time Extension Request
Subdivision Conditions for land legally described as W 34-20-01 W5M

Dear Reeve Miller and Members of Council,

Township Planning + Design Inc. is the agent for David Limpert and Elsie Limpert regarding the subdivision of the above-mentioned parcel of land.

The purpose of this letter is to request an initial time extension for meeting the subdivision conditions of approval for application F2001-34W, which was conditionally approved on November 22, 2023. We are diligently working to meet the conditions and have approaches to complete and fee payments remaining.

We are requesting an extension from the November 22, 2024 expiry to November 22, 2025. We have enclosed a credit card authorization for \$350.00 time extension request fee. Township Planning + Design Inc. will continue to work with the landowner and County to meet conditions of subdivision in a timely manner.


Please do not hesitate to contact us should you have any questions or concerns. Thank you for considering this request.

Sincerely,
Township Planning + Design Inc.

A handwritten signature in black ink, appearing to read "Kristi Beunder".

Kristi Beunder, B.A., M.E.Des.
RPP MCIP
Senior Planner / Principal
Urban + Regional Planning

Cc: - David & Elsie Limpert, Landowners

DEPARTMENT:	
	TOPIC: Emergency Management – Volunteer & Donation Management Plan
REPORT PREPARED BY: Mike Pearl REPORT PRESENTED BY: Mike Pearl	

PURPOSE OF REQUEST

To receive council approval for the Volunteer and Donation Management Plan

BACKGROUND

The Volunteer and Donation Management Plan has been created and will be incorporated into the current Municipal Emergency Management Plan (MEMP) to provide the framework for how volunteers and/or donations are managed during a large-scale emergency, event, or recovery efforts thereafter.

This plan outlines the types of donations that are accepted by Foothills County and the processes which volunteers are screened, utilized and accounted for and covered by Workers Compensation Board insurance.

Emergency Management drafted the plan which was reviewed and approved by Legislative Services and the Emergency Advisory Committee who recommended the plan be presented to council for approval.

REQUEST OF COUNCIL

Proposed Motion:

That council accept and approve the Volunteer and Donation Management Plan as presented.

APPENDICES

Appendix A:
Volunteer and Donation Management Plan



Volunteer And Donation Management Plan



Contents

Introduction.....	2
Amendments.....	2
Definition of Volunteer.....	2
Volunteer Rights and Responsibilities.....	3
Volunteer Safety.....	3
Volunteer Coverage.....	3
Activation.....	4
Location.....	4
Volunteer Recruitment Process.....	4
Donations.....	4
Forms.....	5
** Appendix A, B, C, D available and for printing from the Emergency Management Drive	
Registration Form (Appendix A)	
Volunteer Liability Waiver (Appendix B)	
Volunteer Sign In/Out (Appendix C)	
Code of Conduct (Appendix D)	

Introduction

When an incident or large-scale emergency occurs, people often want to volunteer their time and services or provide donations to assist their communities and neighbours in meaningful ways. It is critical to understand however, that unless volunteers and donations are appropriately screened, guided, and managed during an incident, these well-intentioned actions may cause unintended negative implications for the management of the emergency. Having a plan in place to receive, organize and monitor volunteers will ensure the effective capture of these resources.

The purpose of this plan is to provide guidance to Foothills County on how to productively organize and deploy volunteers according to their unique abilities and effectively manage incoming donations. The Volunteer and Donations Management Plan is to be incorporated into Foothills County **Municipal Emergency Management Plan (MEMP)** and to work with our **Emergency Social Services Plan (ESS)**.

This plan has been created for Foothills County but can also have shared responsibility with Mutual Aid Partners, Non-Government Organizations (NGOs) or volunteer entities. This plan will be used for activation and implementation during response or recovery from an emergency or event.

Amendments

Amendment Number	Date of Amendment	Amended by:
VDMP – 01	December 2019	M. Gagne
VDMP – 02	February 2020	M. Gagne
VDMP – 03	September 2021	D. Hartman
VDMP - 04	May 2022	D. Hartman
VDMP – 05	October	C. Wight

Definition of Volunteer

A “volunteer” is anyone who without compensation or expectation of compensation performs a task at the direction of and on behalf of the County.

A “volunteer” must be officially accepted and enrolled by the County prior to performance of the task. Volunteers shall not be considered an employee of Foothills County.

Volunteer Rights and Responsibilities

Volunteers are viewed as a valuable resource to this agency, its staff and its clients. Volunteers shall be given meaningful assignments, treated as equally important to the organization and recognized accordingly for their contributions.

In return, volunteers shall agree to actively perform their duties promptly and reliably. Accept the decisions and guidance of the assigned supervisor and remain loyal to the goals and procedures of the agency.

Volunteer Safety

Safety is the primary consideration during any response or recovery effort. Volunteers will never be asked to take undue personal risks or work beyond the scope of their experience or training.

Volunteer intake procedures are critical for managing certain inherent risks associated with spontaneous volunteers. Volunteers need to accept a certain level of risk, inherent in all emergencies and remain resilient.

Volunteer coverage

Workers' compensation insurance provides volunteer workers with the benefits and services needed to help them get back to work safely when an injury happens.

A volunteer worker is anyone who works:

- As a volunteer or unpaid worker (this includes family members).

Volunteers or unpaid workers are automatically considered workers under the workers' compensation system.

Activation

The Volunteer and Donations Management Plan will be activated based the decision of the Director of Emergency Management (DEM). Reasons for activation may include but are not limited to:

- Nature of the incident draws or requires volunteer resources
- Incident covers many operational periods requiring augmentation of staffing support
- A large number of unsolicited volunteers show up
- Volunteers with particular skills or knowledge could enhance response/recovery activities
- Financial or specific donations by request

Location

The location of the Volunteer intake and donation facilities will be managed and coordinated by the ESS branch; however, they will be operated from separate locations.

Volunteer Recruitment Process

Once the Volunteer Intake Facility has opened, the County can start its volunteer recruitment process. All volunteers must fill out paperwork prior to being assigned deployment. These forms include but are not limited to:

- Registration forms
- Liability Waiver, Confidentiality Agreement
- Volunteer Sign In/Out
- Code of Conduct

Once all forms have been completed the Volunteer must follow sign in procedures for the day and report to their supervisor.

The supervisor will go through a Field Level Hazard Assessment, with their team before work commences.

At the end of the shift the Volunteer **must** return to the Intake Facility and follow sign out procedures prior to leaving for the day.

Donations

Foothills County will only accept donations received in Cash, Cheque, or Money Transfer.

No other types of donations will be accepted unless a specific request has been made.

Forms

Additional Notes:

Appendix A, B, C, D, available for printing from the Emergency Management Drive.

Appendix A: [Registration Form](#)

Appendix B: [Liability Waiver Form](#)

Appendix C: [Volunteer Sign In/out Form](#)

Appendix D: [Code of Conduct](#)



Disaster Volunteer Registration Form

PERSONAL INFORMATION	
Name	
Address	
Municipality/Postal Code	
Home Phone (area code)	
Cell Phone (area code)	
Email Address	
Emergency Contact (EC)	
EC - Phone Number (area code)	

EXPERIENCE (paid and volunteer, beginning with most recent)			
Position	Organization	Dates	Primary Duties

VOLUNTEERING PREFERENCES	
Volunteer Work Interests (List specific types of work)	
Availability (days/hours)	
Access to vehicles or Equip. for volunteer work?	YES or NO If Yes what type-

Name (Please print)

Date

Signature



VOLUNTEER WAIVER OF LIABILITY

PLEASE READ CAREFULLY
BY SIGNING THIS FORM, YOU ACCEPT CERTAIN OBLIGATIONS
AND GIVE UP IMPORTANT LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE

Name of Volunteer	Last Name:	First Name:
Phone Number	()	Date of Birth:
Email:		
Emergency Contact	Last Name:	First Name:
Relationship	Phone Number:	() EXT:

Role:			
Location:	Date:		
Supervisor:	Phone Number:	()	EXT:

Thank you for volunteering with Foothills County. Your volunteer contribution is critical in helping the County carry out its mission. We want to ensure that your volunteer experience is a safe and rewarding one.

Acceptance of Responsibilities

In consideration of my volunteer work, I understand that I am not entering into an employment relationship with Foothills County and that I am not entitled to receive any payment or employee benefits. I understand that my duties and responsibilities have been explained in detail. I understand that either the County or myself may terminate this volunteer relationship at any time without notice. I also understand that I have an obligation to respect the confidentiality of any sensitive information or dealings which may relate to my volunteering at the County and I agree that I will not disclose any information without prior written authorization from Foothills County. I understand that my obligation of confidentiality continues into perpetuity.

Assumption of Risks

I acknowledge that I am aware of, and freely accept **all risks, dangers and hazards** associated with being a volunteer within Foothills County, including the possible risk of severe or fatal injury to myself or others. These risks include, but are not limited to:

1. The risks associated with traveling on a commercial, public or private vehicle to and from locations to be visited which could include, but not limited to, a vehicle accident resulting in severe physical injuries or death.
2. General health risks such as allergic reactions to food, animals, environment.
3. Injuries and/or sickness by failing to follow directions and/or instructions and guidelines, which may have been provided from those in charge of the event.

Initials: _____

Release of Liability and Indemnification

In consideration for Foothills County allowing me to volunteer, I agree:

1. that Foothills County, its employees, volunteers, and representatives (hereinafter referred to as "Foothills County") are not responsible for any loss, damage, injury or expense of any kinds sustained by me while participating in this program and all related activities, including any loss, damage, injury or expense that might result from the negligence of Foothills County.
2. to **WAIVE ANY AND ALL CLAIMS** that I have, or may in the future have, against Foothills County arising out of any aspect of my participation in this program and **to RELEASE** Foothills County from any and all liability resulting from any loss, damage, injury (including death) or expense that I may suffer as a result of my participation in this program, due to any cause whatsoever, including without limitation, negligence, breach of contract, or breach of any statutory or other duty of care, as well as any duty of care owned under the Occupiers' Liability Act (Alberta) on the part of Foothills County;



VOLUNTEER WAIVER OF LIABILITY

- 3. to **INDEMNIFY AND HOLD HARMLESS** Foothills County in relation to:
 - a. any damage to Foothills County property caused by me.
 - b. all claims, demands, actions and costs which might arise out of my participating in this program, even though such claims, demands, actions and costs may have been caused by the negligence of Foothills County.

Initials: _____

Medical/Health Insurance and Other Personal Insurance

No medical/health insurance will be provided by Foothills County, beyond coverage provided by Foothills County WCB coverage. In the event of a medical/health problem, Foothills County accepts no responsibility for any costs associated with a medical/health problem nor will Foothills County pay for any medical/health expenses that may be incurred by the volunteer.

Acknowledgement

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THIS AGREEMENT before signing it, that I have executed this Agreement voluntarily, and that this Agreement is to be binding upon myself, my heirs, executors, administrators, and representatives. Further, I acknowledge and agree:

I will follow all rules, guidelines and abide by all risk assessments, health and safety regulations and instructions received prior to or during the above noted volunteer activities.

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 33(c) of the Alberta *Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that Act. It will be used for the purpose of administering this program. Direct any questions about this collection to:

SIGNED THIS _____ day of _____, 20_____, at _____.

Signature of Volunteer (must be over 18)

Signature of Witness

Print Name

Print Name

Note: This Agreement must be completed in full (signed, dated, witnessed, and initialed where indicated) prior to any volunteer beginning deployment duties. Document must be copied to a single page back-to-back when used. Signed documents must be filed with the Department and be kept for a minimum of five years.



Foothills County Volunteer Code of Conduct

At Foothills County, we expect the highest level of personal conduct from all staff, workers, and volunteers, regardless of position. In recognition of the powerful impact volunteering has on society, communities, organizations, and individuals, Foothills County has created a Code of Conduct for volunteers to adhere to, to ensure successful integration of volunteers while meeting the needs of both the organization and its volunteers.

Volunteers shall ...

- act ethically, honestly and with integrity while advocating as a volunteer with Foothills County.
- treat all county employees, volunteers, and community members with respect, courtesy, and dignity.
- not exhibit discrimination against ethnic, national, and cultural differences. Recognize the value and worth of each individual.
- accept responsibility for my actions and accept responsibility for the consequences of my actions.
- attend in a fit condition to carry out assigned duties effectively (e.g., not under the influence of alcohol or illegal drugs).
- dress appropriately for the type of work that you will be doing.
- clean up after yourself and keep a safe, clean work environment

Harassment, bullying, victimization and other actions and behaviors which undermine the well-being of your colleagues will not be tolerated. It is important that you treat your colleagues and everyone you come into contact with during your volunteer shift with respect acting with a supportive and co-operative manner. Keeping in mind, Foothills County's interest and reputation to be upheld. Through my signature below, I acknowledge my intent to accept and follow these responsibilities and expectations.

Date


Name of Volunteer (Printed)

Signature of Volunteer

Witnessed by (Printed)

Signature of Witness

**MISCELLANEOUS MUNICIPAL ITEM
LEGISLATIVE SERVICES REPORT TO COUNCIL
2025 Board and Committee Appointments
December 4, 2024**

Department: Legislative Services	
	2025 Board and Committee Appointments
PROPOSAL: To Appoint Members to the Boards and Committees of Council	
REPORT PREPARED BY: Krista Conrad PRESENTED BY: Sherri Barrett	

PURPOSE OF REQUEST

To appoint members at large to the various Foothills County Boards and Committees of Council.

BACKGROUND

Advertisements were placed in two issues of the Western Wheel advising of vacancies that need to be filled on our Boards and Committees. Appointments are made by Council each year to fill these vacancies.

A list of Boards and Committees are attached as Appendix 'A' of this report.

A list of vacancies and associated applications (Appendix 'B') will be circulated to Council under CONFIDENTIAL cover subsequent to this agenda.

REQUEST OF COUNCIL

Council is respectfully requested to appoint members to vacant positions available on each of the Foothills County Boards and Committees of Council

APPENDICES

APPENDIX A:
2025 BOARD AND COMMITTEES ADVERTISEMENT

APPENDIX B:
2025 BOARD AND COMMITTEE LIST AND APPLICATIONS (CONFIDENTIAL FOIP S. 17)



Board and Committee Vacancies

Positions are available for the following Boards and Committees of Foothills County:


- **Dunbow Recreation Board**
- **North West Foothills Recreation Board**
- **Priddis - Red Deer Lake Recreation Board**
- **Rural Fire Board**
- **Westwinds Communities**

Provincial legislation requires appointed members to successfully complete training to hold a seat on the following Boards:

- **Assessment Review Board**
- **Subdivision and Development Appeal Board / Community Standards Appeal Board / Agricultural Appeal Board**

For more information or to apply for a Board or Committee position, please visit:

www.foothillscountyab.ca
***Applications must be received by
Friday, November 15, 2024 at 4:30 p.m.***

DEPARTMENT: Legislative Services	
	TOPIC: Bylaw 62/2024 – 2nd and 3rd Reading
REPORT PREPARED BY: Krista Conrad REPORT PRESENTED BY: Family and Community Support Services Coordinator Amanda Midgley	

PURPOSE OF REQUEST

To consider 2nd and 3rd reading of Bylaw 62/2024 – Family and Community Support Services Advisory Committee.

BACKGROUND

At the October 24, 2024 meeting of the FCSS Advisory Committee, amendments to Bylaw 57/2021 were considered and it was recommended that the amendments be presented to Council for approval.

Bylaw 62/2024 was given first reading on November 20, 2024.

REQUEST OF COUNCIL

Proposed Motion:

That Bylaw 62/2024, the Family and Community Support Services Advisory Committee Bylaw, be granted second reading.

and

That Bylaw 62/2024, the Family and Community Support Services Advisory Committee Bylaw, be granted third reading.

APPENDICES

APPENDIX A – Family and Community Support Services Advisory Committee Bylaw

BYLAW NO. 62/2024

BEING A BYLAW OF FOOTHILLS COUNTY TO ESTABLISH A FAMILY AND COMMUNITY SUPPORT SERVICES COMMITTEE.

WHEREAS the Municipality wishes to enter into an agreement with the Province to provide Family and Community Support Services to the residents; and

WHEREAS the Council of Foothills County (herein referred to as the Municipality) deems that such a program may be of benefit to the residents of the Municipality.

NOW THEREFORE the Council of Foothills County, duly assembled, hereby enacts as follows:

1. This bylaw may be cited as the “Family and Community Support Services Committee Bylaw”.
2. The Family and Community Support Services Committee (Committee) shall consist of three (3) members who shall be appointed annually by resolution of Council. The Committee shall be composed of:

Two (2) Councilors appointed annually at its Organizational Meeting.

One (1) member from the public at large appointed by Council for a term of one year.
3. At the first meeting of the Committee, following the appointment of members each year, the Committee members shall select their Chair. A member may be re-elected to the position of Chairperson. A Chairperson shall preside at the meetings of the Committee.
4. The Committee members shall establish a regular meeting date, time and location.
5. A quorum shall be considered a simple majority based on the number of voting members.
6. The Committee shall review and consider Family and Community Support Services projects and applications received through the office of the FCSS Coordinator and, subject to meeting funding requirements as defined in the Family and Community Support Services Act and Regulations, shall provide approval or rejection of such projects.
7. The Committee through its Council Members shall report as required to Council for purposes of information sharing.
8. The Family and Community Support Services Coordinator shall prepare and maintain minutes of the business transacted at all meetings. Further, the Coordinator will provide and submit to the Minister an audited financial statement in respect of the program and any other information that the Minister may require as directed under the Family and Community Support Services Act.
9. This Bylaw shall have effect on the date of its third reading and upon signing.

FIRST READING: November 20, 2024

Reeve

CAO

SECOND READING:

Reeve

CAO

THIRD READING:

Reeve

CAO

PASSED IN OPEN COUNCIL assembled at the Town of High River in the Province of
Alberta this day of 20 .

AGENDA ITEM FOR COUNCIL MEETING:

December 4, 2024

ITEM TITLE:

Write off uncollectable accounts receivable invoices

SECTION/CATEGORY
(Please indicate one)**COUNCIL MEETING****ITEM NO.**

1	Land		Date: December 4, 2024	
2	Legal		Authorization Signatures	
3	Labour		1. Author/Title: Reginald Hammond	2.
4	Miscellaneous	X		

INTRODUCTION:

The collection agency has been unsuccessful in collecting the following unpaid accounts receivable invoices. Administration is requesting authorization to write off the invoices below in the amount of \$14,580.

OVERVIEW:

Administration is requesting approval to formally write off the following accounts receivable invoices:

Customer 223340 Invoice 26601 - October 17, 2019, Vehicle crash \$3,450.00.

Customer 223340 Invoice 27636 - August 30, 2020, Vehicle crash \$1,050.00

No response to repeated letters, no insurance information, sent to collection in May 2020, no success and reported to Bureau.

Customer 225000 Invoice 29595 - January 14, 2022, Vehicle crash \$4,200.00.

No response to repeated letters, no insurance information, sent to collection in December 2022, no success and closed out of business.

Customer 224280 Invoice 28467 - April 01, 2021, Vehicle fire \$3,105.00


No response to repeated letters, no insurance information, sent to collection in November 2021, no success as indigent.

Customer 223230 Invoice 26512 - September 12, 2019, Vehicle fire \$2,775.00

No response to repeated letters, no insurance information, sent to collection in March 2020, no success.

These invoices have been approved for write off by the Foothills Rural Fire Board.

Recommended motion is to write off invoices in the amount of \$14,580.00.

DEPARTMENT: Legislative Services	
	TOPIC: 2025 Municipal Election
REPORT PREPARED BY: Krista Conrad REPORT PRESENTED BY: Sherri Barrett	
PURPOSE OF REQUEST	

The *Local Authorities Election Act* (the 'LAEA') states that Council may pass bylaws and/or resolutions on a number of decisions regarding the conduct of an election. In addition, to provide information regarding important dates and changes to the Act.

BACKGROUND

Specific bylaws and resolutions must be authorized by Foothills County Council prior to the end of December 2024, ahead of the 2025 Municipal Election.

Important dates to note:

January 1, 2025: Nomination period begins

September 22, 2025: Nomination period closes

October 20, 2025: Election Day

In accordance with the Act, Council may provide direction on a number of items. Foothills County currently does not have an election bylaw, and whereas it is not required, it is essential to break the requirements down into individual Bylaws and resolutions, which is in alignment with the Act. The following considerations need decisions prior to the end of December 2024. Additional considerations will be brought back at a later date.

RESOLUTIONS FOR COUNCIL'S CONSIDERATION:

1. Appointment of a Returning Officer – Section 13(1) of the *LAEA* states: An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act by June 30 of the year in which the election occurs.
2. Appointment of a Substitute Returning Officer - Section 13(2.1) of the *LAEA* states: An elected authority must, by resolution, appoint a substitute returning officer by June 30 of the year in which the election occurs.

3. Advanced Vote – Section 73(3) of the LAEA states: A municipality having a population greater than 5,000 must provide for holding an advanced vote. Section (6) states that the Returning Officer must determine the days and hours when the advance vote is to be held.

BYLAWS FOR COUNCIL'S CONSIDERATION:

1. A Bylaw must be passed for Election Deposits as per Section 29(1) that states an elected authority may, by bylaw passed not fewer than 30 days before nomination day, require that every nomination be accompanied with a deposit in the amount fixed in the bylaw. Section 29(2)(a) states that an amount fixed in a bylaw under subsection (1) may not exceed \$1,000, in the case of a local jurisdiction with a population of more than 10,000.

In the 2021 election, Council passed Bylaw 59/2020 to authorize the requirement that all nominations be accompanied by a deposit in the amount of \$500, pursuant to Section 29(1) of the Local Authorities Election Act. This deposit would be returned to the Candidate, provided it meets the criteria as noted in Section 30 of the *Local Authorities Election Act*.

2. A Bylaw must be passed to determine the location to file nomination papers, as Section 28(1.1) states an elected authority may, by a bylaw passed prior to December 31 of the year before a year in which a general election is to be held, provide that a returning officer may establish one or more locations in addition to the local jurisdiction office, where a deputy may receive nominations.

At this time, it is recommended the local jurisdiction office be the only point where nominations be accepted.

3. A Bylaw must be passed regarding the death of a candidate, as per Section 33(1), which states an elected authority may, by a bylaw passed prior to nomination day, provide that if prior to the opening of the voting stations on election day a candidate for an elected authority dies after being nominated,
 - a. The election for the position for which the deceased candidate was nominated shall be discontinued, and
 - b. The elected authority shall, as soon as practicable, provide for the holding of a new election for that office.
4. A Bylaw must be passed to allow more than one voting station as per Section 37(3) that states the elected authority may pass a bylaw by June 30 of a year in which a general election is to be held allowing the returning officer of the elected authority to designate more than one voting station for each subdivision and the location of those voting stations for that election.

REQUEST OF COUNCIL

Proposed Motions:

RESOLUTIONS:

1. That Council appoint Garity Stanley as Foothills County Returning Officer for the purposes of the 2025 Election as per Section 13(2.1) of the Local Authorities Election Act.
2. That Council appoint Sherri Barrett as Foothills County Substitute Returning Officer for the purposes of the 2025 Election as per Section 13(2.1) of the Local Authorities Election Act.
3. That Council authorize an Advanced Vote(s) to be held in the 2025 election year, to be determined by the Returning Officer.

BYLAWS:

1. First Reading to Bylaw XX/2024 is required to be approved for Election Deposits as per Section 29(1).
2. First Reading to Bylaw XX/2024 is required to be approved to determine the location to file nomination papers as per Section 28(1.1)
3. First Reading to Bylaw XX/2024 is required to be approved regarding the death of a candidate, as per Section 33(1)
4. First Reading to Bylaw XX/2024 is required to be approved to allow more than one voting station as per Section 37(3)

APPENDICES

Appendix A: Proposed Bylaws

BYLAW NO. XX/2024

**A BYLAW OF FOOTHILLS COUNTY
IN THE PROVINCE OF ALBERTA**

TO REQUIRE THAT CANDIDATE'S NOMINATIONS BE ACCOMPANIED BY A DEPOSIT

WHEREAS Section 29(1) of the Local Authorities Election Act, being Chapter L-21, Revised Statutes of Alberta, 2000 and amendments thereto, authorizes the elected authority to pass a bylaw prior to December 31 of the year before a year in which a general election is to be held, requiring that every nomination be accompanied with a deposit in the amount fixed in the bylaw;

WHEREAS Section 29(2) of the Local Authorities Election Act, being Chapter L-21, Revised Statutes of Alberta, 2000 and amendments thereto, indicates that an amount fixed in a bylaw under subsection (1) may not exceed (a) \$1000, in the case of a local jurisdiction with a population of more than 10,000, or (b) \$100, in any other case;

WHEREAS Section 30(1) of the Local Authorities Election Act, being Chapter L-21, Revised Statutes of Alberta, 2000 and amendments thereto, when a bylaw has been passed to provide for a deposit, the returning officer shall require the deposit to be provided in cash, by certified cheque or by money order;

WHEREAS Section 30(2) of the Local Authorities Election Act, being Chapter L-21, Revised Statutes of Alberta, 2000 and amendments thereto, the candidate's deposit shall be returned to the candidate (a) if the candidate is declared elected (b) if the candidate obtains a number of votes at least equal to ½ of the total number of votes cast for the candidate elected to the office with the least number of votes or (c) if the candidate withdraws as a candidate in accordance with section 32;

WHEREAS Section 30(3) of the Local Authorities Election Act, being Chapter L-21, Revised Statutes of Alberta, 2000 and amendments thereto, if a candidate dies before the closing of the voting stations on election day, the sum deposited by the candidate shall be returned to the candidate's estate;

AND WHEREAS Section 30(4) of the Local Authorities Election Act, being Chapter L-21, Revised Statutes of Alberta, 2000 and amendments thereto, if a candidate does not obtain the number of votes described in subsection (2) (b), the deposit shall be paid into the general revenue of the local jurisdiction for which the deposit requirement has been established;

THEREFORE the Council of Foothills County hereby enacts as follows:

1. Every nomination will be accompanied with a \$500 deposit.
2. This Bylaw shall have effect on the date of its third reading.

First Reading:

REEVE

CAO

Second Reading:

REEVE

CAO

Third Reading:

REEVE

CAO

PASSED IN OPEN COUNCIL assembled at the Town of High River in the Province of Alberta, the ___ day of _____, 2020.

BYLAW NO. XX/2024

**A BYLAW OF FOOTHILLS COUNTY
IN THE PROVINCE OF ALBERTA**

TO SET LOCATIONS FOR THE PURPOSE OF RECEIVING NOMINATIONS.

WHEREAS Section 28(1) of the Local Authorities Election Act, being Chapter L-21, Revised Statutes of Alberta, 2000 and amendments thereto, states that:

28(1) Subject to subsection (1.2), nominations shall be submitted at the local jurisdiction office at any time during the nomination period;

(1.1) An elected authority may, by a bylaw passed prior to December 31, of the year before a year in which a general election is to be held, provide that a returning officer may establish one or more locations, in addition to the local jurisdiction office, where a deputy may receive nominations.

(1.2) If an elected authority passes a bylaw referred to in subsection (1.1) nominations shall be submitted to the local jurisdiction office or any location established by the returning officer at any time during the nomination period.

THEREFORE the Council of Foothills County hereby enacts as follows:

1. The returning officer may establish one or more locations, in addition to the local jurisdiction office, where a deputy may receive nominations;
2. This Bylaw shall have effect on the date of its third reading.

First Reading:

REEVE

CAO

Second Reading:

REEVE

CAO

Third Reading:

REEVE

CAO

PASSED IN OPEN COUNCIL assembled at the Town of High River in the Province of Alberta, the ____ day of _____, 2024.

BYLAW NO. XX/2024

**A BYLAW OF FOOTHILLS COUNTY
IN THE PROVINCE OF ALBERTA**

BEING A BYLAW OF FOOTHILLS COUNTY IN THE PROVINCE OF ALBERTA, TO ALLOW FOR MORE THAN ONE VOTING STATION

WHEREAS Section 37(1) of the Local Authorities Election Act, being Chapter L-21, Revised Statutes of Alberta, 2000 and amendments thereto, allows the returning officer to designate the location of one voting station only for each voting division and the location maybe outside the area;

WHEREAS Section 37(2) of the Local Authorities Election Act, being Chapter L-21, Revised Statutes of Alberta, 2000 and amendments thereto, indicates that when a voting station designated by the returning officer is not available, the returning officer shall designate another place in the vicinity and shall, by notice posted at the original voting station, direct the electors to the other voting station; and

WHEREAS Section 37(3) of the Local Authorities Election Act, being Chapter L-21, Revised Statutes of Alberta, 2000 and amendments thereto, the elected authority may pass a bylaw by June 30 of a year in which a general election is to be held allowing the returning officer of the elected authority to designate more than one voting station for each subdivision and the location of those voting stations for that election.

THEREFORE the Council of Foothills County hereby enacts as follows:

1. The returning officer may designate one or more voting stations for each voting subdivision and determine the location for each voting station for the municipal election;
2. This Bylaw shall have effect on the date of its third reading.

First Reading:

REEVE

CAO

Second Reading:

REEVE

CAO

Third Reading:

REEVE

CAO

PASSED IN OPEN COUNCIL assembled at the Town of High River in the Province of Alberta this day of , 20 .