

**FOOTHILLS COUNTY  
COUNCIL AGENDA**



Wednesday, January 7, 2026, 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. SCHEDULED MEETINGS & PUBLIC HEARINGS**
- D. MISCELLANEOUS PLANNING ITEMS**
- E. SUBDIVISION APPROVING AUTHORITY ITEMS**
- F. MISCELLANEOUS MUNICIPAL ITEMS**
  - F.1 Request to Review Film Production Regulation in Foothills County 2
  - F.2 A. Marcotte - Request to Meet with Council 15  
Presented by: Manager of Legislative Services Sherri Barrett
- G. CONFIDENTIAL CLOSED SESSION**
  - G.1 Advice from Officials - ATIA s. 29
- H. MOTIONS ARISING FROM CONFIDENTIAL CLOSED SESSION**
- I. OTHER MATTERS**
  - I.1 Lunch
  - I.2 Accounts – January 7, 2026  
Councillors Kendall, Alger, Deputy Reeve Oel
  - I.3 Minutes – December 17, 2025
  - I.4 Committee Reports
  - I.5 Next Meeting – January 14, 2026
  - I.6 Adjourn

**MISCELLANEOUS PLANNING ITEM  
PLANNING AND DEVELOPMENT REPORT TO COUNCIL  
REPORT FOR COUNCIL'S CONSIDERATION ON REGULATION FOR FILM PRODUCTION  
January 7, 2026**

	<b>PROPOSAL:</b> Review information on Film Production and present Council with potential options for addressing regulation for Film Production in Foothills County.
<b>FILE MANAGER:</b> Coreena Carr, Planner	

**PURPOSE OF REQUEST**

The purpose of this report is to explore how film and media production is regulated in other municipalities in Alberta and to present Council with potential options for addressing Film Production regulations in Foothills County.

**BACKGROUND**

October 15, 2025, Council passed the following resolution:  
*Council direct Planning staff to prepare a report for Council's consideration regarding potential amendments to the Land Use Bylaw and/or licensing, addressing regulations for Film Production.*

**CURRENT COUNTY FRAMEWORK**

Land Use Bylaw

The Land Use Bylaw does not reference film or media production. One exception exists within DC#30 (Leighton Centre), where "Open Air Performance and Art Spaces" is a permitted use. This definition includes film and digital media production.

Outside of this district, film production on either public or private land has historically been treated as a temporary use that has not required a Development Permit or other types of formal approval. To date, the County has relied on production companies advising the County and the public when filming activities are occurring.

Filming on Municipal Roads or other Municipal types of Lands

The County currently administers a process for film use of Municipal Roads. Key elements include:

- All enquires or notices are directed to: [filming@foothillscountyab.ca](mailto:filming@foothillscountyab.ca).
- Completion of the County's *Filming on Municipal Roads* application.
- Submission of a Traffic Accommodation Strategy (TAS) where municipal roads are affected if requested by Public Works.
- Review and approval primarily by Public Works
- Typical processing timeline of 5-10 business days.
- Public works review and approve applications for filming --Larger or higher-impact requests (i.e. Night filming, major road closures) may be referred to Council for approval.
- No fees or deposits are currently required.

Over the past 5 years, approximately 90 applications have been processed by our Public Works department, 12 of which were from 2025.

Public Works has indicated no concern regarding this process or the film industry's use of public lands.

A copy of the current application form for ***Filming On Municipal Roads*** is included in **Appendix A**.

## COMPARISON WITH OTHER ALBERTA MUNICIPALITIES

A review of other Alberta Municipalities was undertaken to understand common approaches to film production regulation. Key findings include (see **Appendix B** for further details):

- Most municipalities do not require permits or other types of approval for filming on private land, unless safety, noise, or public disturbance issues are expected.
- Filming that affects public infrastructure (roads, parks, rights-of-way) requires a permit, license, or special event approval.
- Rural municipalities often regulate filming through:
  - Special event licensing or standalone film permit frameworks.
  - Development Permits for multiple recurring film activities on one site or activities that would constitute a change of use for that land use (i.e. ongoing commercial use).
  - Direct Control districts for permanent film sites or studios.
- Neighbour notification is routinely required..
- Typical timelines range from:
  - 5–10 days for simple/low-impact filming.
  - 30+ days for complex road or safety-related (multi-departmental) approvals.
  - Up to 60 days where provincial highway approvals are required.

## KEY CONSIDERATIONS

Administration has identified the following considerations when assessing potential approaches to regulating Film and Media Production activities:

1. Minimizing Administrative Burden  
Ensure Foothills County remains film-friendly by avoiding unnecessary permits for low-impact or short-term productions on public lands and County roads..
2. Adequate Landowner Notification  
Providing neighbouring landowners with clear, timely information about filming in their area that may cause impacts such as noise, lighting, traffic, or extended hours of operation.
3. Emergency and Public Safety Coordination  
Ensuring early coordination with Fire Services, Emergency Management, and Public Works to assess safety plans and emergency access for activities involving road closures, extended hours of operation, firearms, pyrotechnics, drones, or other special effects.

## MEASURES TO ADDRESS KEY CONSIDERATIONS

Staff's goal is to create a process that supports film and media production as a positive economic activity within Foothills County, while protecting public infrastructure, ensuring public safety, and minimizing impacts on neighboring properties.

The following are some proposed measures that help to address the key considerations and maintain our overall goal.

1. Minimizing Administrative Burden
  - Introduce a streamlined *Notice of Filming* process for short-term, low-impact productions, similar to the current "Filming on County Roads" application.
  - Reserve more formal approval mechanisms for longer term, higher-impact productions and/or recurring activity where necessary.
  - Enable standardized online forms, digital submissions, and a centralized single point of contact to streamline review.
  - Provide clear, publicly available guidelines outlining filming expectations and requirements for Foothills County through informative information packages and web material.

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- 2. Improved Notice to Landowners
  - Require a minimum five (5) days advance notice to landowners to neighbouring parcel and/or landowners along a roadway that may be impacted by the film activity.
  - Provide a standardized notification template to ensure consistency and clarity.
- 3. Enhanced Agency/Department Coordination
  - Develop a standardized internal referral checklist, which includes the following departments: Fire Services, Public Works, Emergency Management, Protective Services.
  - Implement an internal tracking or calendar system to flag filming activities involving road closures, firearms, pyrotechnics, drones or night lighting.
- 4. Reducing Concerns From Neighbouring Properties

Measures to reduce potential impacts on neighbouring properties could include requirements for:

  - Clear descriptions of expected activity (noise, lighting, traffic, drones, firearms).
  - Advance area landowner notification of film activity in their area.
  - Direct contact for location manager, for questions or urgent concerns where required.

## **OPTIONS FOR COUNCIL CONSIDERATION**

Staff have provided a couple of potential regulatory approaches for consideration for Film and Media Production.

### **Option #1 – Implement a Standardized Notice of Filming Form**

Implement a County-wide *Notice of Filming* form for all film and media production activity in the County, similar to that currently used for County Roads.

This notice would capture key information such as:

- Production contact details.
- Filming dates and locations.
- Description of activities and potential impacts.
- Other internal/external agency approvals required.
- Traffic accommodation strategies, where applicable.
- Landowner notification confirmation.
- Proof of insurance and declaration of understanding.

#### **Potential Add Ons:**

- a. Requiring annual business licenses for film production companies operating within the County; and/or
- b. Introducing a small processing fee to offset administrative and referral costs.

### **Option #2: - Film Media Production Licensing Bylaw (or inclusion under the Special Event Bylaw)**

Adopt a standalone Film Production Licensing Bylaw or integrate film production into an amended Special Event Bylaw, creating a framework with requirements depending on the scale of filming.

**Minor Film Productions** would require a Notice of Filming or Special Event License with limited review.

**Major Film Productions** would require a more comprehensive license with conditions if required.

This bylaw may outline details such as:

- Exemptions for small, short duration, low-impact productions.
- Thresholds for distinguishing minor and major film and/or longer term film productions.
- Application requirements and timelines.
- Referral processes and approval authority.
- Fees and enforcement provisions.

### **Option 3 – Hybrid Approach**

Combines both approaches, having different processes based on the scale and impact of filming activities.

- **Notice of Filming** - low-impact, short-term shoots (up to 1 week timeline).
- **Temporary Film Production or Event License** - short term filming (1 – 5 week timeline) and higher impact shoots.
- **Film Site License** – to allow for a property, or portion of a property, to be used as a filming site for up to 2 years. Applicant required to reapply after the 2 year timeline.

*Timelines are examples for discussion purposes only – suitable timelines will be further explored).*

### **REQUEST FOR DIRECTRION**

Staff request Council direction on the preferred regulatory approach for film and media production within Foothills County. Council direction will allow Staff to prepare the necessary draft bylaws, forms, and detailed processes for future consideration.

### **RECOMMENDED MOTIONS**

Staff recommends the following motions to Council:

#### **Recommended Motion 1 – Direction on Preferred Regulatory Approach and Next Steps**

*That Council direct Administration to proceed with Council's preferred option(s), as outlined in this report to regulate film and media production in Foothills County.*

#### **Recommended Motion 2 – Preparation of Next Steps**

*That Council direct Administration to prepare the necessary bylaws, application forms, fee schedules, and administrative processes consistent with Council's preferred option(s), and to return to Council for further consideration.*

#### **Recommended Motion 3 – Interim Film-Friendly Direction**

*That Council direct Administration, in the interim, to continue supporting film and media production activities through a streamlined notice-based approach for low-impact filming, while preparing additional information for Council's consideration.*

#### **Recommended Motion 4 – Fee and Cost Recovery Review**

*That Council direct Administration to review potential application fees and cost-recovery mechanisms associated with film and media production activities and to report back to Council with recommendations.*

### **APPENDICES:**

Appendix A: Current Application For Filming In Foothills County

Appendix B: Comparisons With Other Municipalities

# APPENDIX A: CURRENT APPLICATION FORM FOR FILMING IN Foothills County



## APPLICATION FOR FILMING ON MUNICIPAL ROADS

### PART 1 - APPLICATION (PLEASE PRINT)

Name of Group / Organization \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Email \_\_\_\_\_

### Location Coordinator Contact Information

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ Email \_\_\_\_\_

### On-Site Contact Information

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ Email \_\_\_\_\_

### Filming Details

Dates for filming \_\_\_\_\_

Times for filming; from \_\_\_\_\_ to \_\_\_\_\_

Municipal Road(s) Required \_\_\_\_\_

(names - Street, Ave, nos.)

Legal Land Description \_\_\_\_\_

(Section, Township, Range, W Meridian) Or Closed Address

**\*\* Send complete application to [Filming@FoothillsCountyAB.ca](mailto:Filming@FoothillsCountyAB.ca) \*\***

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## APPLICATION FOR FILMING ON MUNICIPAL ROADS

### **PART 2 - FILMING OUTLINE**

1. Provide details on how the filming will be operated along the municipal roads(s) (Information may be provided on separate sheets and attached to this application if needed)

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2. How the municipal roads(s) may be affected by the filming? What efforts will be taken to mitigate or eliminate any risk that may occur to the workers and the motoring public?

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3. Is traffic control required? If so, a complete Traffic Accommodation Strategy (TAS) with signage diagram(s) is required. Strategy may be provided on separate sheets and attached to this application.

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4. Who will be responsible for the implementation of the Traffic Accommodation Strategy?

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5. Is there any permits and approval required from other governing agency (Alberta Transportation, Alberta Environment and Parks etc.)?

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6. Have you contacted/notified the residents about the filming activities in the area?

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7. Have you contacted/notified local protective and emergency services?

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## APPLICATION FOR FILMING ON MUNICIPAL ROADS

### PART 3 - CHECKLIST

- Proof of liability insurance in the amount of \$ 5,000,000.00 is forwarded to the County
- Traffic Accommodation Strategy
- Map & Diagrams for – Route, Location, and Parking of your event. (Must be actual maps no links)
- Permit copies from Alberta Environment, Alberta Transportation, Department of Fisheries and Oceans, Department of Navigable Waters or Transport Canada – Drone licence (if any applicable)
- ✓ I/We hereby apply for permission to conduct a filming on a municipal road(s) in accordance with the particulars, plan, and traffic accommodation strategy submitted herewith.
- ✓ I/We understand that a submission of this form constitutes an application only and the filming operation may not commence until approval is issued.
- ✓ I/We understand that Foothills County assumes no responsibility for whatever may occur during or as a result of the event. I/We agree to provide repairs or paying for the repair of damage to the County right of way as a result of filming operations or the damage caused thereby.

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Authorized Signature of Organization/Group (if not a

Date (DD/MM/YYYY)

legal Entity, Signature of individual(s) Assuming

Personal Responsibility

#### NOTES:

- This Application for Commercial Filming must be used to apply for all filming along Municipal roads.
- Applications received less than 5 working days may not be considered.
- Filming is allowed only during day light hours; filming is not allowed during inclement weather.
- Nighttime filming hours requires special approval.

\*\* Send complete application to [Filming@FoothillsCountyAB.ca](mailto:Filming@FoothillsCountyAB.ca) \*\*

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## APPLICATION FOR FILMING ON MUNICIPAL ROADS

### COUNTY OFFICE USE ONLY

- Approved
- Special Conditions \_\_\_\_\_
- Not Approved

Approval of the event is based on the provided information. Should any changes of the submitted plans occur, approval from the department is required. Please ensure that all appropriate Provincial and Federal Acts and Regulations are adhered to regarding this event. You are responsible for obtaining all necessary permits. The Department will not assume any responsibility for any incidents that may occur on the municipal roads during, or as a result of, the event. Due care must be exercised.

County reserves rights to suspend this permit for any reasons.

The Department wishes your organization a successful and safe event.

\_\_\_\_\_  
Approval Authority (County's Representative)

\_\_\_\_\_  
Date (DD/MM/YYYY)

## APPENDIX B: INFORMATION FROM OTHER MUNICIPALITIES


MUNICIPALITY	REGULATORY MECHANISM	PROCESS TIME	FEES / RATES	APPLICATION REQUIREMENTS	NOTIFICATION REQUIREMENTS	KEY CONDITIONS / REGULATIONS	NOTES
Town of High River	Film Permit (no Development Permit) and Business License for filming on <u>public lands</u> .	45 days	Simple \$500/day; Not-for-profit \$0/day;  Complex (for-profit) \$1,100/day;  Parking \$250/day	Film Location Request, Film Shoot Details (location, timings, crew roles, special request such as street closures, hazards), Economic Impact Report, Emergency Response Plan, Site Map, Traffic Accommodation Plan, Proof of Insurance	Neighbourhood notification letter (prepared by production company) min one week before filming	Multiple supporting permits: fire, fireworks, noise, parks, street use, signage, no-parking, etc.	High River has established rates and forms; strong admin framework.  Community Development Liaison in Planning Department issues permits.
	No permit required for filming on <u>private lands</u> except where impacts roads or public lands.						
Town of Okotoks	Film Permit (licensing agreement) required for filming on public property (park, facility parking, or road closure).	10 days	Depending on crew size (\$300 - \$3000).  Additional services required (road closures, parking, etc.)	Must complete a filming license agreement, application to film, and include film location details minim 14 days prior to film.	Neighbour letters required to be sent at production company costs to affected parties where businesses or private residences may be affected by filming activities.	Minimum \$2k insurance, Hours of filming 8am – 10PM, conditions for road closures, parking, infrastructure provisions where needed, special considerations for (fire, animals, explosives, stunts, etc.).	Okotoks has Film Industry Guidelines.  Applications made to Licensing Officer.  Application to be submitted min 14 days before filming.
	Notification recommended for filming within a private business or residence but must adhere to filming licensing agreement.						
City of Calgary	Film permits mandatory on City property <u>public lands</u> .	Minimum 5 – 14 business days depending on scope;  Min 21 day emergency services, drones, stunts.	Fees apply per service type (street, parking, noise exemption, drone, transit, police/fire services). All available on website	Outline of planned activities, shooting schedule, number of cast and crew members, and basic information about the production company, certificate of insurance, maps of impacted areas, neighbourhood letter and acceptance of terms and conditions form.	Require Neighbourhood letter and notice of Filming signs in the area to notify citizens.	Special requirements for noise exemption, city police services presence, use of drones or firearms discharge,	Fill out intake form to be assigned a film permit coordinator within 2 business days, then complete film services application and other services requests.
	No permit required on <u>private lands</u>						

MUNICIPALITY	REGULATORY MECHANISM	PROCESS TIME	FEES / RATES	APPLICATION REQUIREMENTS	NOTIFICATION REQUIREMENTS	KEY CONDITIONS / REGULATIONS	NOTES
<b>Rocky View County</b>	<b>Special Event Permit</b> (agreement between film, group and county) is required on <u>public lands</u> , when filming activity changes the intended use of the land or has the potential to impact surrounding properties through noise, traffic, or outdoor lighting.  <b>Development Permit (DP)</b> <u>may</u> be required where the location is used multiple times by different film.	5–9 weeks	\$1,000 (Special Events fee)	Lighting Plan, Traffic & Access Plan, Solid Waste Plan, Parking Assessment	Filming groups are required to notify landowners within one mile radius.  Confirmation of notification is required before special event permit issued.		Permits are coordinated by Recreation and Community Support team in collaboration with Special Event Advisory Technical Team (representatives from Enforcement, Planning, fire, transportation, Economic Development, Insurance, etc.).  Rarely refused – permit conditions modified to address concerns.
	<b>No special event permit</b> if entirely contained within someone’s <u>private home</u> with no County impact and not a commercial endeavour.						
<b>Mountain View County</b> <i>Mountain View Regional Film Office (MVRFO) (partnership including Mountain View County, Towns of Didsbury &amp; Sundre)</i>	<b>Film Permit</b> is required for filming on streets or <u>public lands</u> under the jurisdiction of Town of Didsbury, Sundre or Mountainview County or when off-street filming affects the normal use of an adjacent street.	Processing depends on complexity; County reviews	Fees vary by service (park bookings, road occupancy, public works); film office helps coordinate quotes.	Film Production Information Sheet and Acceptance of Terms and Conditions for Filming required.	Not specified. Producers are expected to manage neighbour notifications and impacts.		Mountain View Regional Film Office (MVRFO) issues permits/acceptance of terms and conditions and coordinates services.
	<b>Notice required</b> where filming on <u>private lands</u> and there is no impact to public lands or roads.  DP only required if filming changes the land use.	Recommend application submitted 30 days in advance for complex shoots).					

MUNICIPALITY	REGULATORY MECHANISM	PROCESS TIME	FEES / RATES	APPLICATION REQUIREMENTS	NOTIFICATION REQUIREMENTS	KEY CONDITIONS / REGULATIONS	NOTES
<b>Wheatland County</b>	<b>Notice required</b> to CAO minimum 10 business days notice required if filming on <u>public land</u> (County facilities, parks, roadways, sidewalks, parking) special effects, signage or firearm/special effect use.	5 - 10 days	Deposit may be required to ensure cleanup of filming location and payment of any expenses incurred.	Location, duration planned special effects or firearms, road and land closures, sidewalk obstruction, street parking, parking, storage of hazardous materials, Indemnity, \$5million Liability Insurance (County named) and \$1 million automobile insurance.	Require written notice to affected residents/businesses at least 5 business days before filming. Affected area is not described.	Production company is responsible to ensure there is minimum disruption to residents and businesses. Generators to be equipped with silencing attachments, limit of excessive vehicle idling, and light to be oriented away from neighbouring properties. Clean up required and code of conduct to be followed.	Requests for road closure to be made in writing. Production company responsible for approval, arrangements and cost for traffic control, traffic or street signs.  May attendance of require Fire/Rescue Departments.
	<b>Notice required</b> to CAO minimum 5 business days in advance of filming on <u>private lands</u> .						
<b>County of Stettler</b>	<b>Film Permit</b> required for filming on <u>public land</u> or off-street film making affecting the normal public use.	Not stated	Fees and security deposited negotiated on County lands	Film Info Sheet, Acceptance of Terms, Conditions of Filming, Location Agreement, Emergency Response Plan/Safety Plan; must document high-risk or hazardous activities.	Info letter to affected residents/businesses at least 5 days prior; Separate applications for signage or road closure approval required	Compliance with all bylaws; mandatory location agreement and insurance	Hours for filming: 7-10 Mon – Sat 9-8 Sundays and holidays
	<b>No approval</b> noted on <u>private lands</u> .						
<b>Parkland County</b>	<b>Film Permits</b> required for <u>public lands</u> (County property), bookings, location agreements.	Timing varies by location and service;	Fees case by case for administration.		Producers are expected to manage impacts and provide notice where required by permit conditions		Economic growth and land management team work together on applications.
	<b>No requirement</b> on <u>private lands</u> .						

MUNICIPALITY	REGULATORY MECHANISM	PROCESS TIME	FEES / RATES	APPLICATION REQUIREMENTS	NOTIFICATION REQUIREMENTS	KEY CONDITIONS / REGULATIONS	NOTES
County of Kneehill	Film Permit required on <u>public lands</u> .	Max 20 days	Not noted	Application form, letter of intent (reason for filming), site plan, legal description, access and egress, emergency route, setback distances from the filming location to the property lines, parking areas and loading provisions, water and washroom accessibility, dates and times of filming, full name and addresses of all responsible parties, proof of liability insurance (naming county as additional insured)	Notification left to film production company if they may impact neighbouring sites to maintain film privacy.	Damage deposit required to ensure that clean up is completed and no damage to property. (\$2500 - \$5000). Proof of Insurance with County named as additional insured.	Location agreement is completed with film company outlining what they can and can not do on the site and days approved for being on site.  Require permits for Drone use on site.
	Notification for filming on <u>private lands</u> only if affecting County roads or affecting neighbouring properties.						
Town of Banff	Film permit required for filming on <u>public lands</u> within townsite.	Smaller shoots – 7 days in advance.  Larger productions 4 – 8 weeks.	Not noted				Additional restrictions: no permits on long weekends or busy summer weekends for disruptive shoots.
	No approval noted for film on <u>private lands</u> .  Wedding photography is exempt but requires a business license.						

MUNICIPALITY	REGULATORY MECHANISM	PROCESS TIME	FEES / RATES	APPLICATION REQUIREMENTS	NOTIFICATION REQUIREMENTS	KEY CONDITIONS / REGULATIONS	NOTES
City of Lethbridge	Film permit and registration required when for <u>public lands</u> .	Minimum 5–10 business days for many requests;	Variable: admin fees, park fees, police pay-on-duty charges, security deposits.		City guidance asks productions to notify affected residents/businesses for disruptions (noise, road closures) — the City Film Team coordinates		
	Notice or registration recommended for filming on <u>private property</u> .	Require 2–3 weeks (police, emergency services).					
City of Edmonton	Film permit required for any filming on <u>Public lands</u> or services (parks, streets, sidewalks, transit).	Minimum 10 business days before filming; some activities and require longer	Not noted	Require \$2M insurance with City named as additional insured.  Approvals also required for drone use over public land.	resident/business impacts and follow conditions; specific resident-notice requirements appear in local production guidance.		
Town of Canmore	Film permit and <b>business license</b> required for commercial filming on <u>public land</u> or town venues.	Simple shoots require 5 business day processing.	Fees vary by scale and complexity.	Require \$2M insurance with City named as additional insured.  Approvals also required for drone use over public land. Location details, timelines, and insurance required.	resident/business impacts and follow conditions; specific resident-notice requirements appear in local production guidance.		
	Only a <b>business license</b> required for filming on <u>private lands</u> .	Complex shoots require a minimum of 15 business days.					

<b>DEPARTMENT:</b>	
	<b>TOPIC:</b> Request to meet with Council – A. Marcotte
<b>REPORT PRESENTED BY:</b> Sherri Barrett, Manager of Legislative Services	

**PURPOSE OF REQUEST**

To consider a request to meet with Council to provide a presentation on Frank Lake IBA/KBA 079, including updates on stewardship activities, conservation and island rehabilitation projects, the partnership with Ducks Unlimited, and to respond to questions from Council members.

**BACKGROUND**

A. Marcotte, Chair of the Frank Lake Stewardship Committee, submitted an email on behalf of the Frank Lake Stewardship Committee requesting the opportunity to meet with Council to provide a presentation. The proposed presentation would offer updates on current stewardship activities, ongoing conservation projects, partnership efforts, and provide an opportunity for Council members to ask questions related to the management and stewardship of Frank Lake.

The Frank Lake Stewardship Committee is a volunteer-based committee dedicated to the conservation, protection, and responsible stewardship of Frank Lake IBA/KBA 079. The Committee works collaboratively with partner organizations, including Ducks Unlimited Canada, to support habitat conservation, island rehabilitation, and other environmental initiatives at Frank Lake.

The Chair of the Frank Lake Stewardship Committee also serves as the site’s registered Ducks Unlimited volunteer and is responsible for site-specific operational duties, including opening and closing the main access gate to Basin 1.

**REQUEST OF COUNCIL**

*Proposed Motion:*

That Council approve or deny the request from Amy Marcotte to meet with Council to provide a presentation on Frank Lake IBA/KBA 079 and to answer questions from Council members.

**APPENDICES**

Appendix A – Initial Email from A. Marcotte



BOX 981 STN. M.  
CALGARY, AB, T2P 2K4  
INFO@NATURECALGARY.COM  
WWW.NATURECALGARY.COM

**December 10, 2025**

Foothills County Council

**RE: Frank Lake Stewardship Committee to give presentation to Council**

As Chair of the Frank Lake Stewardship Committee, I on behalf of the Committee formally request the opportunity to deliver a presentation to the Foothills Council about Frank Lake IBA/KBA 079. We would like to share the latest updates on our partnership with Ducks Unlimited, ongoing conservation projects, and island rehabilitation efforts, as well as answer any questions Council members may have.

The Chair of the Frank Lake Stewardship Committee doubles as the site's registered Ducks Unlimited volunteer, and is solely responsible for opening and closing the main gate to Basin 1.

Warm regards,

**Amy Marcotte**

Chair, Nature Calgary Frank Lake Stewardship Committee  
franklakestewards@naturecalgary.com

