

**FOOTHILLS COUNTY
COUNCIL AGENDA**

Wednesday, April 22, 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. MISCELLANEOUS MUNICIPAL ITEMS	
B.1 2026 Road Event - One Goal Many Nations Relay for Recovery Presented by: Manager of Legislative Services Sherri Barrett	3
B.2 Battalion Chief Position Presented by: Director of Community & Emergency Services Rick Saulnier & Fire Chief Alex Marshall	4
B.3 Red Deer Lake Park - Garbage Receptacle Replacement Presented by: Manager of Parks & Recreation Jeff Porter	12
B.4 Millarville General Store - Request for Porta-Potty Presented by: Manager of Business Services Kelsey Allard	14
B.5 2026 Capital Equipment Purchase - Heavy Truck Accessories Presented by: Manager of Business Services Kelsey Allard & Fleet Supervisor Brad Lewis	15
B.6 Bridge File 1331 - Precast Girders - Revised Award Presented by: Director of Public Works Wiaan Kruger	28
B.7 2026 Engineering Standards - Award of Engineering Services Presented by: Director of Public Works Wiaan Kruger & Technical Lead Cyril Mitchell	35
B.8 Foothills County/Hutterian Brethren Church of Cayley - NE 09-17-29 W4M/NW 10-17-29 W4M - Request to Purchase Undeveloped Road Allowance Presented by: Municipal Lands Administrator Donna Fowler	37
B.9 City of Calgary/Foothills County Annexation Negotiation Committee - Bylaw 11/2026 (2nd & 3rd Reading) Presented by: Deputy Director of Planning Drew Granson	42
B.10 Priddis Community Association - Stampede Breakfast - Request for Parking on Municipal Reserve	51

Presented by: Deputy Reeve Suzanne Oel

C. SCHEDULED MEETINGS & PUBLIC HEARINGS

C.1 10:00 a.m. - Beverly Badke Estate - SE 13-21-01 W5M - Amend CR 53
Presented by: Planning Officer Elliott Salmon

C.2 1:30 p.m. - Matiouchine/Shliapnikova - NW 15-21-01 W5M - Site Specific Amendment 70
Presented by: Planning Officer Brittany Smith

D. MISCELLANEOUS PLANNING ITEMS

D.1 Hastie - NW 25-19-27 W4M - Bylaw 01/2026 (2nd & 3rd Reading) 82

D.2 Film Production Coordination and Communication Policy 88

D.3 Turner - SE 29-18-27 W4M - Request to Amend Conditions 105

D.4 Caliper Forest Products Inc. - SW 17-20-02 W5M - Development Permit 25D 330 118

E. SUBDIVISION APPROVING AUTHORITY ITEMS

F. CONFIDENTIAL CLOSED SESSION

F.1 Advice from Officials - ATIA s. 29

F.2 Microsoft Services - Renewal - ATIA s. 19 & 29
Presented by: Manager of Information Technology Hollis Jacobsen

F.3 Cyber Security - ATIA s. 19 & 29
Presented by: Manager of Information Technology Hollis Jacobsen

G. MOTIONS ARISING FROM CONFIDENTIAL CLOSED SESSION

H. ACKNOWLEDGEMENTS AND INFORMATION ITEMS

I. OTHER MATTERS

I.1 Lunch


I.2 Accounts – April 22, 2026
Councillors Estes, McHugh, Callister

I.3 Minutes – April 15, 2026

I.4 Committee Reports

I.5 Next Meeting – April 29, 2026

I.6 Adjourn

DEPARTMENT: EMERGENCY MANAGEMENT	
	TOPIC: Special Event – One Goal Many Nations Relay for Recovery
REPORT PREPARED BY: Corinne Wight – Administrative Assistant, Emergency Services REPORT PRESENTED BY: Sherri Barrett – Legislative Services	

PURPOSE OF REQUEST

For Council to consider authorizing use of municipal roads within Foothills County for One Goal Many Nations Relay for Recovery, organized by Red Road Reclamation.

BACKGROUND

This is the second annual event, now being expanded through multiple counties. Promoting healing, wellness and recovery. Proposed date for the event; May 12-18, 2026. The relay enters Foothills County on the 14th and 15th, using a combination of municipal and provincial roads. A small event, 15 runners and 5 additional volunteers. A pilot support vehicle will be used in front and behind the relay to notify motorists of the event and protect the participants.

A department review was completed, no concerns with the proposed route, number of participants or signage. Additional recommendations to enhance the ERP were made by Emergency Management, along with the use of pilot vehicles leading and following the runners. No other concerns were brought forward. Recommendations were well received and the application was quickly amended to show the changes.


REQUEST OF COUNCIL

Proposed Motion:

That Council reviews and accepts the special event report as information and supports the use of municipal roads within Foothills County for One Goal Many Nations Relay for Recovery.

APPENDICES

- Appendix A:** Event Application
- Appendix B:** Emergency Response Plan
- Appendix C:** Supporting Documents

DEPARTMENT:	
	TOPIC: Battalion Chief Position
REPORT PRESENTED BY: Director Saulnier / Chief Marshall	

PURPOSE

The purpose of this report is to seek Council’s approval to transition an existing term operational leadership position into a full-time permanent Battalion Chief position and to formally recognize the role within the Foothills Fire Department’s organizational structure.

BACKGROUND

Over the past year, the Foothills Fire Department has relied on a term operational leadership position (B2/C2) that was originally established to advance the First Due project, including implementing the First Due platform, developing pre-incident plans, and launching the Community Connect module. While also supporting day-to-day operations, inspections, and supervisory requirements, the role has consistently performed chief-level operational functions alongside the short-term or project-specific duties associated with First Due.

As the role has been used in practice, experience with the term operational leadership position (B2/C2) has shown that it has become a key component in maintaining reliable incident command capacity for emergency response. The proposed conversion of the B2/C2 position into a full-time permanent Battalion Chief position strengthens the Department’s ability to support reliable 24/7 incident command coverage by ensuring ongoing access to qualified chief-level leadership for escalation, after-hours response, and complex or multi-agency incidents. A permanent Battalion Chief position also supports succession planning by developing and retaining experienced operational leaders, strengthening leadership continuity, and ensuring the Department maintains depth in command capacity as responsibilities evolve and senior roles change over time.

Accordingly, although the existing term operational leadership position (B2/C2) was initially established as a term role, the operational demands it now supports are permanent. The proposed change, therefore, represents a shift from a temporary staffing approach to a permanent one, providing organizational stability, continuity of leadership, and predictable operational coverage. This change formalizes an existing service level rather than introducing a new or expanded operational function.

Finally, while the permanent establishment of the position increases baseline operational expenditures, the associated costs were originally incorporated into the operating budget to support the position for its term. Those same budget adjustments have been reviewed and confirmed as sufficient to carry the position on a full-time permanent basis. Council is therefore being asked to authorize the staffing conversion based on an operating budget that has already been adjusted to support this role.

RECOMMENDATION

THAT Foothills County Council pass a motion approving the conversion of the existing term B2/C2 operational leadership position into one (1) full-time permanent Battalion Chief position.

APPENDICES

- Job description attached
- Organizational chart
- Benefits observed during the term B2/C2 inspector staffing period



Position:	Battalion Chief
Department:	Community and Emergency Services, Foothills Fire Department
Reports to:	Deputy Fire Chief
Position type:	Full Time, Permanent
Work location:	Heritage Pointe Fire Hall

Position Overview

The Battalion Chief is a senior operational leadership position within the Foothills Fire Department, responsible for overseeing and managing multiple shifts including the volunteer stations within the County. This role requires strong operational, strategic, and leadership skills, with a focus on firefighter safety, emergency response effectiveness, and personnel development.

The Battalion Chief ensures the smooth day-to-day operations of the department while supporting fire suppression, emergency medical response, technical rescue, fire prevention, public education, and administrative functions.

Availability may be required for altered shifts, on-call rotations, or emergency response as needed. The Battalion Chief will also train and respond alongside personnel at volunteer and full-time fire halls as part of operational readiness and community support.

Key Duties & Responsibilities

Emergency Operations

- Assume overall command or act as Incident Commander at emergency scenes, coordinating personnel, apparatus, mutual aid partners, and external agencies.
- Oversee fire suppression, emergency medical response, technical rescue, hazmat, and wildland firefighting operations.
- Ensure all emergency operations comply with NFPA, OH&S, Alberta Fire Code, and County standards.
- Monitor and evaluate deployment of apparatus, equipment, and personnel to maximize efficiency and effectiveness.
- Train with and respond alongside both volunteer and full-time fire halls to ensure seamless operational integration during incidents.

Operational Leadership & People Management

- Lead, mentor, coach, and evaluate Fire Captains, Sr. Firefighters, and firefighters across assigned shifts.
- Conduct performance evaluations, develop training and performance management plans for assigned personnel.
- Promote a culture of safety, accountability, teamwork, and professional development.
- Assist with recruitment, scheduling, and staffing to ensure operational readiness.

- Ensure compliance with County policies, Fire Department SOPs/SOGs, and applicable legislation.

Training, Education & Development

- Plan, coordinate, and deliver operational and safety training programs for assigned personnel.
- Support ongoing professional development and mentoring for all ranks.
- Oversee fire prevention education and community outreach initiatives.
- Coordinate and deliver training with volunteer fire halls to maintain skills, readiness, and mutual aid effectiveness.

Fire Inspection & Code Compliance Support

- Collaborate with the Deputy Fire Chief / Fire Prevention function on operationally relevant inspections, pre-incident planning, and risk reduction initiatives, as assigned and as operational demands permit.
- Assist with fire investigations, report writing, and related administrative documentation as needed.
- Perform subdivision development and building re-designation plan reviews and provide written comments.
- Read and interpret building plans, blueprints, installation guides, construction plans and specifications as well as issue Notice of Violation, Orders or Information notices

Administration & Strategic Support

- Prepare and review incident reports, inspection records, operational logs, and statistical reports.
- Support the Deputy Fire Chief and Fire Chief with policy development, strategic planning, and budget oversight.
- Represent the department at inter-agency meetings, community events, and cross-functional projects as assigned.

Itinerant Duties

- Provide coverage for vacant shifts, including operational and administrative responsibilities as needed
- Assist with special projects and initiatives at the direction of the Deputy Fire Chief or Fire Chief.

Competencies & Skills

- Excellent public relations, presentation, supervisory, interpersonal oral and written skills are necessary.
- Supports compliance activities coordinated with fire prevention and the Inspection function.
- Strong operational and strategic leadership skills.
- Excellent mentoring, coaching, and personnel development abilities.
- Effective decision-making and problem-solving under emergency conditions.
- High-level communication, report writing, and public speaking skills.
- Ability to foster teamwork, professional development, and a positive organizational culture.
- Proficiency in Office 365 and other relevant IT tools.

Qualifications

- High School Diploma or equivalent; post-secondary education in Fire Science, Emergency Management, or related field is an asset.
- Minimum of eight (8) years of progressive fire service experience, including demonstrated supervisory and incident command experience at the officer level (e.g., Captain, Lieutenant, or equivalent).
- Experience in emergency management, multi-agency coordination, and operational planning.

Certifications

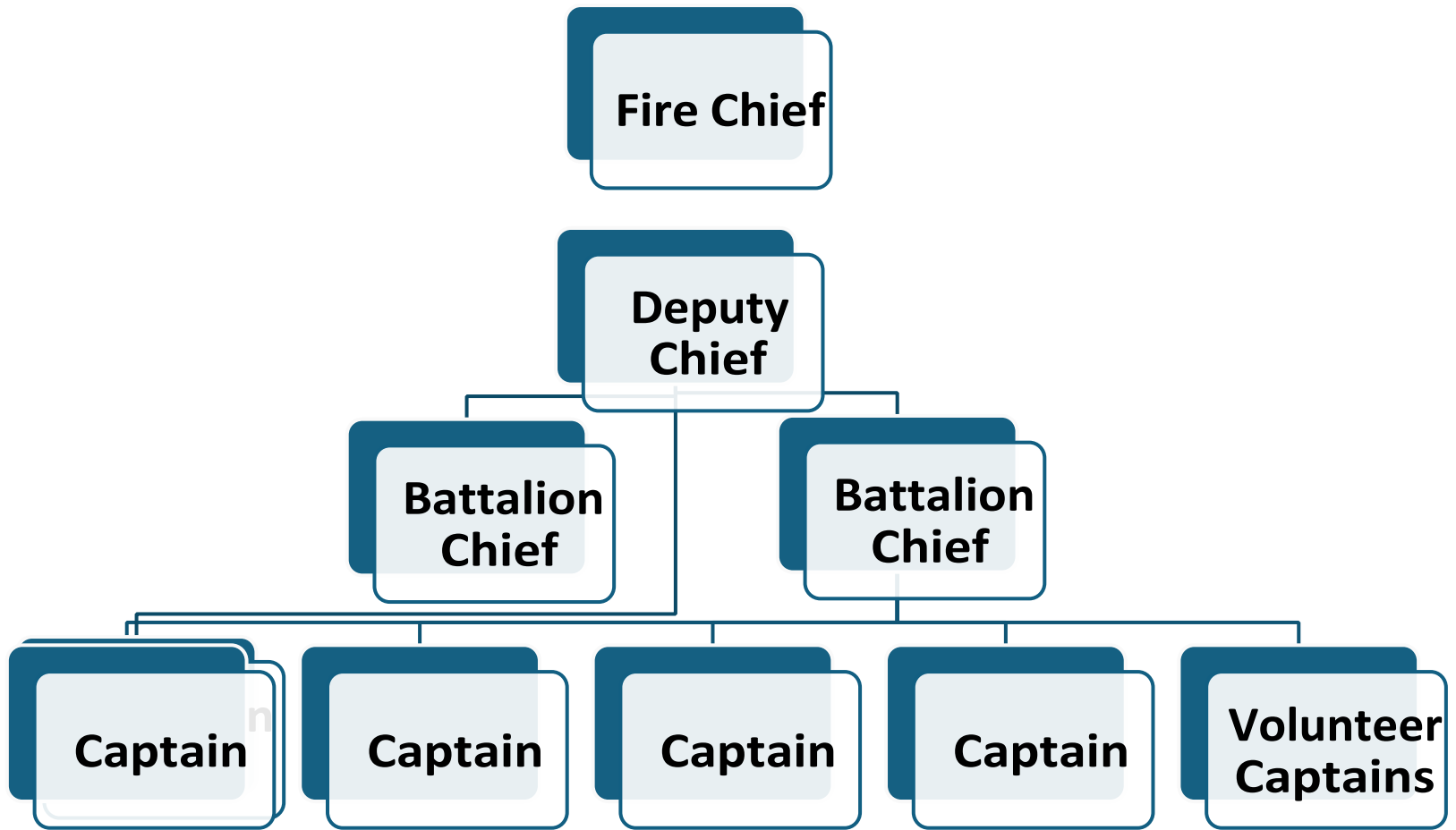
- NFPA 1001 Level 1 and 2
- Hazmat Awareness and Operations
- NFPA 1021 level 1 – Standard for Fire Officer Professional Qualifications (level 2 preferred)
- NFPA 1041 Level 1 – Standard for Fire Service Instructor Professional (level 2 preferred)
- Standard First Aid with CPR level C
- NFPA 1002 – Driver/Pump Operator
- NFPA 1006 – Technical Rescue Awareness
- ICS 100, 200, 300 (ICS 400 preferred)
- Safety Codes Officer – Level B1 & C1
- Valid Alberta Class 3 Operator’s License with Q endorsement
- Successful completion of the Foothills Fire Department recruitment process


Working Conditions & Physical Demands

- Prolonged and arduous work under adverse conditions which requires agility and strength.
- Climbing, lifting, carrying, and dragging objects while using SCBA.
- As this role may support compliance and inspection activities; risks may include exposure to operational hazards, scene hazards, and occasional involvement in regulatory or investigative processes.
- Perform office-based and desk-related administrative work.
- Regular use of computers and electronic communication tools.
- Shift work
- Regular interaction and operational collaboration with volunteer fire halls

Benefits observed during the term B2/C2 inspector staffing

- Provided operational leadership ensuring coordinated response, continuity of operations, and alignment with organizational objectives.
- Participated in Chief on Call Rotation
- Developed the Pre-Plan Module within First Due
- Developed the Community Connect Module within First Due
- Filled in as Officer on the Engine as needed
- Reduced workload for other Chief Officers
- Practical application of the B2/C2 operational leadership role has demonstrated its value as a key component of reliable incident command capacity for emergency response.
- Operational experience has confirmed the role's effectiveness in supporting command escalation, after-hours response, and complex or multi-agency incidents.
- The B2/C2 position provides essential chief-level leadership coverage, enhancing operational continuity during periods of increased demand.
- Conversion of the B2/C2 role to a full-time, permanent Battalion Chief position strengthens the Department's ability to maintain 24/7 incident command coverage.
- Establishing the role on a permanent basis ensures consistent access to qualified and experienced command-level officers.
- A permanent Battalion Chief position increases organizational resilience by reducing reliance on temporary or ad-hoc command solutions.
- The position supports succession planning by developing and retaining experienced operational leaders within the organization.
- Ongoing occupancy of the role strengthens leadership continuity and institutional knowledge.
- Establishing permanent command capacity ensures the Department maintains depth and flexibility in command resources as operational complexity increases.
- The role supports long-term organizational sustainability as responsibilities evolve and senior leadership positions change.
- Public and Media Relations
- Assisted with Day-to-Day Operations



COMMUNITY SERVICES DEPARTMENT	
	TOPIC: Red Deer Lake Park Garbage Receptacle Replacement
REPORT PREPARED BY: Jeff Porter REPORT PRESENTED BY: Jeff Porter	

PURPOSE OF REQUEST

For Council’s review and consideration to replace the Red Deer Lake Park garbage receptacles.

BACKGROUND

The Red Deer Lake Park garbage receptacles have reached their end of life and are in need of replacement. There has been a standardization across the County of our garbage receptacles at our parks, recreation facilities and cemeteries. The County has transitioned to a bearproof and ease of bag changeout model. This model has a 30+ year lifespan and is the industry standard due to its capacity, gauge of steel, bear proofness and ease of use for maintenance staff. These receptacles are sold, constructed, and serviced in Lethbridge, Alberta.

FINANCIAL IMPLICATION

ITEMS: 8 Hid-a-bag II garbage and beverage can receptacles.	Haul-All Equipment Ltd.
Price	\$ 26,346.51

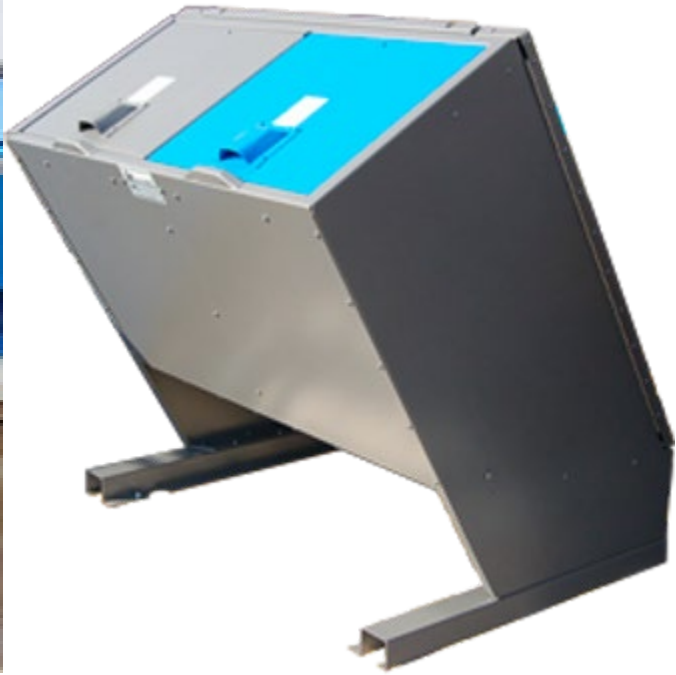
The capital budget for these items is \$35,000, the revised cost to purchase is \$26,346.51 resulting in cost savings of \$8653.49.


RECOMMENDATION TO COUNCIL

Recommend approval of the Haul-All Equipment quote of \$26,346.51 due to no comparable model available that meets the specifications required by the County.

APPENDICES

APPENDIX A: PHOTOS OF ITEM



PUBLIC WORKS DEPARTMENT	
	TOPIC: Millarville– Porta-Potty
REPORT PREPARED BY: Kelsey Allard REPORT PRESENTED BY: Kelsey Allard	

PURPOSE OF REQUEST

For Council to approve the request from Millarville General store, of having a porta-potty placed in Millarville for the duration of the summer.

BACKGROUND

- For the past 3 years the County has placed a porta-potty in Millarville for tourists, cyclists and drivers.
- Local stores can't handle summer volume as they are on a septic field and limited hours.
- If this request is approved, it is administrations recommendation to have this approval be made as an annual activity going forward.
- Cost of rentals is approximately \$200 per month plus a \$50 delivery fee.

REQUEST OF COUNCIL

Proposed Motion:

That Council acknowledge the request from the Millarville General Store and authorize a porta potty to be placed on Foothills County lands across from the general store from May-October yearly as an annual action.

OR

That Council deny the request from the Millarville General Store.

COUNCIL ADMINISTRATIVE REPORT

Department: Business Services (Public Works)

TITLE: 2026 Capital Equipment Purchase
Heavy Truck Accessories



Presenter: Kelsey Allard/Brad Lewis
Prepared by Brad Lewis

DATE: April 22,2026

ATTACHMENTS: Equipment quotes

PURPOSE: For Council to authorize Administration to proceed with these purchases as approved in the 2026 Capital Budget. Dump bodies, RexRoth controls and snow removal equipment for newly approved heavy trucks.

DISCUSSION:

ITEM	2026 Budget Approved	Viking Cives	Commercial Heavy Truck	Tenco
Dump Body for New Heavy Truck	\$650,000 \$473,487 already used for Heavy Truck Purchase	\$66,705	\$N/A	\$N/A
Rexroth Plow Controls, Dump Body and Front Blade for New Unit		\$145,416	\$N/A	\$N/A
Front Discharge Sander (Replacing Unit 915)	\$200,000	\$142,840	\$N/A	\$N/A

FINANCIAL IMPLICATION:

Note: These budget numbers have been combined because some quotes were submitted together.

The combined approved budget for the two replacement heavy trucks, dump bodies and snow removal equipment was \$850,000.

The trucks were approved at the purchase price of \$473,487 on February 25, 2026, council meeting, leaving \$376,513 for the remaining equipment for the trucks.

The dump bodies, RexRoth controls and snow removal equipment quotes came to \$354,961. This is \$21,552 **under** the total approved budget amount.

Vendors were asked about possibly of trading in the old equipment, the vendor said they don't accept sanding equipment in-trades or equipment over ten years old and were not interested.

RECOMMENDATION:

Award the above-mentioned purchases to Viking Cives.

I tried to contact Commercial Heavy Truck and Tenco Plow Equipment and they never submitted a bid for purchase.



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PRICE QUOTATION

Phone: 587-620-9201 & 780-652-3242

www.vikingcives.com

10500 48 St. SE 2311 5A Street
Calgary, AB & Nisku, AB
T2C 2B8 T9E 8G6

QUOTE #: KT26-041

REVISION LEVEL: 1

DATE: March 16, 2026

PROPOSED: 45 Weeks after Receipt of P.O.

TERMS: Net 30 Days

F.O.B.: Calgary, AB.

SALESPERSON: Kevin Turcan

CANOE CONTRACT #: CAN-2024-010-VCC

CANOE MEMBER #: AB1530

TO: Foothills County

ATTN: Brad Lewis – Shop Supervisor – brad.lewis@foothillscountyab.ca 1-403-333-5402

RE: 2026 Viking Cives Front Plow Front Centre Discharge VBSAB-II Sander

The above-quoted delivery time is the best known at time of tender call / quotation and is subject to change based upon shop loading at time of receipt of firm order to Viking-Cives Ltd.

Viking-Cives Ltd. is pleased to supply this price quotation for the following equipment as described:

VCL Steel Rev Plows & Options

* VCL4212FE, steel reversible plow, 12' full trip moldboard, 10-gauge, 42" high, 9' 8" clearing path @ 35°

Standard Features:

1. Power ram reversing moldboard can discharge snow on the left or right side.
2. Dual compression arms allow the entire moldboard to trip when hitting immovable objects, protecting the road and the plow.
3. Fully welded 3/16" steel moldboard skin.
4. 3 plow attack angle options provide simple edge adjustment for optimal cutting-edge configuration.
5. Adjustable push frame shoes
 - * 1/2 x 8 x 144" steel cutting edge, **12" center punched**
 - * Western Canada style quick attach lug and bar
 - * Anti-Sail rubber snow deflector - stainless steel with Viking logo laser cut
 - * 2 x 36" plow marker whip, fluorescent orange
 - * Baril DCC-181 Finish w/ corrosion protection: Medium gloss black (moldboard and push frame)
 - * Jack stand for steel reversing plow

Plow Harness & Options

- * **CUSTOMER SUPPLIED** ** VCL500LMW Low Mount Harness includes 5/8" 44w tail plates to suit chassis, plow lift yolk and 4x10 plow lift cylinder. Quick attached pockets and pins included.
- * Cut O.E.M. front bumper and re-install ends to chassis.
- * Grote LED plow lights (**HEATED**) c/w integrated signal lights
- * Medium gloss black (wing towers, harness)
- * **Customer to supply front horn for plow blade lift and front hitch assembly.**

Hoppers & Options

- * VBSAB-II 14' stainless steel hopper (11.7 cu yd water level capacity, 13.8 cu yd w/ 6" extension).

Standard Features:

1. V-Style spreader design specifically designed for sand salt and aggregate material spreading.
 2. Durable 10-gauge stainless steel construction resists material wear and corrosion.
 3. Front discharge.
 4. Integrated chain conveyor
 5. Air tailgate & Dump hoist for easy material unloading.
 6. Galvanized material screens
 7. Front driver side ladder
- * Red/white 2" reflective tape along body fenders & across bottom tailgate
 - * Conveyor motor with sensor in lieu of standard motor.
 - * 1022 litre VBSAB-II hopper mount prewet tank kit c/w pressure fill plumbing kit (2 x 511 litre tanks)
 - * 11 litre flush tank system for prewet lines and pump
 - * Salt doghouse (SSTL)
 - * Gravity chute / front discharge centre spinner - stainless steel
 - * 3 x **Heated** 5" square, 3000 lumen, LED floodlight c/w mounting bracket and wiring harness
- Mounting location:** Conveyor gate, spinner left & spinner right.
- * Grote "Ultra Blue Seal" - **Heated** LED body lighting kit c/w license plate lamp, LH and RH 2-1/2" round red LED rear clearance, 2 x 6" heated oval red LED stop/turn/tail, 2 x 6" heated oval red LED stop/turn/tail with back-up, front side 2-1/2" marker lights.
 - * Ladder to be installed on sander body behind cab driver side
 - * **Customer to supply hoist base & tipping hinge for this build.**

Chassis Options

- * "New" tow apron dump body hinge pintle combination with bracing and two D-rings, rated for maximum 80,000lbs is for class 8 tandem chassis c/w Baril DCC-181 finish - medium gloss black
- * Premier 370A with air plunger and 2" tow eyes 90,000 # MGTW.
- * Pintle hook rubber cover kit

- * *Standard blue and red glad hands.*
- * *Grote LED amber/blue low profile mini bar with clear outer dome for Alberta upper rear air foil.*
- * *Grote LED amber 17" low profile mini bar for cab roof beacon*
- * *Cab roof beacon mounting assembly - aluminum.*
- * *6 pin electric trailer plug if required*
- * *Re-install OEM 7 pin trailer plug*

Rear Alberta Lighting

- * *Alberta stainless steel upper reds w/ checkerboard (does not include stick lights and upper beacon).
With blue & red lights on upper air foil*

Electric & Hydraulic Controls

- * ***Customer supplied*** ** *Bosch Rexroth CS-661 spreader controller & CS-161 joystick*
- * *Chelsea 890 PTO*
- * ***NEW*** *Bosch Rexroth 80cc transmission mounted piston pump*
- * *Bosch Rexroth "On screen" low oil indication*
- * ***Customer supplied*** ** *Bosch Rexroth stainless steel frame mount 151 litre hydraulic tank c/w internal return filter.*
- * *Standard hydraulic oil*
- * ***Customer supplied*** ** *Bosch Rexroth high pressure & pilot oil filter ass'y w/10-micron absolute filter.*
- * *Standard 2 wire hydraulic hose and hose ends by number of sections Aeroquip 100R16 2 Wire EC215 with brazen resistant cover – **as required.***
- * ***Customer supplied*** ** *Bosch Rexroth conveyor & prewet sensor feedback cables*
- * ***Customer supplied*** ** *Sprage Road Watch SS Road Temp sensor with interface to Bosch Rexroth controller.*
- * ***Customer supplied*** ** *Bosch Rexroth 14.7 prewet power unit in stainless enclosure.*
- * ***Customer supplied*** ** *Swivel pedestal console cab mount for Bosch Rexroth spreader controller / joystick*
- * *Air solenoid valves per function (tailgate)*
- * *Cab floor stiffener plate*
- * *All electrical component wiring and junction boxes shall be completely sealed, soldered and heat shrunk, no crump type connectors will be accepted*

VIKING CIVES EQUIPMENT - NET SUPPLIED AND INSTALLED.....\$142,840.00 Each + Tax

Prices are subject to change to the prices in effect at the time of delivery. Viking Cives Ltd. reserves the right to make any corrections to prices quoted due to clerical errors or errors of omission. In the event of any design, specification, ordered quantity, or shipment changes representing a price increase. Buyer will be notified and afforded an opportunity to confirm.

**** DUE TO GLOBAL ECONOMIC CONDITIONS BEYOND OUR CONTROL, INCLUDING POTENTIAL CHANGES IN TARIFFS OR TRADE POLICIES, PRICING ON THIS QUOTATION MAY NO LONGER BE VALID AT TIME OF ORDER ****

**All Applicable Taxes Extra.
QUOTE VALID FOR 30 DAYS.**

Respectfully Submitted,



Kevin Turcan

Regional Sales Manger

**** NOTES FOR THE ABOVE-QUOTED EQUIPMENT ****

- 1) The price and terms on this quotation are not subject to verbal changes or other agreements unless approved in writing by the home office of the seller. All quotations and agreements are contingent upon strikes, accidents, fires, availability of material and all other causes beyond our control. Prices are based on cost and conditions existing on the date of quotation and are subject to changes by the seller before final acceptance.
- 2) Typographical and stenographic errors are subject to correction.
- 3) Conditions not specifically stated herein shall be governed by the established trade customs. Terms inconsistent with those stated herein which may appear on purchaser's final order will not be binding on the Seller.
- 4) **Quoted delivery time:** The above-quoted delivery time is the best known at time of tender call / quotation and is subject to change based upon shop loading at time of chassis arrival and / or receipt of firm order to Viking-Cives Ltd.
- 5) **Chassis requirements:**
 - Chassis specifications must be approved by Viking-Cives Engineering Department prior to acceptance of order.
 - Additional charges are applicable if any modifications in lighting/wiring connections are required.
 - Fully powered chassis OEM plow light connections are required.
 - Electrical connections, body builders plug in's etc., to be provided with chassis (back of cab or inside) to allow installation of auxiliary lighting and electrical connections. High amp system required.
 - Quoted prices **do not** include alteration or relocation of exhaust, battery box, air dryer, or fuel tank etc.
 - Road Speed: **In-cab** provision for spreader control system to pick up road speed is required.
 - Customer to ensure chassis to be supplied is suitable for installation & operation of equipment quoted. Any possible required chassis modifications **are not** included in quoted price.
- 6) Chassis delivery from VCL **is NOT** included in the above-quoted price.
- 7) Delivery of plow and / or wing to customer's yard is included in the above price.
- 8) Auto lubrication system **is NOT** included in the above price.
- 9) Back-up camera system **is NOT** included in the above price.
- 10) Rust proofing **is NOT** included in the above price.



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PRICE QUOTATION

Phone: 587-620-9201 & 780-652-3242

www.vikingcives.com

10500 48 St. SE 2311 5A Street
Calgary, AB & Nisku, AB
T2C 2B8 T9E 8G6

QUOTE #: KT26-048

REVISION LEVEL:

DATE: March 16, 2026

PROPOSED: 45 Weeks after Receipt of P.O.

TERMS: Net 30 Days

F.O.B.: Calgary, AB.

SALESPERSON: Kevin Turcan

CANOE CONTRACT #: CAN-2024-010-VCC

CANOE MEMBER #: AB1530

TO: Foothills County

ATTN: Brad Lewis – Shop Supervisor – brad.lewis@foothillscountyab.ca 1-403-333-5402

RE: 2026 Beau-Roc Gravel Box

The above-quoted delivery time is the best known at time of tender call / quotation and is subject to change based upon shop loading at time of receipt of firm order to Viking-Cives Ltd.

Viking-Cives Ltd. is pleased to supply this price quotation for the following equipment as described:

Beau-Roc Gravel Box

- * *Beau-Roc DH -15' x 36" x 48" Hardox 450 Gravel body*
- * *Shovel holder installed on driver's side front*
- * *Red/white 2" reflective tape along body fenders & across bottom tailgate*
- * *Stainless steel ladder in lieu of standard ladder*
- * *24" Cab Shield for Beau-Roc Gravel Box*
- * *Grote "Ultra Blue Seal" - **Heated** LED body lighting kit c/w license plate lamp, LH and RH 2-1/2" round red LED rear clearance, 2 x 6" heated oval red LED stop/turn/tail, 2 x 6" heated oval red LED stop/turn/tail with back-up, front side 2-1/2" marker lights. - Beau-Roc Gravel Box*
- * *2 x Grote amber self-flashing LED 6" corner post strobe*
- * *Grote amber 17" low profile LED mini bar with cab shield mount*
- * *Beau-Roc electric tarp c/w aluminum tarp arms, chassis wiring kit/install kit & tarp pivot plates*
- * *Mesh tarp cover*
- * *Mudflap kit for Beau-Roc gravel box*
- * *10" black poly sideboards - Pair*
- * *Dupont Imron Elite Finish w/ chromate epoxy Dupont CR2580 primer. **Paint code: T.B.D.***

Chassis Options

- * *"New" tow apron dump body hinge pintle combination with bracing and two D-rings, rated for maximum 80,000lbs is for class 8 tandem chassis c/w Baril DCC-181 finish - medium gloss black*
- * *Premier 370A with air plunger and 2" tow eyes 90,000 # MGTW.*
- * *Pintle hook rubber cover kit*
- * *Standard blue and red glad hands.*
- * *6 pin electric trailer plug if required*
- * *Re-install OEM 7 pin trailer plug*

Electric & Hydraulic Controls

- * *Parker GS102 Dump Pump*
- * *Parker - ASK-17 air shift cylinder*
- * *Parker Chelsea 280 PTO*
- * *MPFILTRI # CSG-100-P10A return filter.*
- * *Cross manufacturing selector valve for truck / pup hoist.*
- * *VCL low oil level indicator w/ in cab warning light to be installed on chassis supplied dash indicator tied into trucks RPM.*
- * ***** Chassis supplied ***** *50-gallon aluminum fuel / 50-gallon aluminum hyd tank assembly.*
- * *Standard hydraulic oil.*
- * *Standard 2 wire hydraulic hose and hose ends by number of sections Aeroquip 100R16 2 Wire EC215 with brazen resistant cover*
- * *Floor Console unit - Standard mini*
- * *Lift to lock RMH air control: Hoist*
- * *Cab floor stiffener plate*
- * *Pintle hook to work off park brake circuit*
- * *Install shut off valves on chassis supplied hydraulic tank and install float level sensor on chassis supplied hyd tank.*
- * *PTO switch to be on truck dash switch.*
- * *Tail gate trip for truck chassis & pup chassis to be run off truck chassis dash switches. Truck air tailgate trip to run off chassis supplied air solenoid*
- * *Truck and pup tarps to be run off truck chassis dash switches.*

VIKING CIVES EQUIPMENT - NET SUPPLIED AND INSTALLED.....\$66,705.00 Each + Tax

Prices are subject to change to the prices in effect at the time of delivery. Viking Cives Ltd. reserves the right to make any corrections to prices quoted due to clerical errors or errors of omission. In the event of any design, specification, ordered quantity, or shipment changes representing a price increase. Buyer will be notified and afforded an opportunity to confirm.

**** DUE TO GLOBAL ECONOMIC CONDITIONS BEYOND OUR CONTROL, INCLUDING POTENTIAL CHANGES IN TARIFFS OR TRADE POLICIES, PRICING ON THIS QUOTATION MAY NO LONGER BE VALID AT TIME OF ORDER ****

**All Applicable Taxes Extra.
QUOTE VALID FOR 30 DAYS.**

Respectfully Submitted,



Kevin Turcan

Regional Sales Manger

**** NOTES FOR THE ABOVE-QUOTED EQUIPMENT ****

- 1) The price and terms on this quotation are not subject to verbal changes or other agreements unless approved in writing by the home office of the seller. All quotations and agreements are contingent upon strikes, accidents, fires, availability of material and all other causes beyond our control. Prices are based on cost and conditions existing on the date of quotation and are subject to changes by the seller before final acceptance.
- 2) Typographical and stenographic errors are subject to correction.
- 3) Conditions not specifically stated herein shall be governed by the established trade customs. Terms inconsistent with those stated herein which may appear on purchaser's final order will not be binding on the Seller.
- 4) **Quoted delivery time:** The above-quoted delivery time is the best known at time of tender call / quotation and is subject to change based upon shop loading at time of chassis arrival and / or receipt of firm order to Viking-Cives Ltd.
- 5) **Chassis requirements:**
 - Chassis specifications must be approved by Viking-Cives Engineering Department prior to acceptance of order.
 - Additional charges are applicable if any modifications in lighting/wiring connections are required.
 - Fully powered chassis OEM plow light connections are required.
 - Electrical connections, body builders plug in's etc., to be provided with chassis (back of cab or inside) to allow installation of auxiliary lighting and electrical connections. High amp system required.
 - Quoted prices **do not** include alteration or relocation of exhaust, battery box, air dryer, or fuel tank etc.
 - Road Speed: **In-cab** provision for spreader control system to pick up road speed is required.
 - Customer to ensure chassis to be supplied is suitable for installation & operation of equipment quoted. Any possible required chassis modifications **are not** included in quoted price.
- 6) Chassis delivery from VCL **is NOT** included in the above-quoted price.
- 7) Delivery of plow and / or wing to customer's yard is included in the above price.
- 8) Auto lubrication system **is NOT** included in the above price.
- 9) Back-up camera system **is NOT** included in the above price.
- 10) Rust proofing **is NOT** included in the above price.



canoe
APPROVED SUPPLIER

PRICE QUOTATION

Phone: 587-620-9201 & 780-652-3242

www.vikingcives.com

10500 48 St. SE 2311 5A Street
Calgary, AB & Nisku, AB
T2C 2B8 T9E 8G6

QUOTE #: KT26-042

REVISION LEVEL: 1

DATE: March 16, 2026

PROPOSED: 45 Weeks after Receipt of P.O.

TERMS: Net 30 Days

F.O.B.: Calgary, AB.

SALESPERSON: Kevin Turcan

CANOE CONTRACT #: CAN-2024-010-VCC

CANOE MEMBER #: AB1530

TO: Foothills County

ATTN: Brad Lewis – Shop Supervisor – brad.lewis@foothillscountyab.ca 1-403-333-5402

RE: 2026 Viking Cives Front Plow with Customer Supplied Slide In Sander & Beau-Roc Gravel Box

The above-quoted delivery time is the best known at time of tender call / quotation and is subject to change based upon shop loading at time of receipt of firm order to Viking-Cives Ltd.

Viking-Cives Ltd. is pleased to supply this price quotation for the following equipment as described:

VCL Steel Rev Plows & Options

* VCL4212FE, steel reversible plow, 12' full trip moldboard, 10-gauge, 42" high, 9' 8" clearing path @ 35°

Standard Features:

- 1. Power ram reversing moldboard can discharge snow on the left or right side.*
- 2. Dual compression arms allow the entire moldboard to trip when hitting immovable objects, protecting the road and the plow.*
- 3. Fully welded 3/16" steel moldboard skin.*
- 4. 3 plow attack angle options provide simple edge adjustment for optimal cutting-edge configuration.*
- 5. Adjustable push frame shoes*
 - * *1/2 x 8 x 144" steel cutting edge, 12" center punched*
 - * *Western Canada style quick attach lug and bar*
 - * *Anti-Sail rubber snow deflector - stainless steel with Viking logo laser cut*
 - * *2 x 36" plow marker whip, fluorescent orange*
 - * *Baril DCC-181 Finish w/ corrosion protection: Medium gloss black (moldboard and push frame)*
 - * *Jack stand for steel reversing plow.*

Plow Harness & Options

- * *VCL500LMW Low Mount Harness includes 5/8" 44w tail plates to suit chassis, plow lift yolk and 4x10 plow lift cylinder. Quick attached pockets and pins included.*
- * *Cut O.E.M. front bumper and re-install ends to chassis.*
- * *Grote LED plow lights (**HEATED**) c/w integrated signal lights*
- * *Medium gloss black (wing towers, harness)*

Beau-Roc Gravel Box

- * *Beau-Roc DH -15' x 36" x 48" Hardox 450 Gravel body*
- * *Shovel holder installed on driver's side front*
- * *Red/white 2" reflective tape along body fenders & across bottom tailgate*
- * *Stainless steel ladder in lieu of standard ladder*
- * *24" Cab Shield for Beau-Roc Gravel Box*
- * *Grote "Ultra Blue Seal" - **Heated** LED body lighting kit c/w license plate lamp, LH and RH 2-1/2" round red LED rear clearance, 2 x 6" heated oval red LED stop/turn/tail, 2 x 6" heated oval red LED stop/turn/tail with back-up, front side 2-1/2" marker lights. - Beau-Roc Gravel Box*
- * *2 x Grote amber self-flashing LED 6" corner post strobe*
- * *Grote amber 17" low profile LED mini bar with cab shield mount*
- * *Beau-Roc electric tarp c/w aluminum tarp arms, chassis wiring kit/install kit & tarp pivot plates*
- * *Mesh tarp cover*
- * *Mudflap kit for Beau-Roc gravel box*
- * *10" black poly sideboards - Pair*
- * *Dupont Imron Elite Finish w/ chromate epoxy Dupont CR2580 primer. **Paint code:** T.B.D.*

Hoppers & Options

- * **** Customer supplied **** *Slide in Sander hopper*
- * *VBS hopper adjustable tailgate lock bar assembly in lieu of standard hold down kit*
- * *Customer supplied sander to be in good working order any repairs required to sander will be quoted as a separate invoice.*

Chassis Options

- * *"New" tow apron dump body hinge pintle combination with bracing and two D-rings, rated for maximum 80,000lbs is for class 8 tandem chassis c/w Baril DCC-181 finish - medium gloss black*
- * *Premier 370A with air plunger and 2" tow eyes 90,000 # MGTW.*
- * *Pintle hook rubber cover kit*
- * *Standard blue and red glad hands.*

- * 6 pin electric trailer plug if required
- * Re-install OEM 7 pin trailer plug

Electric & Hydraulic Controls

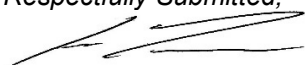
- * Bosch Rexroth CS-661 spreader controller & CS-161 joystick
- * Chelsea 890 PTO
- * Bosch Rexroth 80cc transmission mounted piston pump
- * Bosch Rexroth "On screen" low oil indication
- * Bosch Rexroth stainless steel frame mount 151 litre hydraulic tank c/w internal return filter
- * Standard hydraulic oil
- * Bosch Rexroth high pressure & pilot oil filter ass'y w/10-micron absolute filter
- * Standard 2 wire hydraulic hose and hose ends by number of sections Aeroquip 100R16 2 Wire EC215 with brazen resistant cover
- * Bosch Rexroth conveyor & prewet sensor feedback cables
- * Sprage Road Watch SS Road Temp sensor with interface to Bosch Controller
- * Bosch Rexroth 14.7 prewet power unit in stainless enclosure
- * Swivel pedestal console cab mount for Bosch Rexroth spreader controller / joystick
- * Air solenoid valves per function (tailgate)
- * Cab floor stiffener plate
- * All electrical component wiring and junction boxes shall be completely sealed, soldered and heat shrunk, no crump type connectors will be accepted

VIKING CIVES EQUIPMENT - NET SUPPLIED AND INSTALLED.....\$145,415.55 Each + Tax

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**** DUE TO GLOBAL ECONOMIC CONDITIONS BEYOND OUR CONTROL, INCLUDING POTENTIAL CHANGES IN TARIFFS OR TRADE POLICIES, PRICING ON THIS QUOTATION MAY NO LONGER BE VALID AT TIME OF ORDER ****


**All Applicable Taxes Extra.
QUOTE VALID FOR 30 DAYS.**

Respectfully Submitted,


Kevin Turcan
Regional Sales Manger

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- 9) Back-up camera system **is NOT** included in the above price.
- 10) Rust proofing **is NOT** included in the above price.

DEPARTMENT: Public Works	
	TOPIC: Bridge File 1331 – Precast Girders (Revised Award)
REPORT PRESENTED BY: Wiaan Kruger, Director of Public Works	

PURPOSE OF REQUEST

That Council rescind Resolution 177-26 and approve a revised award for the pre-casting of bridge girders for Bridge File 1331.

BACKGROUND

Council previously approved Resolution 177-26 (March 4, 2026), awarding the girder pre-casting project for Bridge File 1331 to Eagle Builders based on quotations that assumed standard (non-skewed) girders.

Bridge File 1331 involves the replacement of 24 concrete girders as part of the approved 2026 capital program due to deterioration of the existing structure.

DISCUSSION

Subsequent to Council approval, further technical review confirmed that all 24 girders for Bridge File 1331 are skewed, which was not reflected in the original quotations. As a result, Administration obtained revised quotations that reflect the correct girder geometry. The updated pricing is as follows:

- Knelsen: \$372,100 (GST extra)
- Eagle Builders: \$384,325.85 (GST extra)

Both quotations include fabrication of 24 skewed girders and delivery to the site. Knelsen submitted the lowest compliant revised bid. The revised cost remains within the overall project budget approved for Bridge File 1331.

In addition, Administration anticipates operational savings later in the project by avoiding approximately three nights of accommodation and meal costs for bridge inspection staff that would otherwise have been required during the casting process.

The overall Bridge File 1331 project remains within the 2026 approved capital budget.

REQUEST OF COUNCIL

Proposed Motion:
That Council rescind Resolution 177-26, awarding the girder pre-casting project for Bridge File 1331 to

Eagle Builders, and further that Council approve the revised award of the girder pre-casting project for Bridge File 1331 to Knelsen for a total cost of \$372,100 (gst extra)

APPENDICES

- Knelsen Quote
- Eagle Builders Quote

Date: April 8, 2026

Attn: Foothills County – Calvin Roberts
Re: (24) - 12m SL510 Bridge Girders
Quote: EP2324

We are pleased to offer for your consideration the following quote for the Precast Concrete Components noted below. Your pricing is as follows:

Standard Specifications & Price

Item No.	Description	Estimated Qty.	Unit Price	Total Bid
	Precast Concrete Units - Supply and Fabrication, Delivery and Erection	24	Lump Sum	\$356,460.00
	SL510 12m w/ Skew			\$381,300.00
				\$372,100.00

Note: Above pricing does not include installation

All Pricing in Canadian Funds, GST, PST is NOT Included, Bonding is not included.

Clarifications:

- Based on standard ATEC drawings for 0 skew, 12m SL510 girders
- Based on summer, fall or winter weight seasons.
- Tarping included at \$250.00 per load
- All erection hardware is included.
- Silane sealer is included as per contract documents
- Based on 100% axle weight
- Offloading by others – Maximum 2 Hours offloading upon arrival.
- Extra offloading time will be billed out at \$165 per hour.

Schedule:

1. Final schedule is to be mutually agreed upon at time of contract

Payment Terms:

1. All precast will be billed on units shipped; (or 30 days after final production) product will be stored in the Knelsen yard until delivery is required.
2. Payment will be due in full, 30 days from receipt of invoice (Net 30) for product as produced (Paid as Produced). No holdback on supply only items.
3. All overdue accounts shall be subject to interest at the current Royal Bank of Canada prime lending rate plus two percentage points.

Contractual:

1. An acceptable order will be in the form of a Letter of Intent, a Purchase Order or a Sub-contract.
2. We have not included for bonds of any type, can be provided if required.
3. Contract clauses limiting Knelsen's payment due date to when the Contractor get paid will not be accepted.
4. Knelsen does not accept any clauses pertaining to liquidated damages.

This offer remains valid for a period of **30** days. We trust the above meets your requirements and we thank you for the opportunity of working with you on this and future projects. If you have any question, please feel free to call.

Sincerely,



Anita Serr

Sales & Operations Manager
Knelsen Sand & Gravel Ltd.

A: 4300 50th Avenue, Calgary, AB T2B 2T7

P: +1 (403) 279-8161 **M:** +1 (403) 542-2574

E: anitas@knelsen.com **W:** www.knelsen.com



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Bow Valley Bridge Services Ltd.
114 Riverview Green
Cochrane, AB T4C 1K2

March 31, 2026

Attention: Calvin Roberts – calvin@bvbsltd.com (403-816-3294)

RE: Foothills County - SL510 Girders – Revision 2

QUOTATION #A26078

Eagle Builders LP is pleased to offer the following quotation for the above project based on the AT Standard drawings S-1729-07, S-1730-07, S-1749-07 and the information provided via email Jan 29th, Feb 27th and March 27th 2026:

For a 3 Span Bridge: Type SL-510 Girders (12 meters) 30° LHF Skew

- o Supply of 18 girders (INT) – 12m x 1.206m x 0.51m @ 28,050lbs each
- o Supply of 6 girders (EXT) – 12m x 1.206m x 0.51m @ 29,640lbs each

❖ Cost to fabricate:	\$ 361,450.85
❖ Cost to deliver (12 loads):	\$ 22,875.00
❖ Total cost to fabricate and deliver:	\$ 384,325.85

- ❖ **Pending tariffs may affect pricing.**
- ❖ **Schedule to be determined based on plant availability at time of award.**
- ❖ **Quote valid based on acceptance of all elements quoted. Individual elements subject to requote.**

INCLUSIONS:

- ❖ Deliveries include 2 hours unload time, per truck, from the requested arrival time. Additional time billed at \$250/ hour.
- ❖ HPC Concrete 70 MPa @ 28days.
- ❖ 28-day concrete strength testing by 3rd party laboratory.
- ❖ Engineered Lifting points/Shop Drawings.
- ❖ All reinforcement is Black Bar as per AT Standard drawings.
- ❖ Anchor Bolt Assemblies – HDG, 42pcs total.
- ❖ All Connecting Hardware – HDG.
- ❖ Buffer Angles – HDG, 48pcs total.
- ❖ Silane sealer to be applied to top and vertical surfaces.
- ❖ 100mmØ continuous void form, exterior girders only.
- ❖ 75mmØ PVC duct, exterior girders only.

EXCLUSIONS:

- ❖ Installation.
- ❖ Bonding.

Foothills County - SL510 Girders

- ❖ Bearing pads.
- ❖ Dowels.
- ❖ Bridgerails.
- ❖ Pigmented sealer.
- ❖ 3rd party production witness inspections.
- ❖ Extra delivery charges due to road bans, police escorts, special permits, nighttime delivery.

NOTES:

- ❖ Eagle Builders LP is a CPCI Certified plant. Eagle Builders LP has been qualified to manufacture Precast Concrete to CSA Standard A23.4 and PCI MNL-116/117.
- ❖ All pieces noted are supplied in accordance with CSA A23.4-05 requirements.
- ❖ All manufacturing work is based upon a standard work week of 8 hours per day, 5 days per week, except statutory holidays in the Province of Alberta.
- ❖ Alterations, amendments, or deviations from the above specifications can be provided through change order.
- ❖ Change orders incur additional costs for applicable material and labor, as well as a 10% administration fee, unless otherwise specified and agreed between Eagle Builders LP and the Purchaser.
- ❖ All agreements contingent upon strikes, accidents, or delays beyond our control.
- ❖ Quote may be subject to credit approval.
- ❖ Eagle Builders LP backs product with a standard 1-year manufacturer's warranty.

WORKING WITH EAGLE BUILDERS LP:

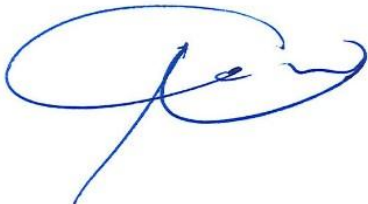
- ❖ Upon notification of award, the following three document packages are required to proceed with design and manufacturing:
 - Purchase Agreement – PO or PO#, Contract or Sub-Contract, or a signed copy of this quote.
 - Project Information Sheet – Will be provided by Eagle Builders LP for contact and accounting purposes.
 - Copies of both the Labor and Material Bond and Performance Bond – Required on all bonded projects and must be submitted to Eagle Builders at time of award.
- ❖ Certificates of insurance are available upon receipt of the appropriate requisition form. Please note that waivers of subrogation are subject to a minimum fee of \$150. The underwriter may increase fees relative to its exposure on the project. The underwriter reserves the right to reject requests for such a waiver.
- ❖ The Purchaser is responsible to ensure product drop off location is accessible, permissible and safe for offloading. Site access offloading and traffic control or flaggers required for site access to be provided by the Purchaser. Eagle Builders LP to be notified in advance if site orientation is required.
- ❖ Delivery arrangements must be confirmed 5-business-days after approval of shop drawings or 5-business-days prior to required loading dates, whichever comes first. Altering deliveries within 5-business-days prior to loading may incur charges and may

Foothills County - SL510 Girders

result in delays to loading or truck availability. For large or capital projects, more time may be required.

- ❖ For heavy haul loads requiring specialized equipment such as trombone trailers, bunk-and-dolly configurations, or multi-steering axels, there is limited equipment available in Western Canada. Eagle Builders LP cannot commit to any number of deliveries per day unless the Purchaser is able to give sufficient lead time and the dates and times are honored.
 - ❖ Eagle Builders LP will not accept liability for delays due to inclement weather, on-site offloading, installation equipment breakdowns, or site condition related delays of any kind.
 - ❖ Any loaded transportation equipment detained on site will incur standby and/or subsistence at market rates. It is the Purchaser's responsibility to notify Eagle Builders ahead of scheduled logistics execution if additional time or arrangements must be made to safely and efficiently unload project materials.
 - ❖ Eagle Builders LP's yard is open weekdays from 8:00am to 4:30pm and must be pre-booked. Alternative times may be arranged with sufficient notice. Eagle reserves the right to turn away, or issue fines to, unscheduled or unsafe equipment.
 - ❖ Eagle Builders LP does not work Sundays.
 - ❖ Eagle Builders LP reserves the right to charge additional storage and yarding fees equivalent to those incurred for moving and storing delayed projects.
- ❖ Payment terms are:
- Net 30days. No holdbacks.
 - **GST NOT INCLUDED IN PRICE.**
 - **PRICE IN EFFECT FOR 30 DAYS – SUBJECT TO TARIFFS. CHANGES, REVISIONS, OR ADDENDA VOID THIS QUOTE.**

Sincerely yours,




Amy Peters

Eagle Builders LP – Infrastructure Estimator

Eagle Builders LP as represented by its General Partner, Eagle Builders Inc.

Limited Partnership Acknowledgement

The parties hereby acknowledge that Eagle Builders LP ("**Limited Partnership**") is a limited partnership formed under the *Partnership Act* (Alberta). The parties hereby agree that the obligations or liabilities of the Limited Partnership to the parties, including in respect of this agreement, shall not personally be binding upon, nor shall resort hereunder be had to, the property of any of the limited partners of the Limited Partnership or assignees of their interest in the Limited Partnership (including, if applicable or for greater certainty, under section 64 of the *Partnership Act* (Alberta)), but shall only be binding upon and resort may only be had to the property of the Limited Partnership or the general partner of the Limited Partnership.

DEPARTMENT: Public Works	
	Award of Engineering Services – 2026 Engineering Standards
REPORT PRESENTED BY: Cyril Mitchell, Technical Lead and Wiaan Kruger, Director of Public Works	

PURPOSE AND BACKGROUND

Foothills County retained K2 Engineering Ltd. to prepare an Invitational Request for Proposals (RFP) for consultant services to review, update, and develop the County’s Engineering Standards for implementation in 2026. This work is intended to ensure the County’s Engineering Standards remain current, consistent with regional practices, and aligned with industry and regulatory requirements.

The RFP was issued on March 9, 2026 to four engineering firms previously procured through the County’s General Engineering Services roster for the 2025–2027 term (APC Opportunity Notice: 2024-09111). Proposals closed on March 27, 2026, at which time four submissions were received.

RFP Process and Submissions:

Proposals were received from the following firms:

- ISL Engineering and Land Services Ltd.
- MPE Engineering Ltd.
- Tetra Tech
- WSP

All proponents were invited under the same procurement process and submitted proposals in accordance with the RFP requirements.

Evaluation Process:

The proposals were evaluated by Administration with support from K2 Engineering Ltd. The evaluation team included the Director of Public Works and Engineering, the Technical Lead, and a Professional Engineer from K2 Engineering Ltd.

Each proposal was evaluated based on the criteria identified in the RFP, including:

- Fee proposal
- Qualifications, experience, and capacity, including project understanding, relevant experience, proposed project team, capacity and schedule, organizational structure, and value-added items

The total estimated fees submitted ranged from approximately \$57,000 to \$147,000, excluding optional items. Three proponents provided estimated costs for all tasks required to complete the Engineering Standards Review. One proponent provided pricing for Task 1 only, along with hourly rates for remaining tasks; due to the significantly higher Task 1 cost, no further clarification was requested.

Evaluation Outcome:

All proponents demonstrated relevant experience in the development of engineering standards, sufficient capacity to complete the work, and a sound understanding of the project scope and challenges.

Based on the evaluation, ISL Engineering and Land Services Ltd. submitted the lowest Task 1 cost and lowest overall estimated project cost. The evaluation team concluded that the proposal submitted by ISL Engineering and Land Services Ltd. represented the Overall Most Advantageous Proposal to the County.

Financial Considerations:

This project is an approved 2026 budget item. The proposed contract value of \$57,000 is within the approved budget allocation for the Engineering Standards Review.

Conclusion:

Approval of this recommendation will allow the County to proceed with the scheduled review and update of its Engineering Standards, supporting consistent infrastructure design, development review, and long-term asset management.

REQUEST OF COUNCIL

Proposed Motion:

That Council approve the award of the Engineering Standards to ISL Engineering and Land Services Ltd. in the amount of \$57,000.

APPENDICES

Appendix A: Confidential - 2026 Engineering Standards Review - Proposal Recommendation



**MISCELLANEOUS MUNICIPAL ITEM
REPORT TO COUNCIL
REQUEST TO PURCHASE AN UNDEVELOPED ROAD ALLOWANCE
April 22, 2026**

Application information		File: PL1729-NE09
LEGAL DESCRIPTION: A portion of the original road allowance adjoining the east boundary of NE 09-17-29 W4M, and the west boundary of NW 10-17-29 W4M containing 2.0 acres +/-		
LANDOWNER: Foothills County		
LICENCE APPLICANT: Hutterian Brethren Church of Cayley (Cayley Colony Farming Co Ltd.)		
PROPOSAL: Request to Purchase a Portion of an Undeveloped Road Allowance		
DIVISION NO: 1	COUNCILLOR: Rob Siewert	
FILE MANAGER: Donna Fowler, Municipal Lands Administrator		

LOCATION

The Road Allowance is located approximately 5.5km southwest of the Hamlet of Cayley, on 690 Ave E, within an undeveloped portion of 56th Street East.

BACKGROUND

The Applicant submitted a letter on February 12, 2026, to request Council’s consideration to purchase and consolidate a portion of the undeveloped road allowance bisecting properties owned by the applicant. The portion of undeveloped road allowance lies between the east boundary of NE 9-17-29W4, and the west boundary of NW 10-17-29W4.

Foothills County has been working with the applicants on a land use application to bring their property into compliance with the Land Use Bylaw. The Planning department will be bringing the land use application through a public hearing process to Council later this spring. The outcome of this application may affect the items they bring forth at that time.

This portion of road allowance runs directly through the main yard of the colony and multiple buildings are located partially within its boundaries.

The intention is to consolidate the land 50% into NE ¼ 9 and 50% into NW ¼ 10. This split would ensure that each existing building is wholly located within the quarter section and not on the new quarter section line.

Should this application for purchase and consolidation be successful, the applicant will work with a surveyor and land titles to consolidate the NE & SE ¼’s into one parcel (E 9) and the NW & SW ¼’s into one parcel (W 10). This will ensure that the portions of SE 9 & SW 10 on the north side of mosquito creek are not landlocked by the closure and help solve some other setback issues.

The applicant currently licenses the road allowance between E 9 and W 10 and would continue to license the remaining portions should this purchase be successful.

The applicant owns all adjoining parcels.

REQUEST OF COUNCIL

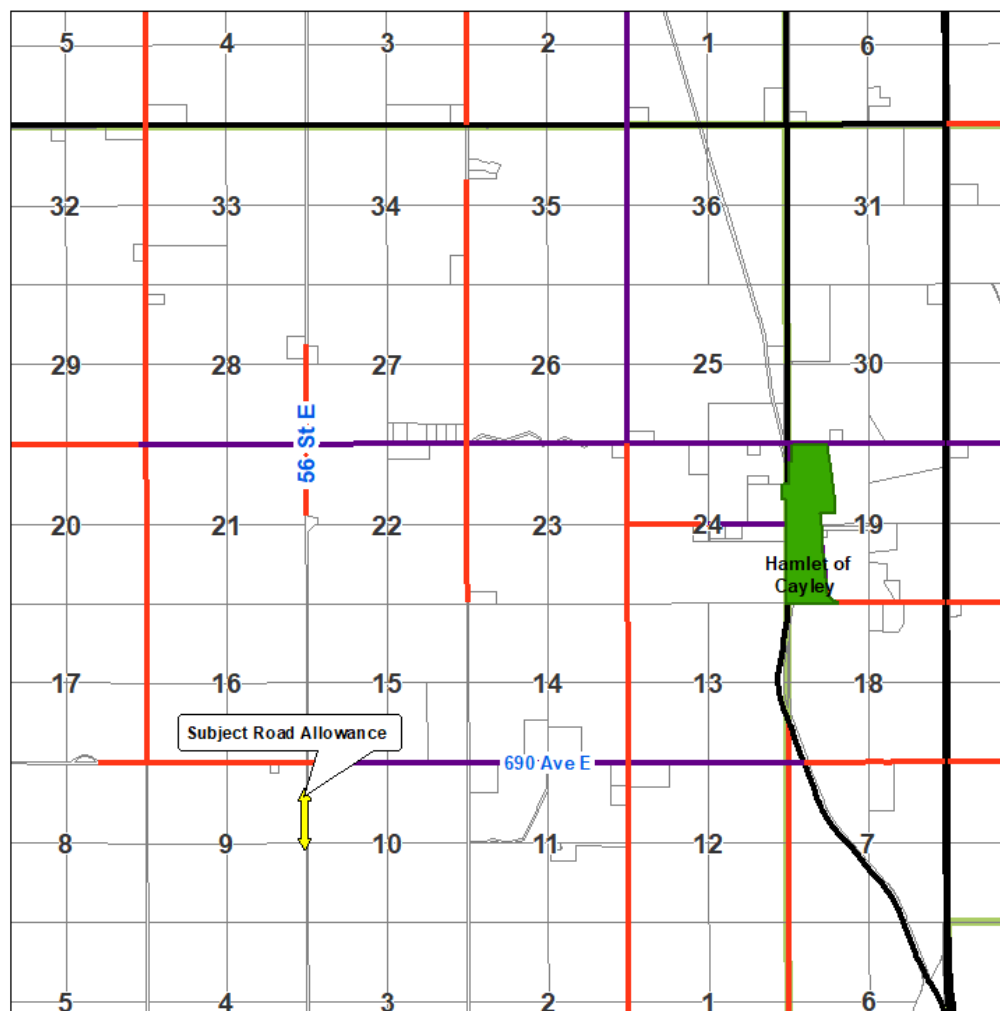
If Council is amenable to the landowner's request, direct administration to proceed with a public hearing in order to consider the road closure of the portion of undeveloped road allowance adjoining the east boundary of NE 09-17-29 W4M, and the west boundary of NW 10-17-29 W4M containing 2.0 acres +/-, for purchase.

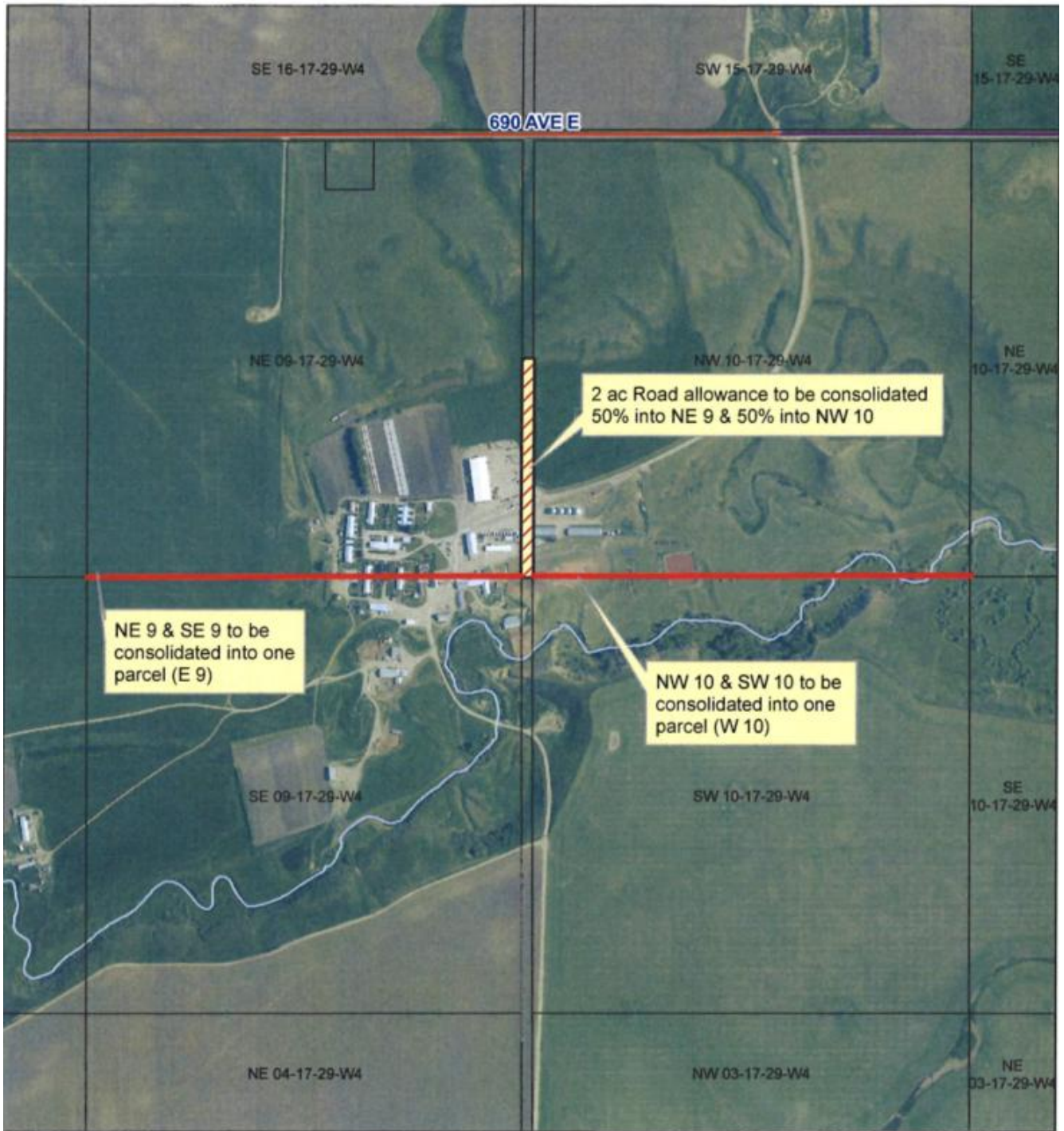
APPENDICES

APPENDIX A – Location Maps & Orthophotos

APPENDIX B – Applicant Request Letter

APPENDIX A: LOCATION MAPS







**APPENDIX B:
REQUEST LETTER**

February 12, 2025


Donna Fowler
Public Land Administrator
Foothills County
309 Macleod Trail, High River, Alberta T1V 1M7

Dear Mrs. Fowler,

We (Hutterian Brethren Church of Cayley) are writing concerning the closure for purchase and consolidation of a road allowance. The road allowance is located between East 1/2-9-17-29-W4 and West 1/2-10-17-29-W4. We (Hutterian Brethren Church of Cayley) would also like to request the consolidation of the property lines intersecting in each of the parcels. The first property line is located between NE 9-17-29-W4 and SE 9-17-29-W4. The second property line is located between NW 10-17-29-W4 and SW 10-17-29-W4. Thank you for your attention into this matter, we are looking forward to your response.

Sincerely
Hutterian Brethren Church of Cayley
[REDACTED]

MISCELLANEOUS MUNICIPAL ITEM
FOOTHILLS COUNTY - CITY OF CALGARY ANNEXATION NEGOTIATION COMMITTEE
April 22, 2026

ANNEXATION NEGOTIATION COMMITTEE	
	<p>PROPOSAL: Request for 2nd and 3rd readings to establish the Foothills County – City of Calgary Annexation Negotiation Committee (ANC) as a Committee of Council, and adopt the Terms of Reference (TOR) for the ANC.</p>
<p>PREPARED BY: Drew Granson</p>	

BACKGROUND

September 3, 2025: The City of Calgary gave notice to the Minister of Municipal Affairs, the Land and Property Rights Tribunal, Foothills County, and other local authorities, proposing to annex land from The County into The City.

Under Section 117(1) of the Municipal Government Act, the municipal authorities from which the land is to be annexed must, on receipt of a notice of intent to annex, meet with the initiating municipal authority to discuss the proposals included in the notice and negotiate the proposals in good faith.

January 23, 2026: The City of Calgary and Foothills County Intermunicipal Committee reviewed the draft Terms of Reference for the Annexation Negotiation Committee and directed staff to present the draft TOR to the respective Municipal Councils for adoption, establishment of an ANC, and appointment of Committee Members.

March 12, 2026: The City of Calgary Intergovernmental Affairs (IGA) Committee made recommendation to the City of Calgary Council, that the Council:

1. Give three readings to the proposed bylaw to establish the Foothills County-City of Calgary Annexation Negotiation Committee Bylaw.
2. Appoint three Members of Council and one alternate Member of Council to the Foothills County-City of Calgary Annexation Negotiation Committee.
3. Direct Administration to consider the required operating/capital budget requirements as part of the preparation of the 2027-2030 Business Plan and Budget to be discussed in November 2026.

March 25, 2026: The Foothills County Council made the following three motions:

1. That Council accept the Terms of Reference for the City of Calgary and Foothills County Annexation Negotiation Committee.
2. That Bylaw 11/2026, establishing the Annexation Negotiation Committee as a Committee of Council, be given first reading.
3. That Reeve Rob Siewert, Deputy Reeve Suzanne Oel, and Councillor Alan Alger be appointed as members to the City of Calgary and Foothills County Annexation Negotiation Committee, and that Councillor John Callister be appointed as alternate member, and that Deputy Reeve Suzanne Oel act as Co-Chair of the committee.

March 31, 2026: The City of Calgary Council granted three readings to the proposed bylaw establishing the Foothills County-City of Calgary Annexation Negotiation Committee and appointed Councillors Dan McLean , Myke Atkinson, and Mike Jamieson as committee members and Councillor Landon Johnston as alternate member. Councillor Dan McLean was appointed as Co-Chair of the committee

REQUEST

Council is requested to grant 2nd and 3rd readings to Bylaw 11/2026 establishing the City of Calgary and Foothills County Annexation Negotiation Committee as a Committee of Council.

APPENDICES

APPENDIX A: DRAFT BYLAW

APPENDIX B: SCHEDULE A: TERMS OF REFERENCE - CITY OF CALGARY AND FOOTHILLS COUNTY ANNEXATION NEGOTIATION COMMITTEE

APPENDIX A: DRAFT BYLAW

BYLAW 11/2026

**BEING A BYLAW OF FOOTHILLS COUNTY TO ESTABLISH THE
FOOTHILLS COUNTY – CITY OF CALGARY
ANNEXATION NEGOTIATION COMMITTEE AS A COMMITTEE OF COUNCIL**

WHEREAS section 145 of the *Municipal Government Act*, RSA 2000, c M-26, as amended (“*Municipal Government Act*”), provides that Council may pass bylaws to establish Committees of Council and define their functions;

AND WHEREAS the City of Calgary has initiated an annexation of land in Foothills County in accordance with section 116 of the *Municipal Government Act*;

AND WHEREAS section 117 of the *Municipal Government Act* requires the municipal authority from which the land is to be annexed to meet the initiating municipal authority to discuss the proposals included in the annexation notice and negotiate the proposals in good faith;

AND WHEREAS the municipal councils of Foothills County and the City of Calgary want to establish a joint council committee to facilitate such annexation negotiation;

AND WHEREAS Council deems it necessary to establish the Foothills County – City of Calgary Annexation Negotiation Committee;

NOW, THEREFORE, THE COUNCIL OF FOOTHILLS COUNTY ENACTS AS FOLLOWS:

SHORT TITLE AND INTERPRETATION

1. This Bylaw may be cited as the “Foothills County – City of Calgary Annexation Negotiation Committee Bylaw”.
2. Any Schedules attached to this Bylaw form part of this Bylaw.

ESTABLISHMENT

3. The Foothills County – City of Calgary Annexation Negotiation Committee is hereby established as a Council Committee.

MANDATE

4. The mandate of the Foothills County – City of Calgary Annexation Negotiation Committee is set out in the Terms of Reference and included as Schedule “A” attached.

EFFECTIVE DATE

5. This Bylaw shall have effect on the date of the third reading.

FIRST READING: March 25, 2026

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 ____.

Terms of Reference

Annexation Negotiation Committee City of Calgary and Foothills County

1. Introduction

On September 3, 2025, The City of Calgary (The City) gave notice to the Minister of Municipal Affairs, the Land and Property Rights Tribunal, Foothills County (The County) and other local authorities, proposing to annex land from The County into The City. This precipitates the need, pursuant to the Municipal Government Act (MGA), for the two municipalities to enter good faith negotiations on annexation.

2. Legislation

The legislative framework for annexation negotiations is provided in Division 6 of the *Municipal Government Act* (The Act) and more specifically Section 117 (1) and (2) of the MGA.

Direct negotiations

117(1) The municipal authorities from which the land is to be annexed must, on receipt of the notice under section 116, meet with the initiating municipal authority to discuss the proposals included in the notice and negotiate the proposals in good faith.

(2) If there are matters on which there is no agreement, the initiating municipal authority and the one or more municipal authorities from which the land is to be annexed must, during the negotiations, attempt to use mediation to resolve those matters.

3. Purpose of the Annexation Negotiation Committee

The Annexation Negotiation Committee is tasked with reviewing the proposed annexation including but not limited to the City's justification, the results of the public consultation, the statutory planning framework in place and other requirements set out by Alberta's Land and Property Rights Tribunal with the goal of negotiating a satisfactory draft Annexation Agreement. If the committee is successful in their negotiations, the draft annexation agreement would be forwarded to the respective Councils for consideration.

4. Negotiation Principles

The following Principles shall guide the annexation negotiation process and communications between Foothills County and The City of Calgary.

The Members of the Annexation Negotiation Committee will:

- **Share** interests, needs, and concerns with each party toward a common understanding to facilitate mutually beneficial solutions to interests, needs and concerns;
- **Understand** each other's growth aspirations by providing full disclosure and factual information;

- **Respect** each other's points of view and have honest interaction and realistic expectations;
- **Respect** which aspects of development planning and growth are of mutual interest and which areas are of single jurisdictional interest;
- **Support** each other in finding mutually beneficial solutions; and
- **Communicate** effectively to avoid misunderstandings.

5. Terms of Engagement

5.1. Committee Composition

The Committee will be comprised of three appointed Members of Council from each municipality supported by staff as deemed appropriate by each municipality. An alternate Councillor will be appointed by both municipalities.

Quorum for the Committee is a minimum of two Committee Members from each municipality.

5.2. Committee Co-Chairs

Each municipality will appoint one of their elected members to act as co-chair of the Committee. The Co-chairs will alternate responsibility for chairing Committee meetings. They will also be the spokespersons for the Committee with respect to inquiries from the media.

5.3. Roles and Responsibilities

Committee Members

The role of appointed Members of both Councils during Committee meetings is to negotiate and debate the substance of the agreement, including the compensation, taxation provisions and other matters as agreed to by the Committee.

In fulfilling this role, they will:

- Make every effort to attend scheduled meetings.
- Engage in respectful and productive discussion.
- Communicate the progress of negotiations back to their respective Councils.
- Consider Public Engagement

Administration

The role of administration from each municipality is to support appointed Committee Members. Staff and subject matter experts may attend and contribute to meetings as deemed appropriate by each municipality. Members of the respective administrations are not considered Committee Members.

5.4. Decision Making

Decisions during the negotiation process are to be made through consensus of appointed Committee Members. Where agreement cannot be reached at the end of discussion on a specific matter, the reasons for disagreement will be documented and future steps identified

that may be utilized to resolve the matter. Future steps may include obtaining additional relevant information, receiving input from respective Councils, facilitated dialogue and/or mediation.

5.5. Meeting Procedures

The intent is to hold a minimum of one meeting every two months. Meetings will be chaired on an alternating basis between the two municipalities.

Meetings will be held in public, but the Committee may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of the *Access to Information Act (ATIA)*. Interested Councillors from either municipality may attend meetings of the Committee as observers. Remote participation will be available to Committee members, interested Councillors and Administration.

Support staff from both municipalities will jointly prepare and maintain summary notes of the public portion of Committee meetings with sufficient detail to document negotiations and will compile any outcomes of negotiations in the form of a draft negotiated agreement. Meeting agendas will be developed jointly by administration from both municipalities and circulated to all Committee Members at least 3 business days in advance of meetings.

Committee meetings materials and schedule will be posted to the project website. Public may register to receive updates. While public participation is not a component of the meeting, the public will be able to attend the public portion of the meeting. The meetings will not be recorded or streamed.

5.6. Confidentiality

Discussions held during the portions of Committee meetings that are open to the public are considered public and may be communicated to stakeholders or other members of the public by Committee Members or administration. However, discussions during the portions of the meetings that are closed to the public must remain confidential. This does not preclude either municipality from discussing negotiation progress and feedback with their respective Councils or Committees of Council, “in closed session” or with legal counsel and other consultants in confidence.

5.7. Facilitation / Mediation

If there are matters where consensus is not being achieved, the Annexation Negotiation Committee Members may determine that a facilitator and/or mediator is required to support completion of negotiations. In the event that facilitation or mediation is required, administrations may explore the possibility of obtaining an Alberta Community Partnership Grant through Alberta Municipal Affairs to assist with the costs.

5.8. Communications

If the Committee at any time feels that there should be an update provided to the media regarding the progress of negotiations, it should be developed jointly. The contents of such updates will be agreed to by consensus of appointed Committee Members. Staff will prepare and format the final update developed by the Committee for sign-off by the Committee Co-chairs. Other than such updates, Committee Members or administration from either municipality may provide information regarding negotiations undertaken in the public portion of meetings to stakeholders or the public.

6. Scope

The scope of the annexation is limited to those lands identified in the annexation map (Appendix). Any further lands would be considered in a future comprehensive annexation process.

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

- Lands owned by the County.
- Existing Deferred Reserve Caveats
- Existing Planning approvals
- Roadways including road standards and road maintenance within, adjacent to and connected to lands within or adjacent to the proposed annexation territory.
- Assessment and Taxation
- Franchise agreements with utility providers.
- Records
- Financial Compensation
- Planning and Development Transition
- Continuation of Existing Uses
- Active Files
- File Transfer
- Agreed upon issues / issues not agreed upon.

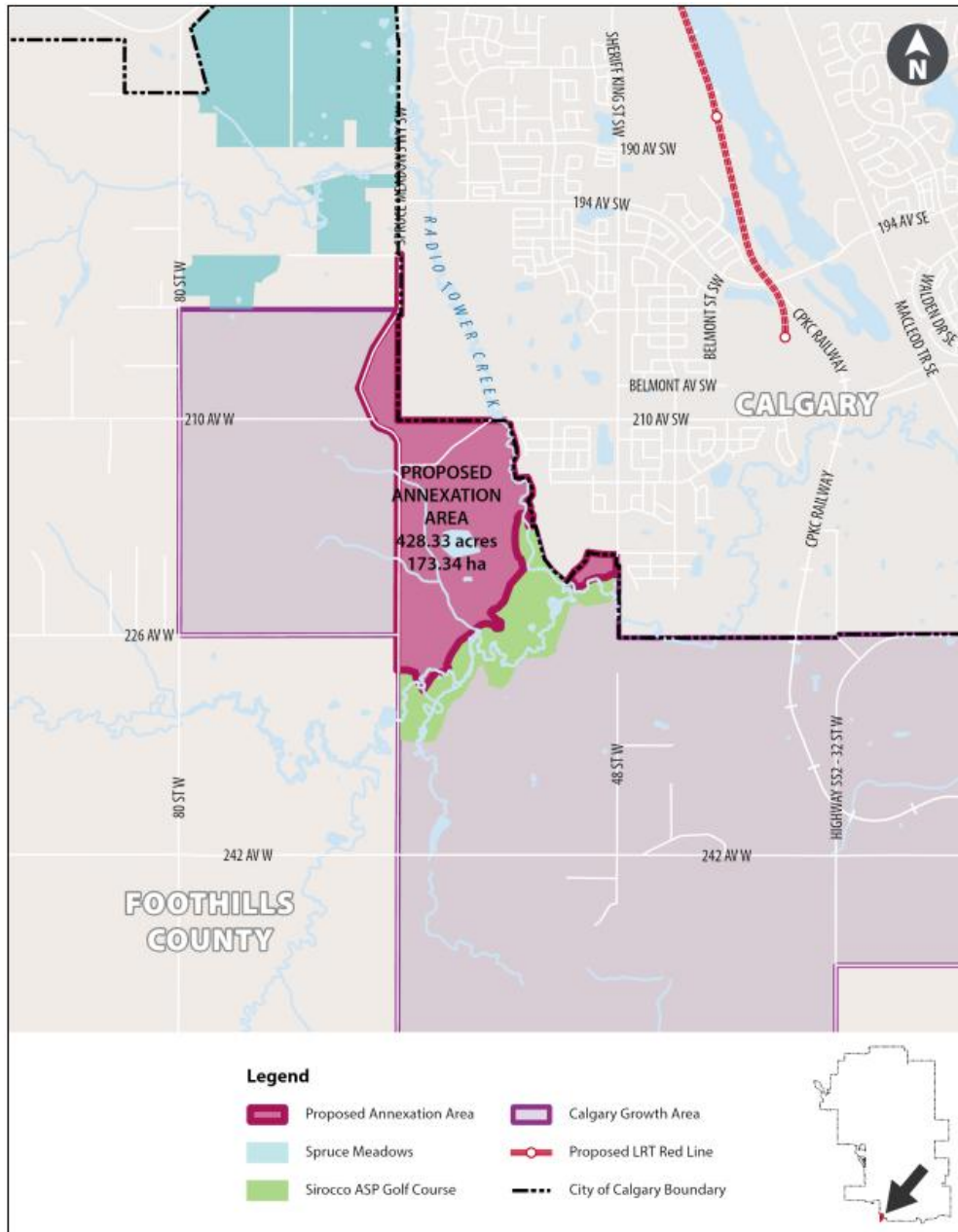
7. Project Influences


Information that may influence the project includes but is not limited to:

- Provincial Annexation Principles
- Foothills County MDP 2010, and The City of Calgary MDP 2020 or as amended.
- Citywide Growth Strategy
- Calgary Triple Bottom Line Policy Framework
- Foothills County and City of Calgary IDP
- Foothills County's Growth Management Strategy
- Saatohtsi Area Structure Plan
- South Saskatchewan Regional Plan
- Sirocco Area Structure Plan (Foothills County)
- Existing Land Use Policies in both municipalities
- Transportation Studies and Plans
- Public consultation and concerns of landowners
- Agricultural capacities of the land
- Infrastructure and utilities
Servicing Capacities

Appendix

The lands proposed for annexation are located within the Calgary Growth Area as defined in the Foothills County – City of Calgary Intermunicipal Development Plan, and specifically encompass portions of sections 4, 8, 9, and 17 in Township 22, Range 1, West of the 5th Meridian (W5M), including areas north of the Sirocco Golf Course and the adjacent 64 Street West road right-of-way, as illustrated in the map below.



DEPARTMENT: Legislative Services	
	TOPIC: Priddis Community Association - Stampede Breakfast
REPORT PRESENTED BY: Deputy Reeve Suzanne Oel	

PURPOSE OF REQUEST

To consider the request for the use and mowing of the Municipal Reserve parcel in the Hamlet of Priddis to allow for parking at the Priddis Stampede Breakfast scheduled for Sunday, July 5, 2026.

BACKGROUND

The Priddis Community Association is planning their Stampede Breakfast to be held on Sunday, July 5, 2026. The association is requesting use of the Municipal Reserve parcel to allow for parking during the event.

In addition, the Priddis Community Association would greatly appreciate the gate being unlocked and mowing be done, before the day of the event.

In 2025, Council authorized the use of the Municipal Reserve for parking at this event and authorized the Agricultural Services department to prepare the site for use.

REQUEST OF COUNCIL

Proposed Motion:

That Council authorize the use of the County’s Municipal Reserve parcel for the purposes of parking during the Priddis Community Associations’ Stampede Breakfast scheduled for July 5, 2026, and authorize the Agricultural Services department to prepare the site for use.

APPENDICES

Appendix A - Request for Use - Email

From: Priddis Executive Director
Sent: April 2, 2026 11:58 AM
To: Suzanne Oel <Suzanne.Oel@FoothillsCountyAB.ca>
Subject: Priddis Stampede Breakfast

Hello Suzanne,

I am writing today about the Priddis Stampede Breakfast. This year's event is scheduled for Sunday July 5. This event is important to our community and will once again bring our community members together with a great breakfast, live band, face painting, horse and wagon rides, petting zoo and fire truck tours. We are also pleased to be hosting a local vendor market in conjunction with this year's breakfast.


We are hopeful that Foothills County will once again support this important local event through a \$1000 grant to help with the costs of putting on this event (which seems to get larger every year) and by mowing and allowing us to use the Municipal Reserve on Priddis Valley Road for guest parking and horse and wagon pickup/drop off.

Thank you in advance for considering these requests,

Lindsay

[EXTERNAL EMAIL] This email has originated from outside of the Foothills County organization. Do not click on any links or open any attachments unless you recognize the senders Name and Email address.

**PUBLIC HEARINGS AND MEETINGS
 PLANNING AND DEVELOPMENT REPORT TO COUNCIL
 LAND USE AMENDMENT
 April 22, 2026
 To be heard at: 10:00 AM**

APPLICATION INFORMATION	FILE NO. 26R006
	LEGAL DESC.: Ptn. SE 13-21-1 W5M; Plan 0716335 Blk 3 Lot 5
	LANDOWNERS: Beverly Badke Estate
	AGENT: Jeff Badke – Badke Consulting Ltd.
	AREA OF SUBJECT LANDS: 10.02 Acres
	CURRENT LAND USE: Country Residential District
<p>PROPOSAL: Amendment to the Country Residential District Land Use rules to allow for the future subdivision of two new +/- 2.40 acre to +/- 4.62 acre Country Residential lots, leaving a +/- 3.00 acre Country Residential balance parcel.</p> <p>NOTE: The application will require an exemption to the County’s Density Policy.</p>	
DIVISION NO: 5	COUNCILLOR: Alan Alger
FILE MANAGER: Elliott Salmon	

EXECUTIVE SUMMARY

Location:

The subject parcel is located:

- Adjacent to and north of 303 Avenue W;
- Approximately 150m west of Meridian Street;
- Approximately 300m north of 306 Avenue W; and
- Approximately 3.5km northwest of the Town of Okotoks.

Policy Evaluation:

Reviewed within the terms of the:

- Municipal Development Plan 2010 (MDP2010);
- Growth Management Strategy; and
- Land Use Bylaw 60/2014;

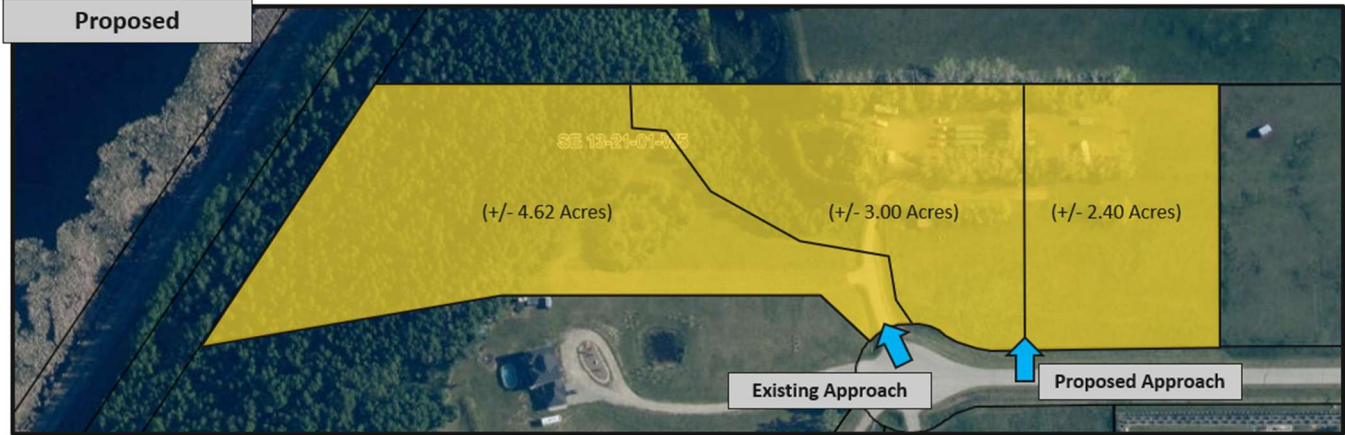
Referral Considerations:

Referred to the required internal departments and external agencies.

SITE CONSIDERATIONS

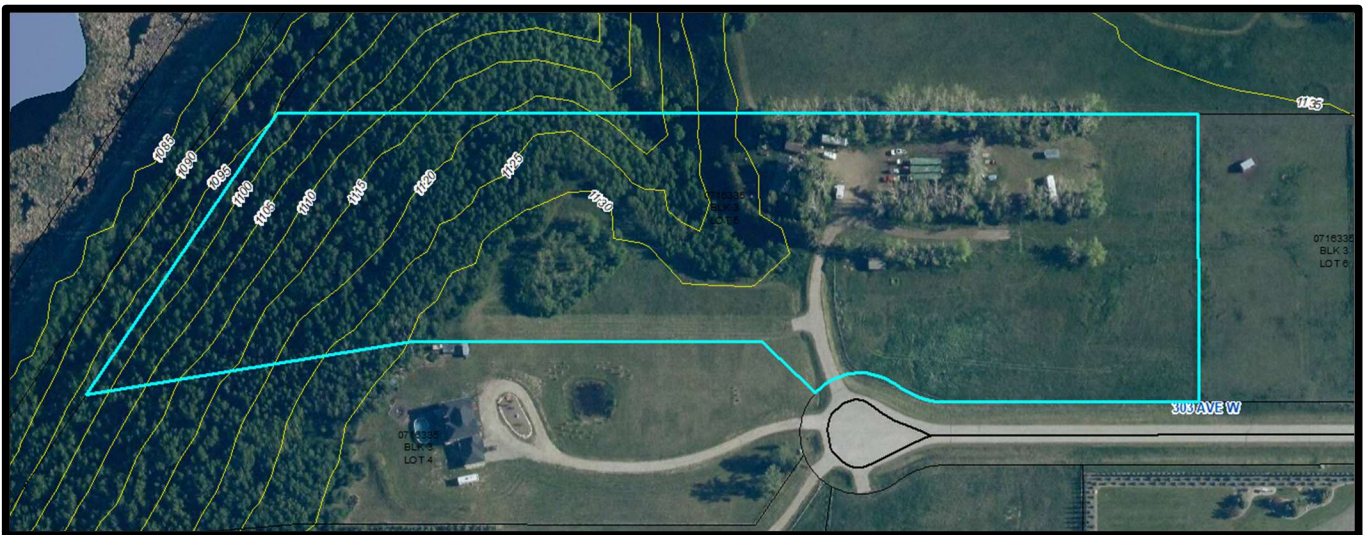
Access:

The subject parcel has one existing approach on 303 Avenue W. The application proposes that access to the two eastern lots is provided through a common approach, with the existing access being for the third lot.



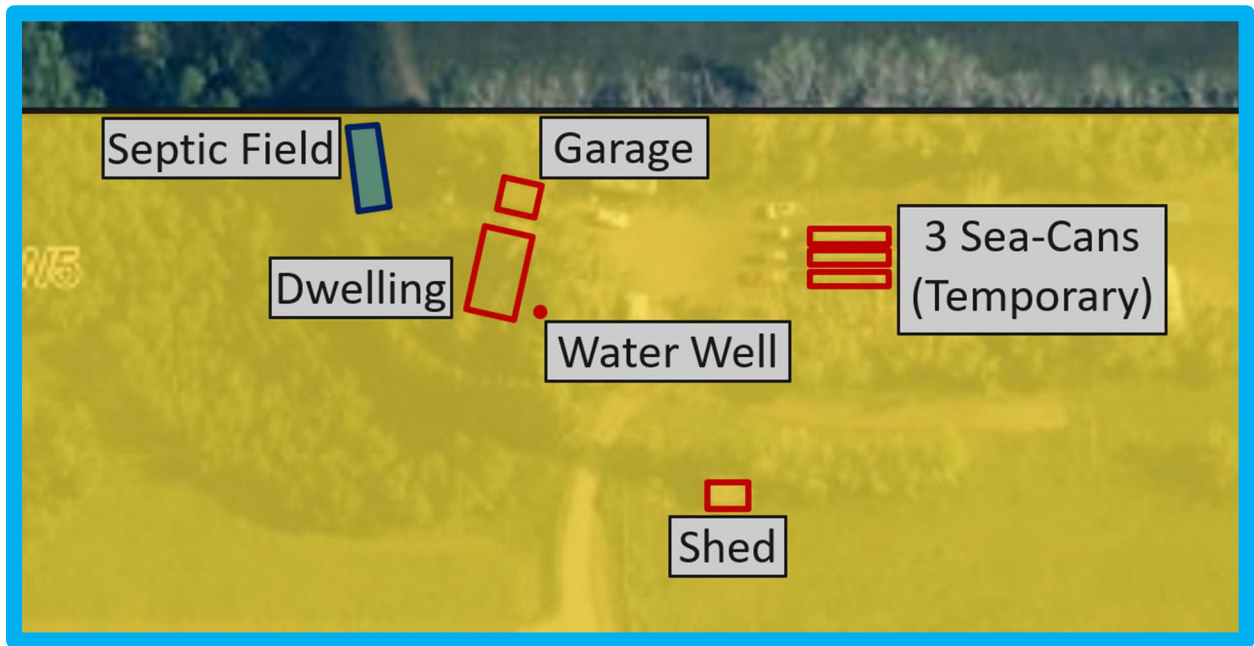
Physiography and Environmental Reserve Easement:

The subject parcel is flat in the east with steeper, treed slopes in the west half that are covered by an Environmental Reserve Easement.



Existing Development:

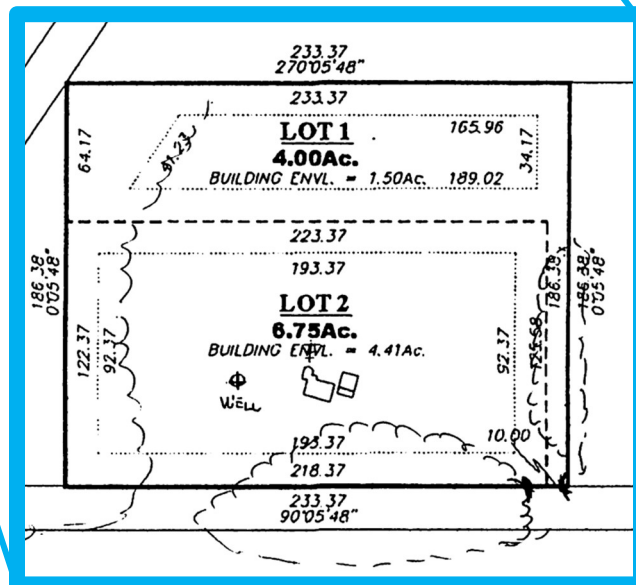
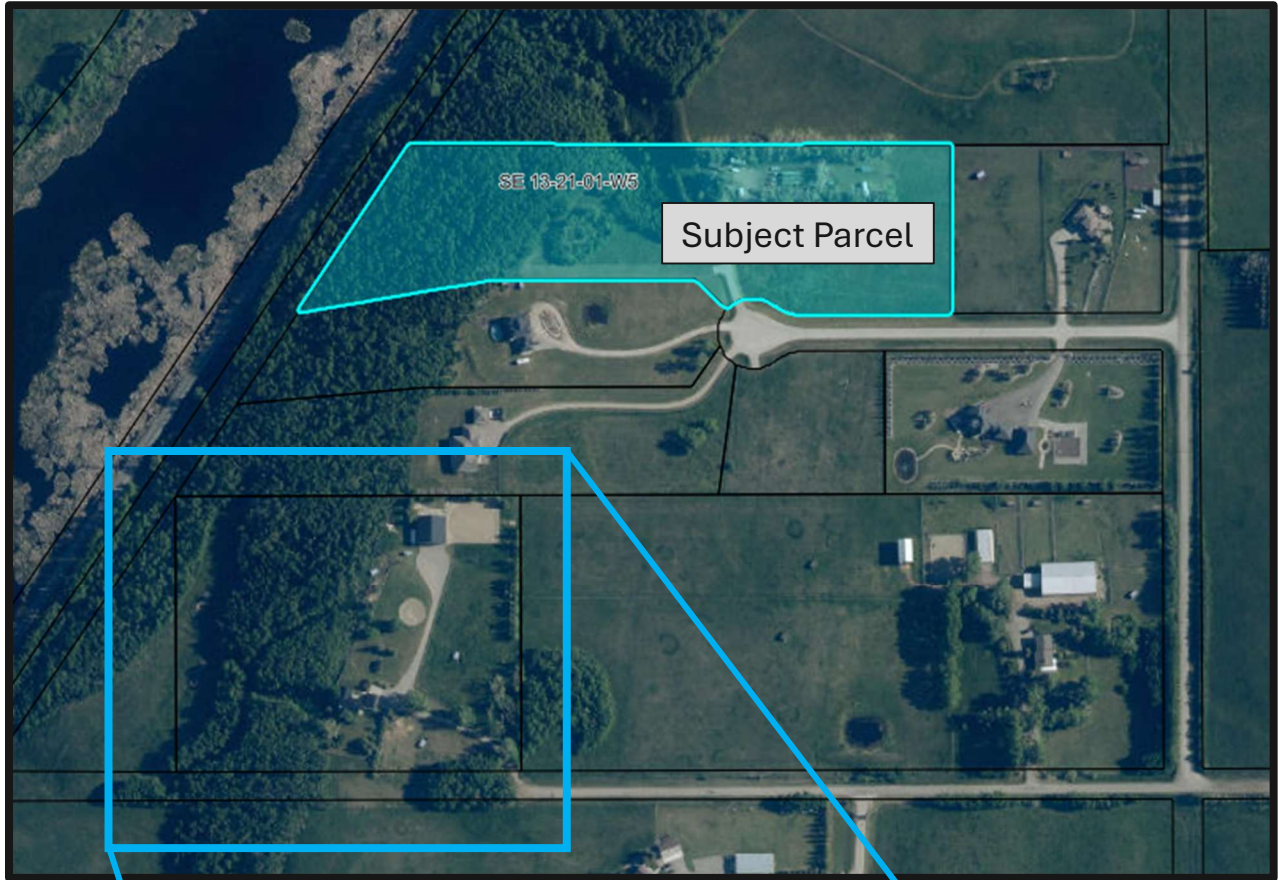
Existing development on the property includes a dwelling, garage, shed, three (3) sea-cans, and a water well and septic field to support that development. The garage is located 10.48 m from the north property line, which does not comply with the required 15 m setback. As noted in a letter of compliance issued in 2006, this garage was identified as non-conforming as it was legally constructed prior to the implementation of the current bylaw.



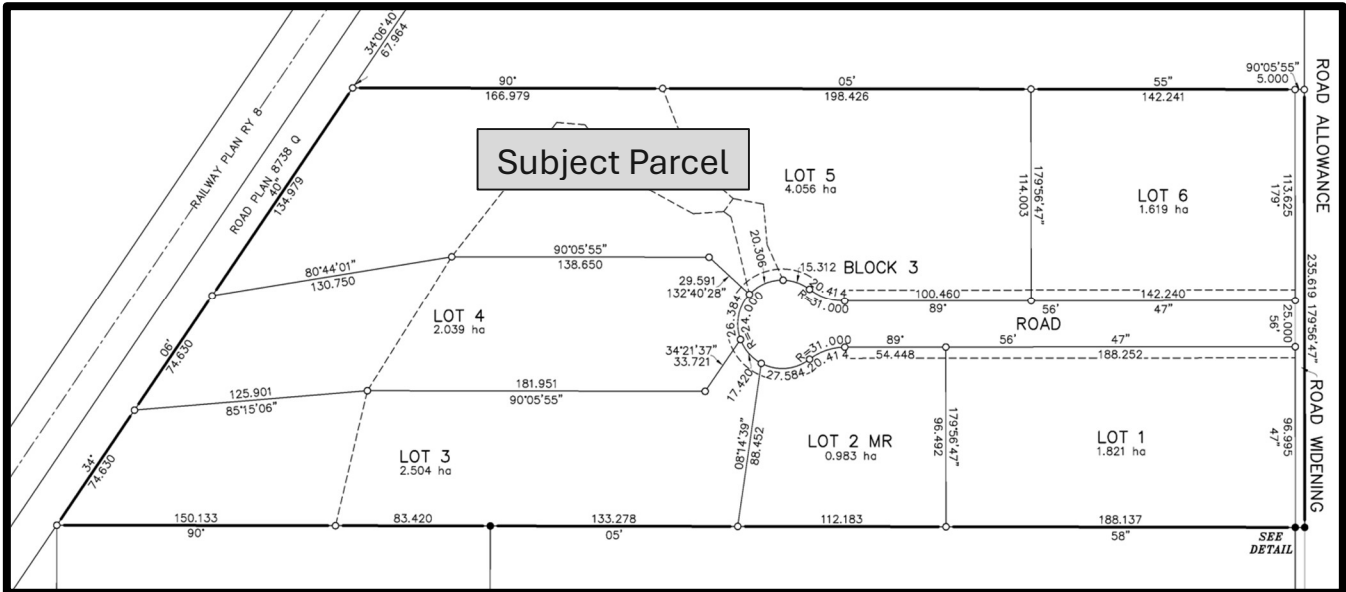
QUARTER SECTION HISTORY

July 19, 2001: Council refused an application for amendment to the Country Residential Land Use Rules to allow for a future subdivision of a +/- 4.00 acre Country Residential District lot from a 10.75 acre parcel (Plan 8710648, Block 2), as shown in the site plan below. The reasons for refusal include:

- Inappropriate size and location for a country residential parcel in an agricultural area;
- Coulee should be protected from development.



November 1, 2007 Council gave third and final reading to Bylaw 142/2006 to authorize the redesignation of the 32.48 acre portion of SE 13-21-1 W5 from Agricultural District to Country Residential District to permit the future subdivision of a municipal reserve parcel and four additional parcels, one of which is the 10.02 acre subject parcel of this application.



REFERRAL CIRCULATION

CIRCULATION REFERRALS	
REFEREE	COMMENTS
INTERNAL	
Public Works	<ul style="list-style-type: none"> Sight lines are acceptable at the proposed approach location. No comments or concerns otherwise. Setbacks from slopes 15% or greater must be 30 meters. Please provide a building envelope accounting for the 30 meter slope setback or provide a Slope Stability Analysis indicating the current proposed building envelopes are viable, as a condition of land use approval.
EXTERNAL	
ATCO Gas	The ATCO Gas circulation response can be seen in Appendix C.
PUBLIC	
Western Wheel	April 8 th and April 15 th , 2026
Landowners	No submissions received prior to the submission of this staff report.

POLICY EVALUATION

Municipal Development Plan (MDP2010):

The application generally meets the intent of Policies 3 and 9 of the Residential section of the MDP2010, which provides that residential parcels should consider their compatibility with the surrounding area and their impact on the agricultural industry. The development must also consider the suitability of the lands for residential use and the efficient use of land.

Policy 15 of the Residential section of the MDP2010 further provides that Country Residential District subdivision shall comply with the density requirements as outlined within the Country Residential District of the Land Use Bylaw.

Growth Management Strategy:

The subject parcel is located within the Central District of the Growth Management Strategy. The vision for the Central District identifies that lands are expected to be the growth engine for the County and are to see intensified and significant developments while carefully considering riparian and wetland areas as well as aspirations of our Municipal neighbours.

Land Use Bylaw 60/2014:

The application, if approved, would meet the lot size restrictions set out in Section 13.1.6.2 (b) and (c) of the Country Residential District within the Land Use Bylaw; however, the proposal would not comply with the density requirements for the Country Residential District as set out in Section 13.1.6.2 (a).

The existing garage does not meet current setback requirements.

SUMMARY

Bylaw XX/2026 – Council has received an application to further amend the Land Use Bylaw by authorizing an amendment to the Country Residential District land use rules to allow for the future subdivision of two new 2.40 +/- acre to 4.62 +/- acre Country Residential lots, with a 3.00 +/- acre Country Residential balance parcel on Plan 0716335, Block 3, Lot 5; Ptn. SE 13-21-01 W5M and to allow for an exemption to the County’s current density policy.

OPTIONS FOR COUNCIL CONSIDERATION

OPTION #1 – FIRST READING APPROVAL

Council may choose to grant 1st reading to the application for amendment to the Country Residential Land Use District to allow for the future subdivision of two new 2.40 +/- acre to 4.62 +/- acre Country Residential lots, with a 3.00 +/- acre Country Residential balance parcel on Plan 0716335, Block 3, Lot 5; Ptn. SE 13-21-01 W5M and to allow for an exemption to the County’s current density policy for the following reasons:

Council is supportive of the application, as it is considered to be in alignment with the intent of the Residential section of the MDP2010, specifically with respect to directing additional Country Residential development to lands already zoned Country Residential.

Furthermore, in this instance, Council is in favour of allowing an exemption to the density provisions as outlined in Policy 15 of the MDP2010 and Section 13.1.6.2 (a) of the Country Residential District within the County’s Land Use Bylaw.

Staff suggests Country Residential Sub-District “A” for the proposed parcels to ensure that the recommendations and restrictions as outlined within the building envelopes and slope stability report are complied with, to the satisfaction of the Public Works department. A completion certificate by a Professional Engineer verifying that all aspects of the noted reports have been met may be required. Council may also wish to require a \$5,000.00 deposit as a pre-release condition to ensure compliance with all conditions of the development permit.

Recommended Conditions for Option #1:

1. Landowners are to fully execute and comply with all requirements as outlined within the Municipal Development Agreement for the purposes of payment of the Community Sustainability Fee and any other necessary municipal and on-site improvements as required by Council and the Public Works department.

2. Proof of adequate water supply to be provided in accordance with the Municipal Water Policy, to the satisfaction of the County;
3. Site plan to be provided which identifies building envelopes for the proposed lots, which meet the requirements as outlined in Policy 9 under the Residential section of the MDP2010, to the satisfaction of the Public Works department.
4. Submission of a Geotechnical Report for Slope Stability for the proposed +/- 4.62 acre and +/- 3.00 acre parcels, to the satisfaction of the Public Works department.
5. Final amendment fees to be submitted.
6. Submission of an executed subdivision application and the necessary fees.

OPTION #2 – REFUSAL

Council may choose to refuse the application for amendment to the Country Residential Land Use District to allow for the future subdivision of two new 2.40 +/- acre to 4.62 +/- acre Country Residential lots, with a 3.00 +/- acre Country Residential balance parcel on Plan 0716335, Block 3, Lot 5; Ptn. SE 13-21-01 W5M and to allow for an exemption to the County's current density policy for the following reasons:

In consideration of the criteria noted within the Residential section of the MDP2010, Council is of the opinion that the application does not adequately address the intent of the policy with respect to cumulative effects of the development and the suitability of the lands for further development.

Further, in accordance with Residential Policy 15 of the MDP2010 and Section 13.1.6.2. (a) of the Country Residential District within the County's Land Use Bylaw, Council is of the opinion that the application does not comply with the County's density provisions.

APPENDICES

APPENDIX A – MAP SET

LOCATION MAP

LAND USE – HALF MILE MAP

PARCEL SIZES – HALF MILE MAP

SITE PLANS

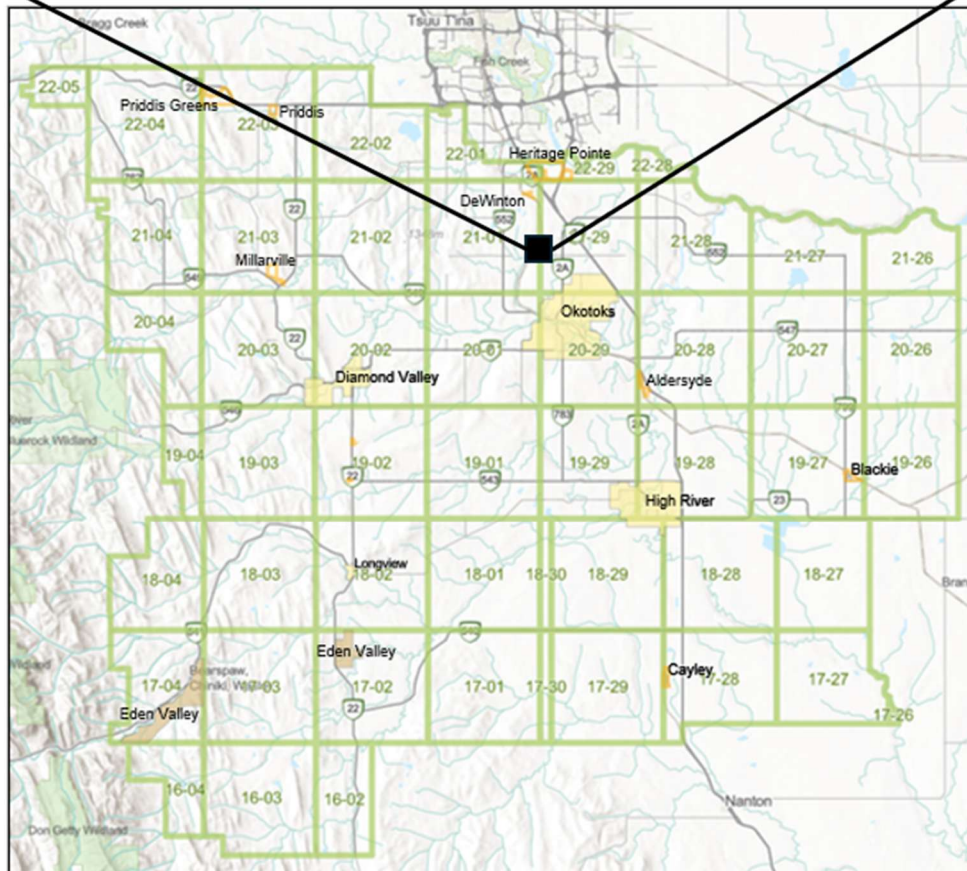
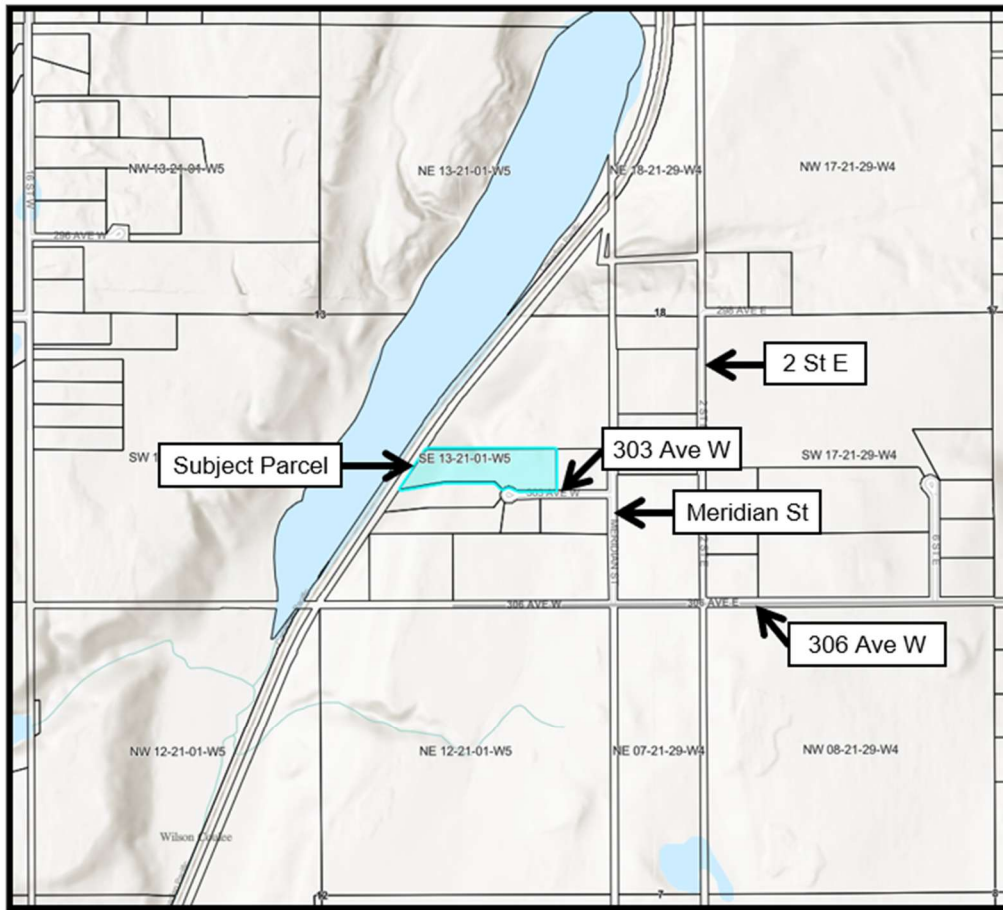
PROPOSED LAND USES

ORTHO PHOTO

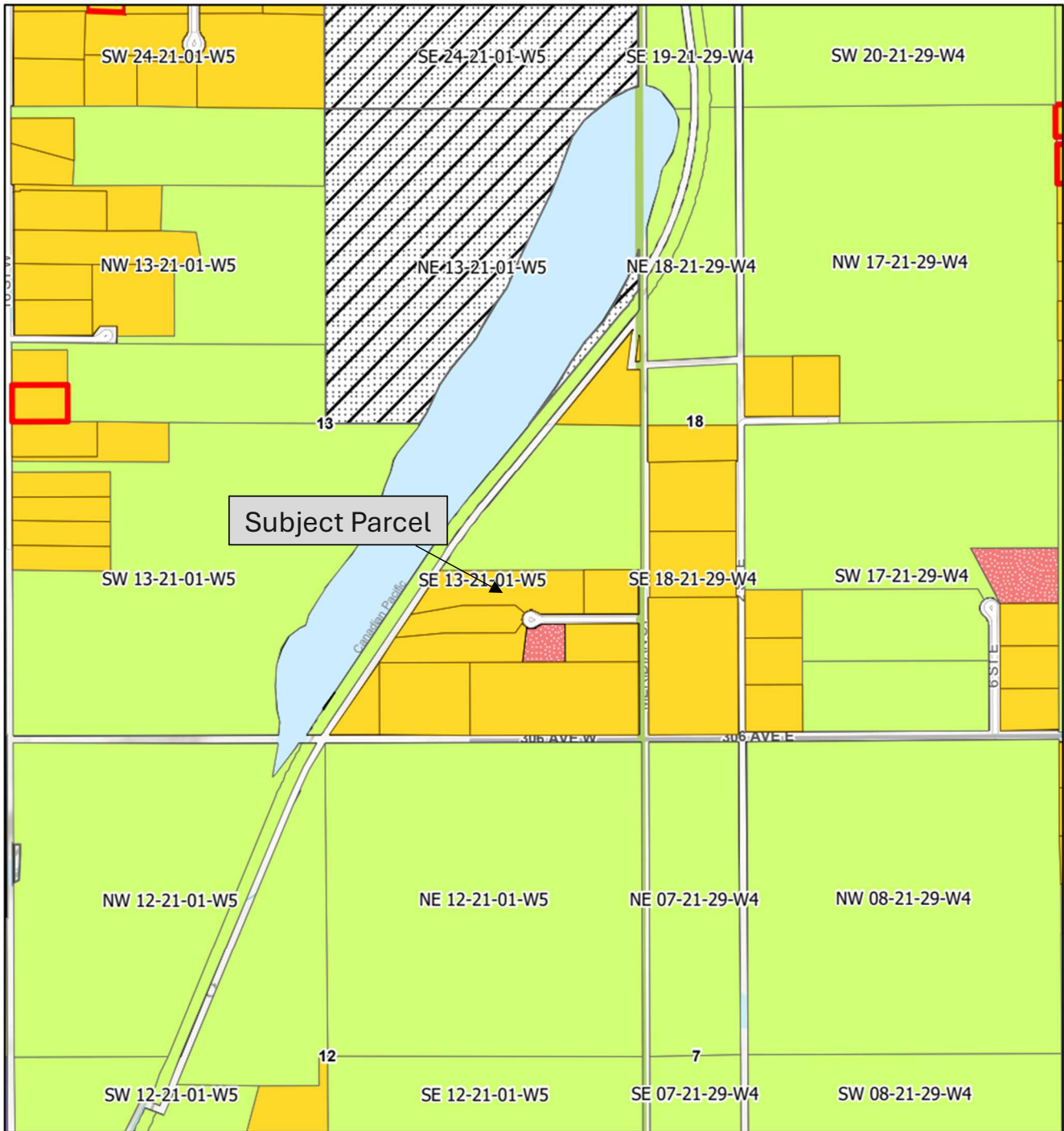
APPENDIX B – DRAFT BYLAW

APPENDIX C – CIRCULATION RESPONSE FROM ATCO GAS

APPENDIX A – LOCATION MAP



APPENDIX A – LAND USE – HALF MILE MAP

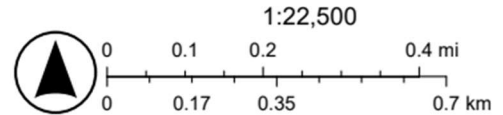


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Land Use Districts

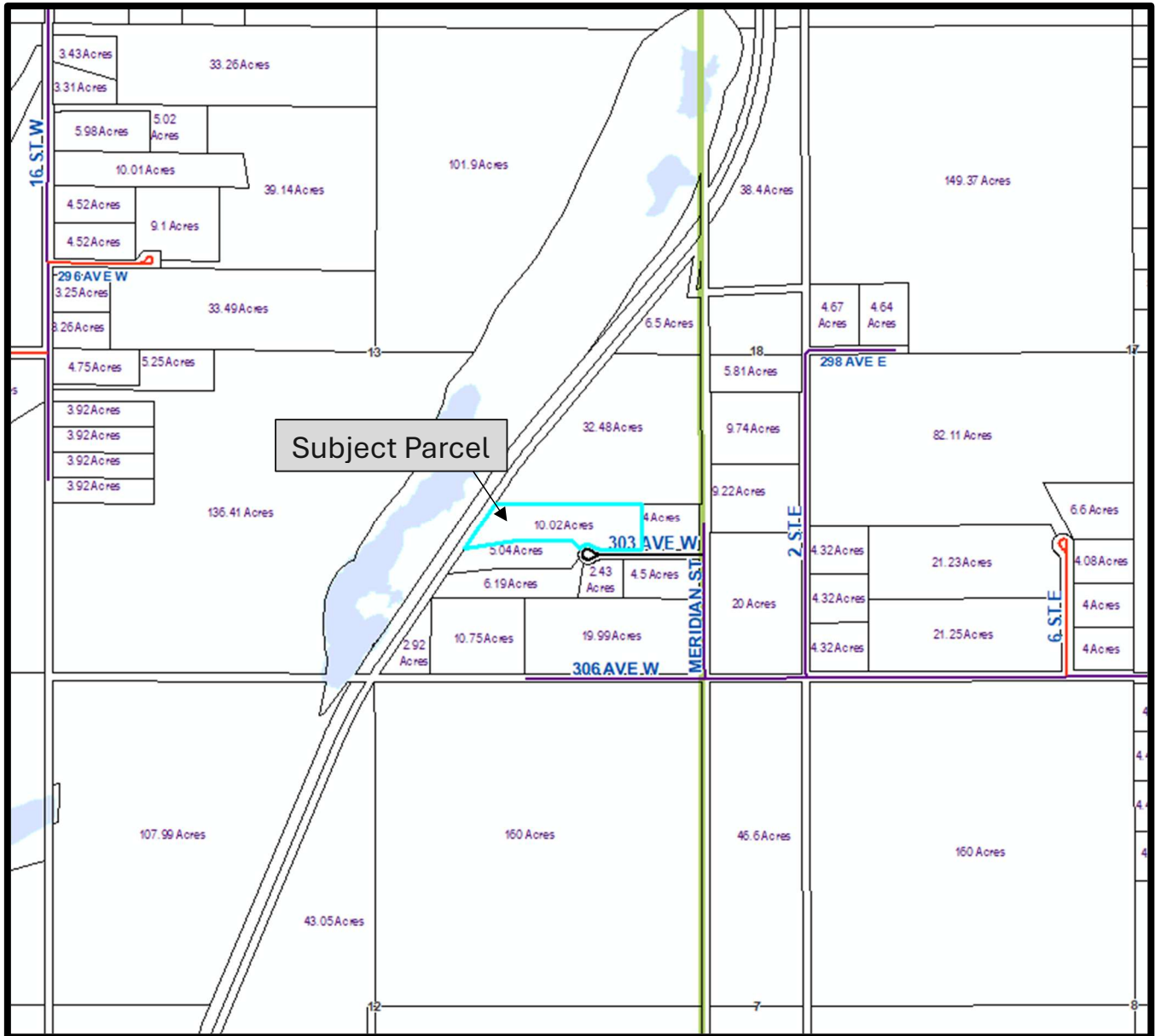
- A- Agricultural
- CR- Country Residential
- CRA- Country Residential Sub A
- ER- Environmental Reserve
- INR- Natural Resource Extraction

- MR- Municipal Reserve
- SD- Service District
- In Transition
- Parcels
- Townships
- World_Hillshade

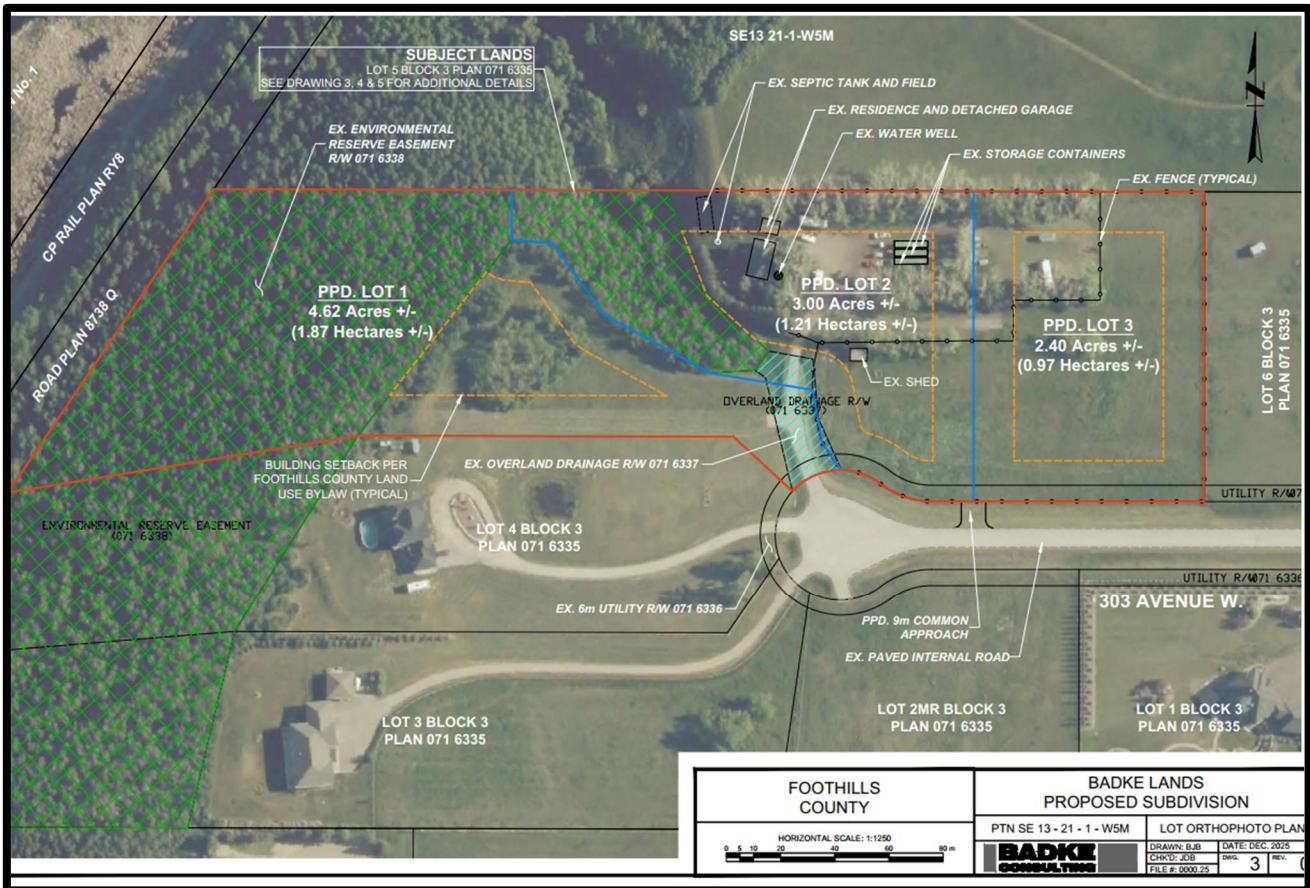
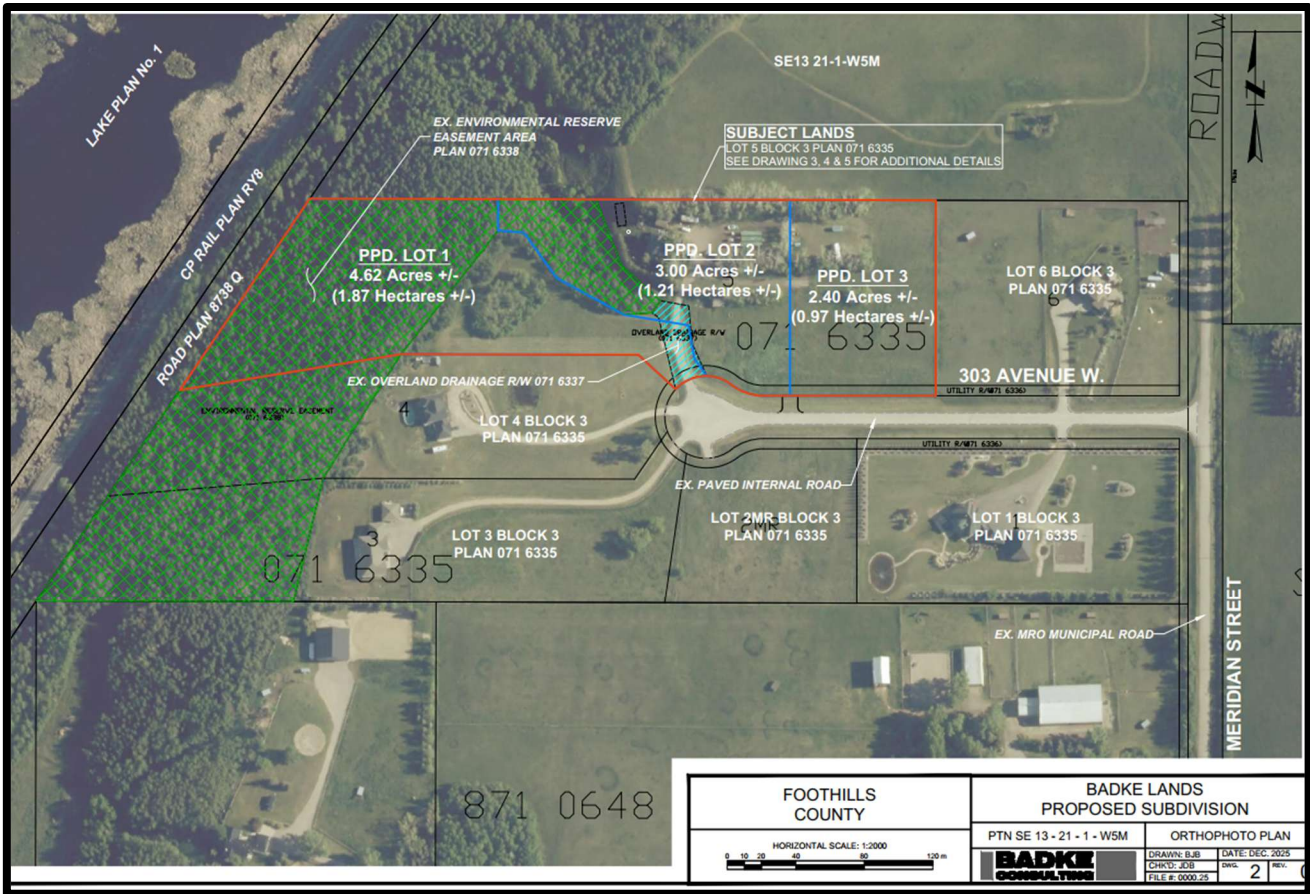


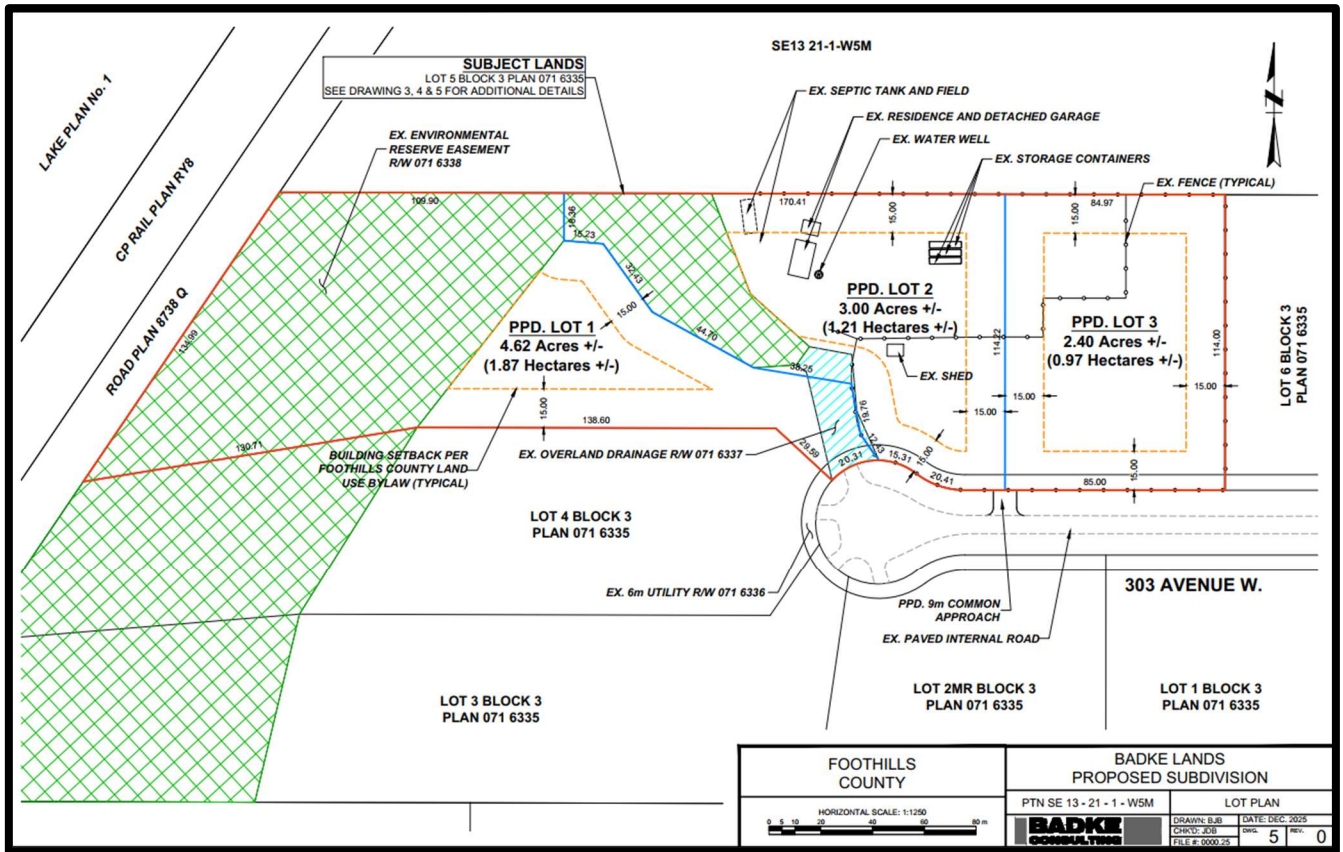
Esri, NASA, NGA, USGS, FEMA

APPENDIX A – PARCEL SIZES – HALF MILE MAP



APPENDIX A – SITE PLANS





BYLAW XX/2026

BEING A BYLAW OF FOOTHILLS COUNTY TO AUTHORIZE AN AMENDMENT TO THE LAND USE BYLAW NO. 60/2014 AS AMENDED.

WHEREAS pursuant to the provisions of the Municipal Government Act, Chapter M-26 Revised Statutes of Alberta 2000, and amendments thereto, the Council of Foothills County in the Province of Alberta, has adopted Land Use Bylaw No. 60/2014 and amendments thereto;

AND WHEREAS the Council has received an application to further amend the Land Use Bylaw by authorizing an amendment to the Country Residential District land use rules to allow for the future subdivision of two new 2.40 +/- acre to 4.62 +/- acre Country Residential lots, with a 3.00 +/- acre Country Residential balance parcel on Plan 0716335, Block 3, Lot 5; Ptn. SE 13-21-01 W5M and to allow for an exemption to the County's current density policy.

NOW THEREFORE THE COUNCIL ENACTS AS FOLLOWS:

1. Under SECTION 13.0.0 COUNTRY RESIDENTIAL DISTRICT, the following shall be added under Part 8 Bylaw Amendments:

Plan 0716335, Block 3, Lot 5; Ptn. SE 13-21-01 W5M within which shall allow for the future subdivision of two new 2.40 +/- acre to 4.62 +/- acre Country Residential lots, with a 3.00 +/- acre Country Residential balance parcel.
2. An exemption to the density provisions as outlined in Policy 15 of the Residential Section of the MDP2010 and Section 13.1.6.2 (a) of the Country Residential District within the County's Land Use Bylaw.
3. This Bylaw shall have effect on the date of its third reading and upon being signed.

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 .

April 7, 2026

Circulation Package: 26R006

The Distribution Engineering Growth Department of ATCO Gas Distribution has reviewed the above named plan and approves the work provided the following conditions are met:

Right-of-ways will be required for the gas mains within property and should be 2.4 metres wide if provided for the sole use of ATCO, and 3.5 metres if shared with other shallow utilities. Please note, all costs associated with obtaining the right-of-way will be borne by the developer/owner.

The utility right-of-way requirements within the subdivision may change depending upon actual gas main layout, direction of development and boundary locations of the different construction phases. Final rights-of-way requirements must be satisfied at the time of gas main design.

All right-of-ways are to be registered as general utility rights-of-way granted to the City / Town and are to be registered simultaneously with the legal plan of the subdivision.

Encroachment Note: Encroachments within the utility right-of-way (URW) will not be permitted without a formal encroachment agreement. Any structures or improvements placed within the URW without such agreement may be removed at ATCO's discretion, and all associated costs will be the responsibility of the builder or developer.

A gas main extension will be required to service the proposed development. Natural gas services may be obtained by making formal application with our Calgary office (calgaryregiongasdesign@atcogas.com).

Before ATCO can process a work order for gas main installation in the area, we must be in receipt of the following:

- (1) Legal plan.
- (2) Utility right-of-way plan.
- (3) Complete set of approved engineering drawings, including profiles, coordinate plan, building grades (if applicable) and the location of all other utilities
- (4) Construction schedule.
- (5) A digital file of the computer base plan in the "DWG" or "DGN" format (AutoCAD 2010) in modelspace.
- (6) Preliminary electrical drawing with dimensioned URWs, alignments, and road crossings.

We require six to nine months to complete the distribution system design, and to process a work order for our Construction Department to schedule. Prior to the installation of gas mains, the area must be within 150 mm (6") of final grade, all obstructions must be removed from the gas main alignment, and the installation of all other underground utilities must be completed.

The developer must ensure that driveways are not constructed prior to the installation of gas mains in the subdivision. If driveways are pre-installed, a sleeve must be provided at the proper depth and alignment for our use. Otherwise, the cost of coring under the driveway or cutting out and replacing the driveway will be invoiced to the developer at the prevailing rates. The locations of sleeves will be confirmed during the design of the gas mains.

For further information and requirements for natural gas servicing, please refer to the "[Guide to Natural Gas Servicing](#)" found on the ATCO website.

There are existing ATCO facilities in the area. If it should be necessary to lower, relocate or make any alterations to the existing facilities and/or appurtenances due to this project, please contact ATCO Gas Distribution at calgaryregiongasdesign@atcogas.com with a minimum of one (1) year notice to enable an adequate and timely response. Note that all alteration costs will be borne by the developer / owner. If existing ATCO facilities within a registered easement or URW are being impacted (facility crossing and/or vehicle and equipment crossings), please contact the ATCO Land Group at Crossings@atco.com to obtain a crossing/proximity agreement.

There are abandoned ATCO facilities in the work area. Please contact ATCO South Operations Dispatch at 403-245-7220 to confirm status of the gas lines at least 48 hours prior to excavation.

If gas service is required, to avoid delays, the owner / developer should follow the steps listed on the ATCO website ([New Natural Gas Service Line or Changes](#)) or contact ATCO Customer Assistance Centre at 310-5678, or their local ATCO Gas Distribution agency office at their earliest convenience to discuss the service contract, gas load requirements, timing details and any associated costs. To avoid delays a minimum notice of 6 months is recommended. Note, each lot / unit is to have a separate service line.

For further information and requirements for natural gas servicing, please refer to the "Guide to Natural Gas Servicing" found on the ATCO website. Applications for new services residential or commercial please view our [ATCO Quick Connect Guide](#).

There is an existing ATCO service in the area. If it should be necessary to lower, relocate, or make any alteration to our existing service due to this proposal, please view our , please view our [ATCO Quick Connect Guide](#) and apply through [Quick Connect](#). Note that all alteration costs will be borne by the developer / owner. If the existing service line requires demolition or cutback please submit a request through [Quick Connect](#) or email GasApplicationsCalgary@atco.com for more information.

This development may benefit from ATCO's Construction Energy Services. Contact NaturalgasSales@atco.com or visit our [Construction Energy Webpage](#) for more Information.

It will always remain the responsibility of the proponent to verify the exact location and depths of nearby facilities by arranging for an in-field location with Utility Safety Partners at 1-800-242-3447 or utilityafety.ca. Please contact Utility Safety Partners prior to any surface construction.

- (1) Utility Safety Partners (1-800-242-3447) for locates to verify the alignment of the existing gas facilities.
- (2) Contact ATCO South Operations Dispatch at 403-245-7220 for an inspection of the exposed lines (including hydrovac holes) prior to backfill. Inspection services are available Monday to Friday, 8am – 4pm.
- (3) Hydrovac or hand expose facilities to verify horizontal and vertical alignment of all gas mains in conflict areas. This should be done as soon as possible to determine if the main will need to be relocated.
- (4) If existing gas mains require lowering or relocation due to the proponent's project, notification must be given to our ATCO Gas Distribution Engineering Department with a minimum of one (1) year notice. Forward plans and requirements to the ATCO Gas Distribution Engineering Department at 909 – 11th Ave. SW Calgary, AB, T2R 1L8.

Please refer to the "[Working Around Natural Gas](#)" Safety Handbook found on our website.

These conditions are not meant to contradict any applicable existing law (ie. franchise agreement, bylaw, etc.), and therefore the existing applicable law shall prevail. Should any condition(s) be null or void due to the superseding applicable law, all other conditions shall prevail.

If you have any **questions or concerns regarding this reply**, please contact: **Shaggy Asomugha**, Shaggy.Asomugha@atco.com.


Kind regards,

Alix Gregoraschuk (she/her)
Administrative Coordinator, Distribution Engineering Growth
ATCO Gas & Pipelines

P. 403 476 0626
A. 909 11th Ave SW Calgary, AB Canada T2R 1L8

ATCO Energy Systems

**PUBLIC HEARINGS AND MEETINGS
 PLANNING AND DEVELOPMENT REPORT TO COUNCIL
 SITE SPECIFIC AMENDMENT
 April 22, 2026
 To be heard at: 1:30 PM**

APPLICATION INFORMATION		File No. 26R 007
	LEGAL DESCRIPTION: PTN. NW 15-21-01 W5M; Plan 9810559, Lot 5	
	LANDOWNER: Vitali Matiouchine & Anastasiia Shliapnikova	
	AREA OF SUBJECT LANDS: 7.31 acres	
	CURRENT LAND USE: Country Residential District (CR)	
PROPOSAL: Site Specific Amendment to the Country Residential District land use rules to allow 2 Hosted Tourist Homes and an additional Dwelling unit as Permitted Uses.		
DIVISION NO: 5		COUNCILLOR: Alan Alger
FILE MANAGER: Brittany Smith		

EXECUTIVE SUMMARY:

Location:

The subject property is located within the Crocus Meadows Subdivision, directly north of Crocus Meadows Drive W, approximately 460m east of 48 Street W and 970m west of Highway 552.

Policy Evaluation:

The proposal does not fall within an Intermunicipal Development Plan, Area Structure Plan or Outline plan area and was reviewed under the terms of the Land Use Bylaw 60/2014.

Referral Considerations:

- The application was provided to required internal and external agencies for comments.

PURPOSE OF APPLICATION:

The property currently has a Dwelling, Single Family with a fully contained walkout basement suite and a detached guest house. Neither the basement suite nor the guest house have required Development Permit approval or Building and Safety Codes permits and inspections. The basement suite and guest house are proposed to continue being used as **Hosted Tourist Homes** as short term rental units.

The application is to request a Site-Specific Amendment to allow for 2 Hosted Tourist Homes and an additional Dwelling Unit as permitted uses.

Should Council approve this application to provide a Site-Specific Amendment for the property, the approval of a subsequent development permit could then allow for this use on a temporary basis for up to two years.

Tourist Home(s) means a dwelling unit operated with the intent of a vacation rental or lease. On a short-term basis, that is occupied by a guest or guests for a period not to exceed 30 days. Tourist Homes:

- a. **Hosted** accommodation whereby the dwelling owner/operator is residing in the dwelling during the period it is being occupied by guests.

The application identifies the following regarding the operation of the Tourist Homes:

- Use of the existing +/- 3,100 sq. ft. Walkout Basement and the existing +/- 500 sq. ft. detached Guest House for year-round rental to guests for short term accommodation
- Four vehicle trips made to the property by guests on a daily basis
- Owners/operators reside on the property within the main floor of the Dwelling, Single Family with no non-resident employees.
- Parking available for guest use located south of the existing barn (as shown in Figure 3)
- Garbage is stored within a fully contained garbage container and disposed of accordingly
- Water Use is as per standard residential use
- No signage is proposed

Full details have been provided by the applicant and are included within Appendix B of this Staff Report.

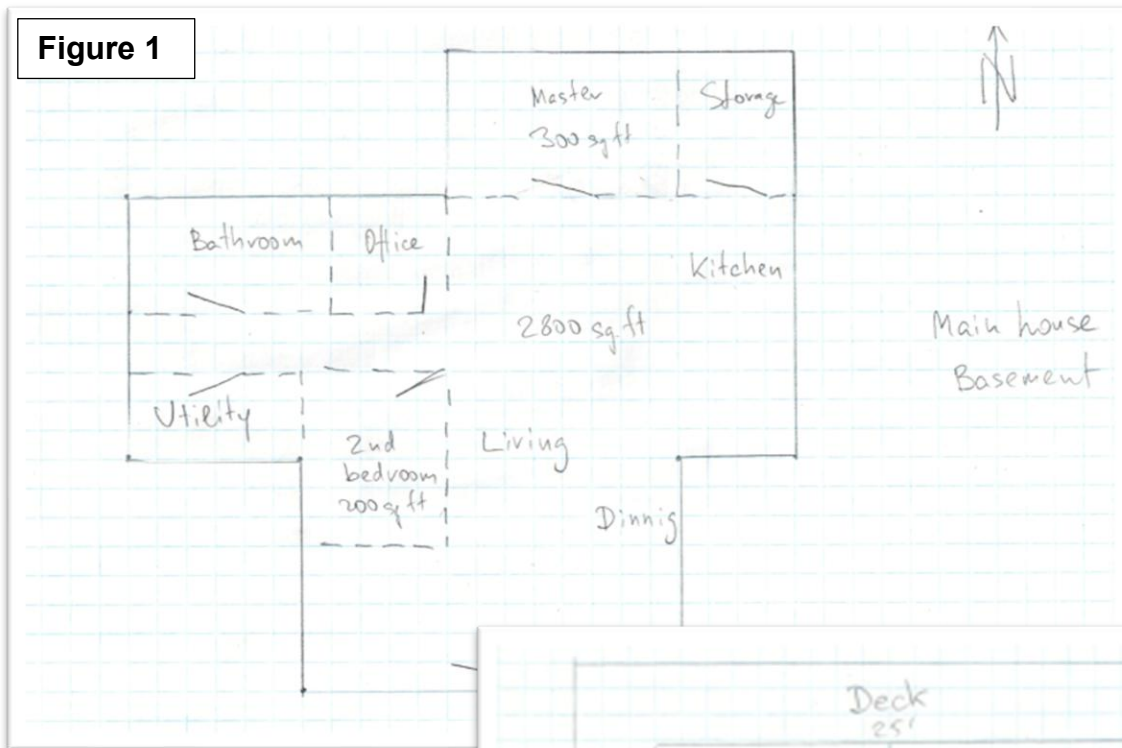


Figure 1 - Internal layout of Walk-Out Basement

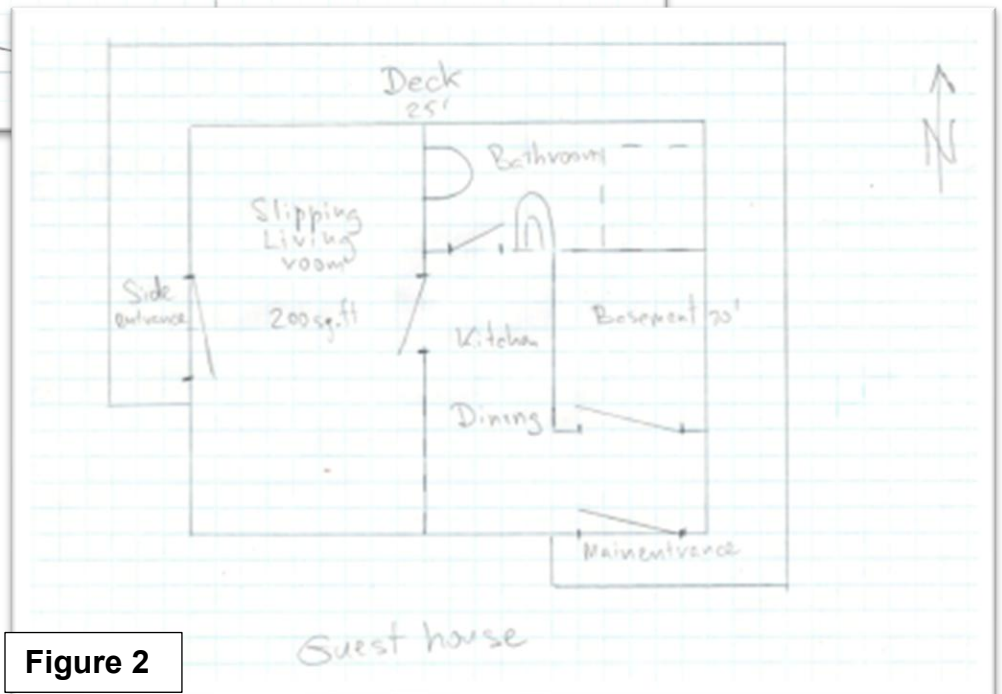


Figure 2 – Internal layout of Detached Guest House

Figure 2

SITE CONSIDERATIONS:

Access:

Access is obtained by a standard approach from Crocus Meadows Drive W, which is an internal subdivision road.

Existing Development:

- Dwelling, Single Family
- Suite within Walkout Basement of Dwelling +/- 3,100 sq. ft.
 - 2 Bedrooms, full bathroom, living area and kitchen
- Detached Guest House +/- 500 sq. ft.
 - 1 Bedroom/living area, full bathroom and kitchen
- Accessory Building (Barn) +/- 2,415 sq. ft. with attached Chicken Coop +/- 96 sq. ft and attached Wood Addition +/- 60 sq. ft.
- Gazebo +/- 122 sq. ft.
- Wood Shed +/- 520 sq. ft.

Parcels between 5.0 – 9.99 acres in size are permitted a maximum of four (4) accessory buildings with cumulative size not to exceed 3,500 sq. ft.

The parcel contains 6 accessory buildings equal to 3,713 sq. ft. which exceeds both number and cumulative size of accessory buildings permitted.

All structures meet municipal setback requirements.

Figure 3 – Site plan with parking provisions



Land Use:

All adjacent parcels are zoned Country Residential District.

BACKGROUND:

This application was submitted following a complaint filed regarding the property being used for short term rentals without proper approvals in place.

The owners have advised that they have eliminated the possibility for any rentals to occur while this application is being processed.

REFERRAL CIRCULATION:

CIRCULATION REFERRALS	
REFEREE	COMMENTS
INTERNAL	
Public Works	<p>It is the applicant's responsibility to consult with the province to acquire an appropriate water license if annual water usage is over 1250 m3 per year.</p> <p>It is the applicant's responsibility to monitor and address quality control changes with the water source.</p> <p>Advisory comment: it would be worth examining the current septic system to determine if it can handle the increased intake. 90% road ban on Crocus Meadows Dr W.</p>
Building & Safety Codes	All necessary building and safety code permits are required for the basement suite and guest house should this application be approved.
Municipal Fire	<p>The County's Fire Inspector provided the following comments to be addressed at time of the subsequent Development Permit:</p> <ul style="list-style-type: none"> • Address of the property to be posted • Ensure access for Fire department apparatus as per the National Fire Code 2023 Div. B Sec 2.5.1 • Fire Extinguishers are to be installed as per the National Fire Code 2023 Div. B Sec. 2.1.5 and NFPA 10. • Fire Safety Plan is to be posted as per the National Fire Code 2023 Div. B Sec. 2.8.2 • Fire inspection of building required once completed
Municipal Addressing	If approved as conditions of subsequent development permit , the landowners will be required to contact the County's GIS department to obtain updated civic addresses and emergency address signage is to be updated.
EXTERNAL	
ATCO Gas & Transmissions	ATCO Gas approves the work provided advisory conditions are met.
Fortis	No Concerns
Alberta Health Services (AHS)	No response received.
PUBLIC	

CIRCULATION REFERRALS	
Western Wheel	Advertised on April 8 th & April 15 th issues of Okotoks Western Wheel
Landowners (half mile)	Notification sent out to area landowners within one half mile of the subject location on April 1 st , 2026.

POLICY EVALUATION:

Land Use Bylaw 60/2014:

13.1.7.2 MAXIMUM DWELLING UNIT DENSITY

- a. Maximum dwelling unit density for a parcel under 80 acres is one Dwelling, Single Family and either one Dwelling, Secondary Suite in accordance with Section 10.26, or one Dwelling, Temporary in accordance with Section 10.26 Secondary Suites and Section 10.10.
- b. Or as determined by the Approving Authority in accordance with an approved Area Structure Plan or Outline Plan.

Both the additional dwelling units being considered for use as Tourist Homes on the site could be classified as Dwelling, Secondary Suites as per section 10.26 of the Land Use Bylaw 60/2014.

Therefore, the parcel currently contains 3 Dwelling Units which require consideration by Council as part of this Site-Specific Amendment application.

Should Council refuse the application, the landowner would need to remove one of the dwelling units and could choose to submit a development permit application to allow for one of the dwelling units to remain as a secondary suite or as a Bed & Breakfast.

2.5 DEFINITIONS:

TOURIST HOME means a dwelling unit operated with the intent of a vacation rental or lease, on a short- term basis, that is occupied by a guest or guests for a period not to exceed 30 days. Tourist homes are categorized as follows:

- c. UNHOSTED accommodation whereby the dwelling owner/operator is not residing in the dwelling during the period it is being occupied by guests.
- d. HOSTED accommodation whereby the dwelling owner/operator is residing in the dwelling during the period it is being occupied by guests.

DISCRETIONARY USE means the use of land or a building provided for in this Bylaw for which the Approving Authority may issue a Development Permit with or without conditions as provided for in this Bylaw;

PERMITTED USE means the use of land, a building, or buildings provided for in this Bylaw that must comply with all provisions of the Land Use Bylaw unless a variance is provided. The Approving Authority must issue a Development Permit with or without conditions as provided for in this Bylaw for a permitted use. All permitted uses require the issuance of a Development Permit, unless identified as “Development Permit not required” or exempt under this Bylaw;

10.25 TOURIST HOMES

Tourist Homes are defined in the Land Use Bylaw and include two categories - hosted and un-hosted accommodations. Tourist homes, hosted which meet the requirements of Bed and Breakfast in accordance with Section 10.4, may be applied for as a Bed and Breakfast. All tourist homes, unhosted or tourist homes, hosted that exceed the requirements of a Bed and Breakfast in accordance with Section 10.4, may be applied for by making application for site-specific amendment under the applicable land use district in advance of a Development Permit Approval. A public hearing shall be undertaken as part of a site-specific amendment to a property, giving neighboring properties opportunity to submit feedback as part of the approval process.

- 10.25.1 The operation of a tourist home unhosted and/or a tourist home, hosted which exceeds the requirements of a Bed and Breakfast, shall require a site-specific amendment and an approved Development Permit under all land use districts.
- 10.25.2 Development Permits for tourist homes will only be permitted for a temporary period of 12 or 24 months at a time, which will be determined by the Development Officer at the time of the application.
- 10.25.3 Where approved, tourist homes shall be developed and operated in accordance with the following regulations in order to ensure that the impacts of this commercial use do not unduly affect the amenities of the residential neighborhood in which they are located:
 - a. The intent of the occupant is to stay for short term vacation purposes rather than use the property as a residence;
 - b. None of the sleeping unit(s) within the dwelling are permitted to contain a kitchen or kitchen facilities;
 - c. Tourist homes shall not interfere with the rights of other residents to quiet enjoyment of a residential neighborhood;
 - d. Only an approved dwelling, by way of building permit, is permitted to be used for overnight accommodations, no sleeping accommodations are permitted in any garage or accessory building on site;
 - e. Provide one on-site parking stall per bedroom;
 - f. Ensure that the dwelling conforms to the Alberta Safety Codes and any other provincial regulations;
 - g. Ensure that the dwelling is inspected and signed off by the M.D. of Foothills Fire Chief;
 - h. Where food is being prepared by the owner of the home, Alberta Health approvals will be required, where food is being prepared by the renters, no approvals are required;
 - i. Not display any form of signage unless approved under the Development Permit or is permitted under Section 4.2.1.39.

SUMMARY:

Bylaw XX/2026 – Site Specific Amendment to the Country Residential District land use rules to allow 2 Tourist Homes and an additional dwelling unit as permitted uses on Ptn. NW 15-21-01 W5M; Plan 9810559, Lot 5, as per the details within the submitted application.

It is additionally requested that Council provide direction respecting the following:

1. Council may choose to deem the use approved under the request for Site Specific Amendment as either a Permitted or Discretionary Use.

OPTIONS FOR COUNCIL CONSIDERATION:

OPTION #1 – APPROVAL

Subsequent finalization of the Bylaw through approval of 2nd and 3rd reading; and issuance of a development permit (by a Development Officer, acting as Development Authority) will be required prior to the property being developed/used in this manner.

Council may choose to grant 1st reading for a Site-Specific Amendment to the Country Residential Land Use rules to allow for 2 Tourist Homes and an additional Dwelling Unit as permitted uses for the following reasons:

In their consideration of the criteria within the LUB 60/2014 Council is of the opinion that the proposed site-specific amendment to allow for 2 Tourist Homes and an additional Dwelling Unit as permitted uses on the subject parcel, as proposed, would not be detrimental or unduly interfere with or materially interfere with the use of neighboring lots.

Recommended Conditions for Option #1:

1. Final Site-Specific Amendment application fees to be submitted;
2. Submission of a complete Development Permit application and the necessary fees.

OPTION #2 POSTPONEMENT

Move that a decision on Bylaw XX/2026 be postponed subject to submission of (XXX).

OPTION #3 REFUSAL

Council may choose to refuse the application for a Site-Specific Amendment to the Country Residential Land Use rules to allow for an additional dwelling unit and to allow for Tourist Home to be added as permitted uses for the following reasons:

In consideration of the application, Council is of the opinion that the proposed Site-Specific Amendment and subsequent intended use of the subject lands does not conform with the policies of the Country Residential District in the Land Use Bylaw 60/2014.

APPENDICES:

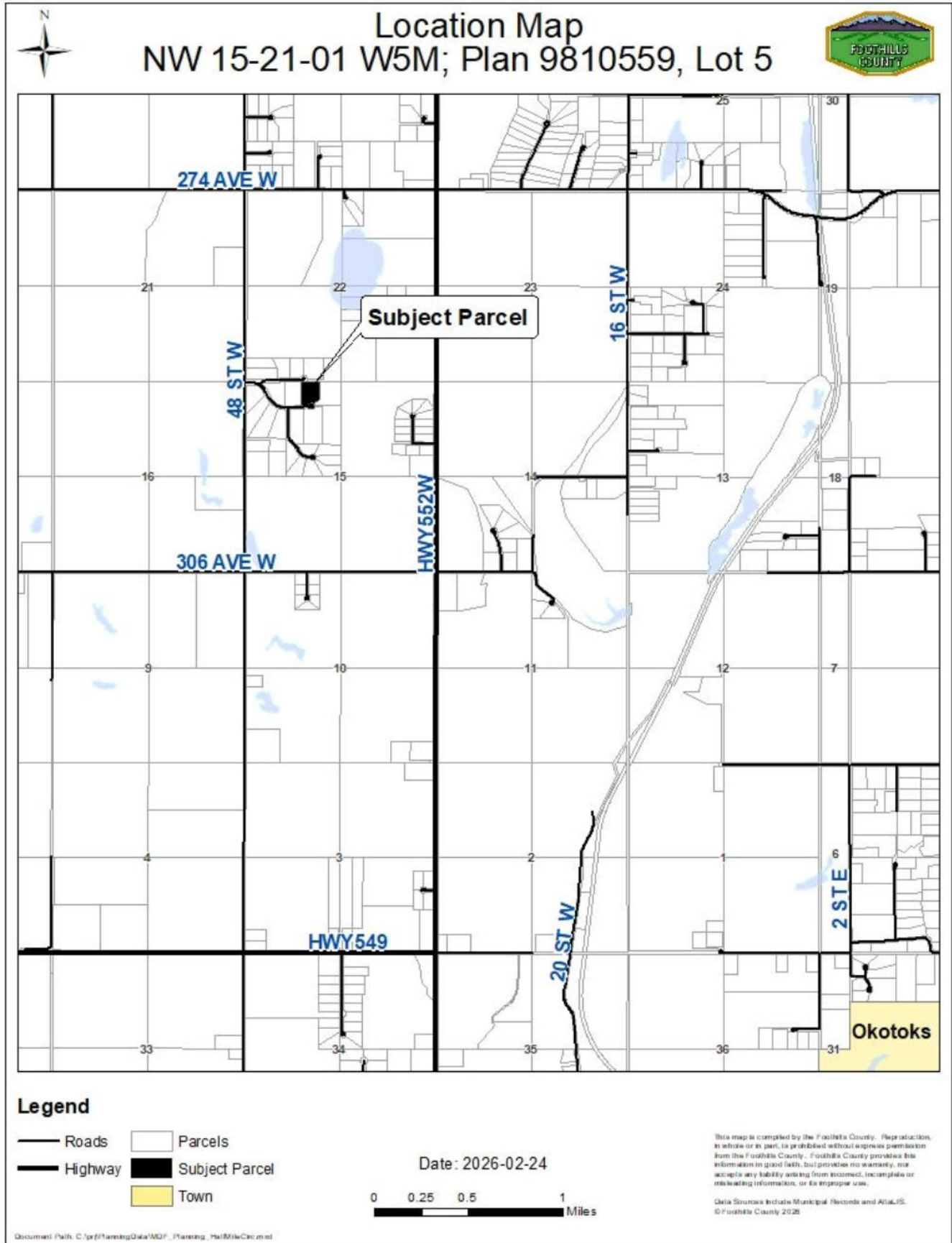
APPENDIX A: MAP SET

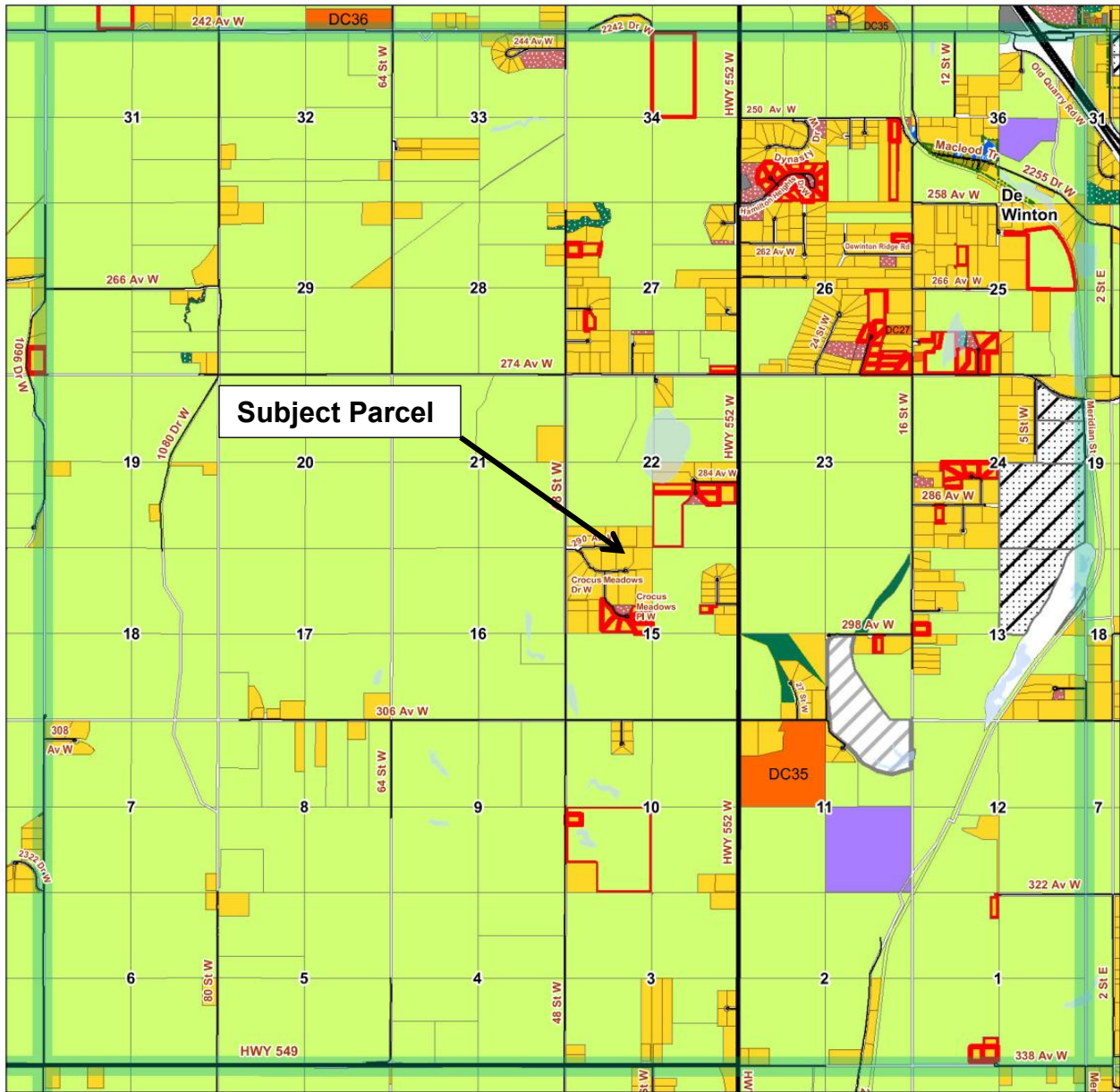
LOCATION MAP
LAND USE MAP
SITE PLAN

APPENDIX B: APPLICATION DETAILS PROVIDED BY APPLICANT

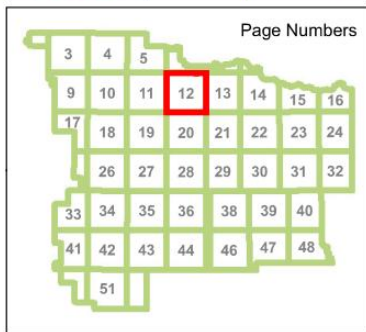
APPENDIX C: PROPOSED BYLAW

APPENDIX A: LOCATION MAP





Subject Parcel



Legend

- County Roads
- Highways
- ▨ In Transition
- NA - Not Applicable
- A- Agricultural
- AA- Agricultural Sub A
- CMC- Community Commercial
- CR- Country Residential
- CRA- Country Residential Sub A
- DC - Direct Control
- ER- Environmental Reserve
- EP- Environmental Protection
- INR- Natural Resource Extraction
- MR- Municipal Reserve
- REC- Recreation
- PUL- Public Utility
- RC- Residential Community District
- SD- Service District

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Data Sources Include Municipal Records and AltaLIS.
© Foothills County 2025

September 30, 2025



Page 12

ALBERTA LAND SURVEYOR'S REAL PROPERTY REPORT

MUNICIPAL ADDRESS: [REDACTED]

CLIENT: BLACK

LEGAL DESCRIPTION:

LOT: 5

PLAN: 981 0559

DATE OF SURVEY: APRIL 14, 2023

LEGEND:

- Found Concrete Nail shown thus▲
- Found Iron Bar shown thus▲
- Found Spike shown thus▲
- Fences shown thusX-X
- Drill Hole shown thus▲
- Break in line shown thus- -
- Eaves are dimensioned to the fascia line and shown thus: ————

Subject property is outlined thus: ————

All dimensions are in metres and decimals thereof.

The information shown on this Report shall relate to distances from property boundaries to a point of the adjacent property only at the time of survey. Fences are within 0.20 metres of property line unless otherwise noted.

PURPOSE:

This Report and attached plan have been prepared for the benefit of the Property owner, subsequent owners, and any of their agents, for the purposes of (real estate transaction). Copying is permitted only for the benefit of these parties, and only if the plan remains attached. Where applicable, registered easements and utility rights-of-way shown on this Report are shown in accordance with the attached plan. The plan shows other property corner markers have not been placed during the survey for this Report. The attached plan should not be used to establish boundaries (e.g., for fencing), because of the risk of misinterpretation or measurement error by the user. The information shown on this Report reflects the status of this Property as of the date of the survey and is not intended to be used for future development changes on the property which will not be reflected on the Report.

NOTE:

This information is based on title search dated APRIL 3, 2023; C. of L. 041 483 613 - and is subject to:

- 911 918 903 - UTILITY RIGHT OF WAY
- 971 321 332 - UTILITY RIGHT OF WAY
- 981 060 038 - CAVEAT RE: DEVELOPMENT AGREEMENT
- 981 060 040 - RESTRICTIVE COVENANT

CERTIFICATION:

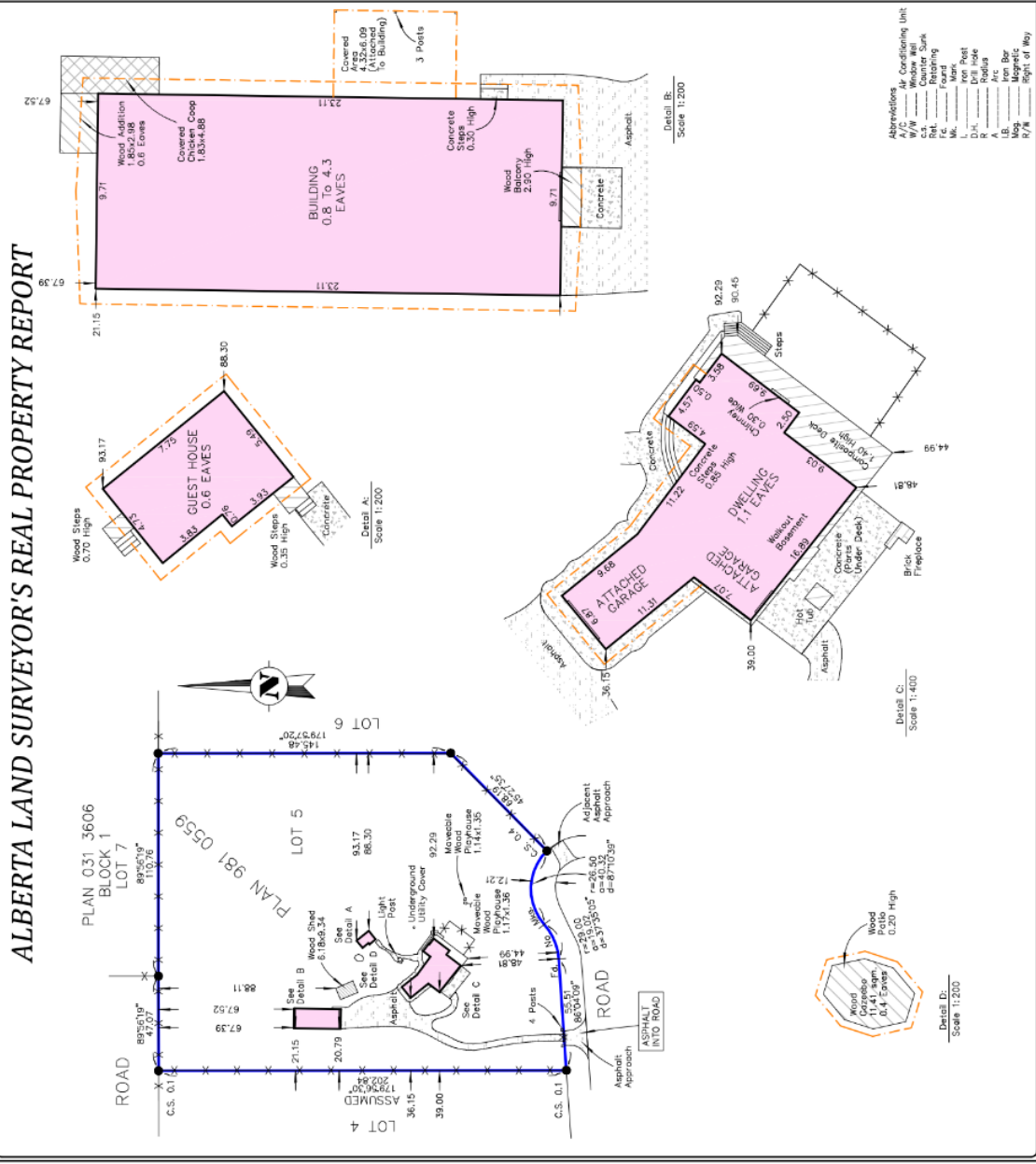
I hereby certify that this Report, which includes the attached plan and related survey, was prepared and performed under my personal supervision and in accordance with the Alberta Land Surveyors' Association's Manual of Standard Practice and supplements thereto, Accordingly, within those standards and as of the date of this Report, I am of the opinion that the boundaries of the Property, the improvements as defined in Part C, Section 6.5 of the Alberta Land Surveyors' Association's Manual of Standard Practice, and registered easements and rights-of-way affecting the extent of the title to the Property;

- the improvements are entirely within the boundaries of the Property
- EXCEPT ASPHALT INTO ROAD
- no visible encroachments exist on the Property from any improvements situated on an adjoining property
- no visible encroachments exist on registered easements or rights-of-way affecting the extent of the Property

Dated at Calgary, Alberta
this 20 day of APRIL, 2023.

Stephany Hoo, A.L.S.
(Copyright reserved)
This document is not valid unless it bears the original signature of the registered Alberta Land Surveyor and a New Map Geomatics Inc. print stamp.

NEW MAPLE GEOMATICS INC.
TEL: (403) 202-3708
info@newmaplegeomatics.com
DRAWN BY: N.R. FILE NO: 2023-0173



APPENDIX B: DETAILED OPERATIONS OUTLINE PROVIDED BY AGENT

APPLICATION REQUIREMENTS:

The Development Permit Application must be accompanied with the following information:

1. A site plan (can be hand drawn) showing: [attached Surveyor Land Report and Area View](#)
 - a. the entire parcel.
 - b. north at the top of the page.
 - c. identify and show all existing structures with measurements from the same, in feet or metres, to all parcel lines.
 - d. Identify which dwelling is to be utilized for the tourist home, if more than one dwelling exists on the parcel;
 - e. show all existing wells, septic tanks, disposal fields, dugouts on the parcel and storage areas.
2. Stipulate if the Tourist Home is to be hosted or un-hosted accommodation as per the definition for Tourist Home? - [Tourist Home is hosted](#)
3. Number of people to be employed, if any. [At least one person is always on the property](#) - Landowner
4. Provisions for parking. [As per attached area View. There is parking area south of Barn](#)
5. Access locations to and from the lot including roads and highways to be used. [As per attached plan through the gate](#)
6. Vehicle trip generation anticipated on a daily basis. ~~1X~~ maximum 4
7. Will there be deliveries to the site, if so, how many and how often. [No](#) personal to landowners, occasional food delivery service no more than 1/day
8. Is this operation seasonal or full time. Please specify the months open if it is seasonal. [Full time with low \(winter\) and high \(summer\) seasons](#)
9. Maximum day stays by guests. [30 days](#)
10. Amount of water required for this business. [Usual consumption](#)
11. Garbage and storage areas and the fencing and screening proposed for same, and methods for disposing of garbage. [Fully closed garbage box](#)
12. How many guest rooms are available for the guests? [Guest house - 1 room/ Main house basement - 2 bedrooms](#)
13. Maximum number of guests based on number of guest rooms? [Guest house - 2 persons/ Main house - 4](#)
14. How many bathrooms are available for the guests, are they attached to the bedroom (ensuite) or is a communal bathroom provided. [Guest house - 1 bed room, kitchen and full bathroom/ Main house basement - 2 bedrooms, kitchen, living room, full bathroom](#)
15. What meals are provided to the guests if accommodation is hosted, if any. [No](#)
16. Are there any other services or activities provided to the guests? please explain. [No](#)
17. If this parcel is not owned by the applicant, written consent from the landowner is required. [N/A](#)
18. Is there any signage proposed in conjunction with the Tourist Home? If so, please give sign dimensions and describe signage type, design, and location. [No](#)

BYLAW XX/2026

BEING A BYLAW OF FOOTHILLS COUNTY TO AUTHORIZE AN AMENDMENT TO THE LAND USE BYLAW NO. 60/2014 AS AMENDED

WHEREAS pursuant to the provisions of the Municipal Government Act, Chapter M-26 Revised Statutes of Alberta 2000, and amendments thereto, the Council of Foothills County in the Province of Alberta, has adopted Land Use Bylaw No. 60/2014 and amendments thereto;

AND WHEREAS the Council has received an application to further amend the Land Use Bylaw by authorizing a Site-Specific Amendment to the Country Residential District land use rules to allow for two Hosted Tourist Homes and an additional Dwelling Unit as Permitted Uses on Plan 9810559, Lot 5; Ptn. NW 15-21-01 W5M.

NOW THEREFORE THE COUNCIL ENACTS AS FOLLOWS:

1. Under SECTION 13 COUNTRY RESIDENTIAL DISTRICT, the following shall be added under Section 13.1.4 PERMITTED USES:

Two Hosted Tourists Homes and an additional Dwelling Unit on Plan 9810559, Lot 5; Ptn. NW 15-21-01 W5M.

2. This Bylaw shall have effect on the date of its third reading and upon signing.

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

**MISCELLANEOUS PLANNING ITEM
 PLANNING AND DEVELOPMENT REPORT TO COUNCIL
 2nd AND 3rd READING TO BYLAW 01/2026
 April 22, 2026**

REQUEST FOR 2nd AND 3rd READING TO BYLAW 01/2026		
APPLICATION INFORMATION		
	LEGAL DESCRIPTION: NW 25-19-27 W4M	
	LANDOWNER: JOCELYN HASTIE	
	AREA OF SUBJECT LANDS: 118.97 ACRES	
	CURRENT LAND USE: AGRICULTURAL DISTRICT	
	PROPOSED LAND USE: DIRECT CONTROL #27	
NUMBER & SIZE OF PROPOSED PARCEL: 1 x 40 ACRES		
PROPOSAL: Application to redesignate a +/- 40 acre portion of this Agricultural District parcel to Direct Control #27 to allow for a Home Based Business, Type III.		
DIVISION NO: 1	REEVE: Rob Siewert	FILE MANAGER: Stacey Kotlar

PURPOSE OF REQUEST

Request for Council to provide 2nd and 3rd reading to Bylaw 01/2026

BACKGROUND

January 14, 2026 – Council granted 1st reading to Bylaw 01/2026 authorizing the redesignation of a 40 +/- acre portion of the subject property being NW 25-19-27 W4M from Agricultural District to Direct Control District #27 to allow for the future operation of the equine retreat center as a Home-Based Business Type III.

Note: an excerpt from the January 14, 2026 Council meeting minutes outlining this approval is included under Appendix B.

CONDITIONS TO BE MET AT AMENDMENT

All conditions of 1st reading of the Amendment have been completed.

COUNCIL ACTIONS REQUESTED

Council is respectfully requested to consider granting 2nd and 3rd reading to Bylaw 01/2026 authorizing the redesignation of a 40 +/- acre portion of the subject property being NW 25-19-27 W4M from Agricultural District to Direct Control District #27 to allow for the future operation of the equine retreat center as a Home-Based Business Type III.

APPENDICES

APPENDIX A - MAP SET:

Location Map
Accepted Site Plan
Ortho Photo

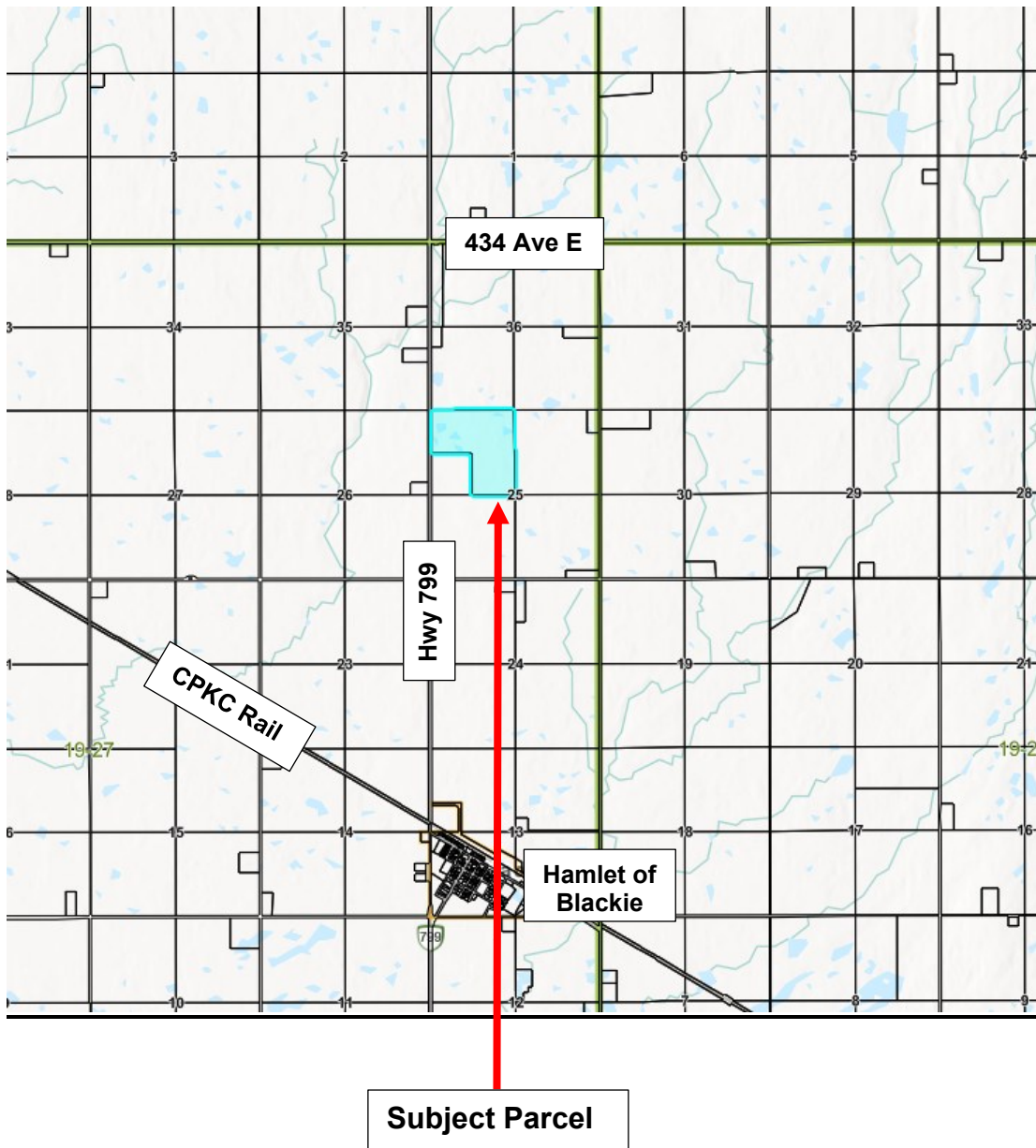
APPENDIX B:

Excerpt from January 14th, 2026 Council Meeting minutes

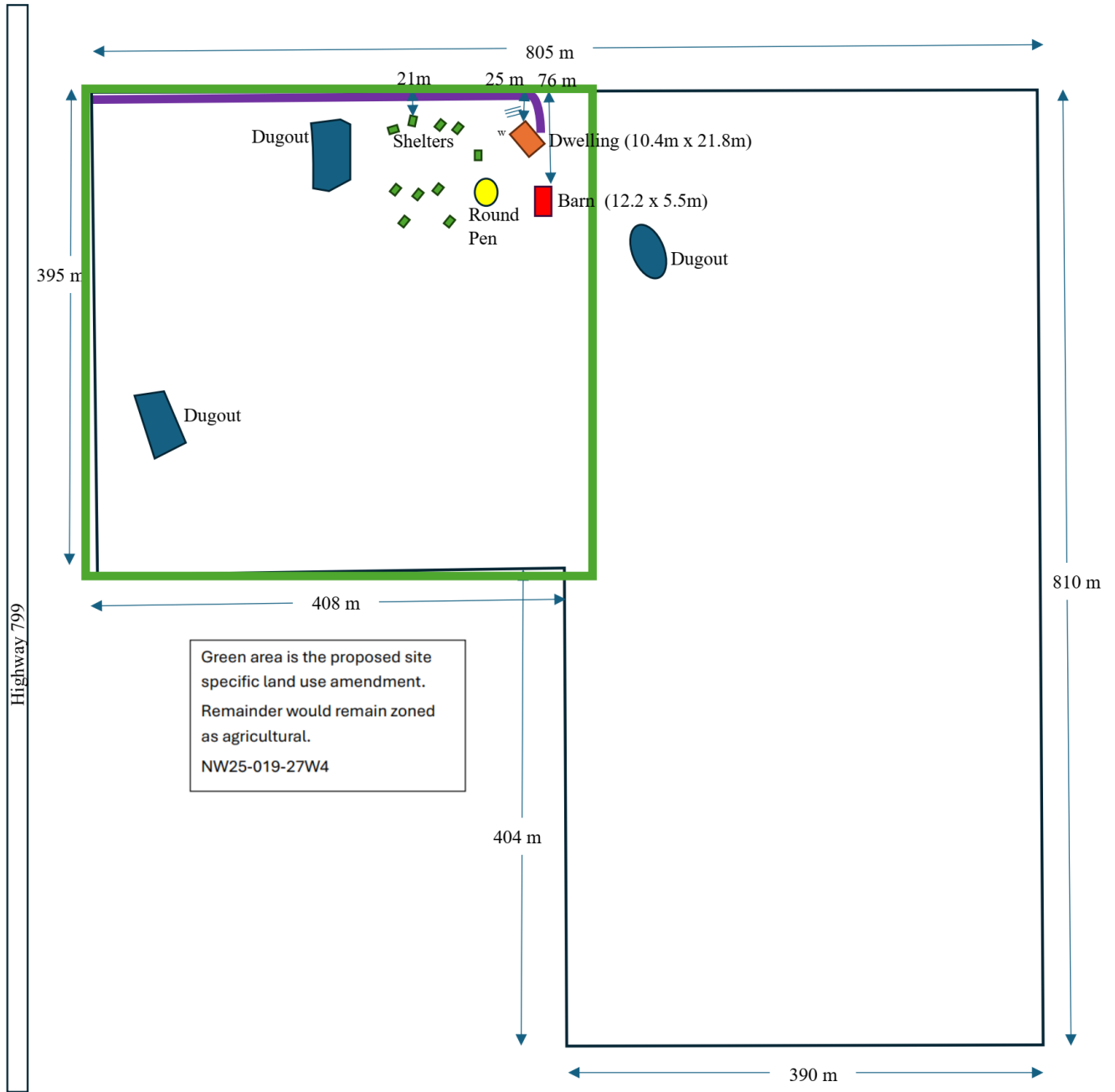
APPENDIX C:

Bylaw 01/2026

APPENDIX A: LOCATION MAP



APPENDIX A: SITE PLAN



APPENDIX A: ORTHO PHOTO



C. SCHEDULED MEETINGS & PUBLIC HEARINGS

C.2 1:30 p.m. - Hastie - NW 25-19-27 W4M - Redesignation (A to DC#27)

J. Hastie was in attendance for the public hearing in connection to the proposed redesignation of a 40 +/- acre portion of the subject property being NW 25-19-27 W4M from Agricultural District to Direct Control District #27 to allow for the future operation of the equine retreat center as a Home-Based Business Type III.

Also in attendance were J. Thompson and C. Sebastian.

The public hearing was closed.

C.2.1 Hastie - NW 25-19-27 W4M - Decision

Bylaw 01/2026

Bylaw 01/2026 was introduced into the meeting to authorize the redesignation of a 40 +/- acre portion of the subject property being NW 25-19-27 W4M from Agricultural District to Direct Control District #27 to allow for the future operation of the equine retreat center as a Home-Based Business Type III.

In their consideration of the criteria within the MDP2010, LUB 60/2014, and GMS; Council is of the opinion that the proposed redesignation of a 40 +/- acre portion of the subject property would not be detrimental to the nature of the area and will not unduly interfere with neighbouring land uses or materially interfere with or affect the use, enjoyment, or value of neighbouring properties.

Subsequent approval and issuance of a Development Permit for a Home-Based Business, Type III, will be required prior to the property being developed/used for the operation of a Home-Based Business, Type III.

Prior to further consideration of the bylaw, the following will be required:

1. Final redesignation application fees to be submitted; and
2. Submission of a development permit application for Home-Based Business Type III.

Resolution 24-26

Moved by: Councillor Alger

That Bylaw 01/2026 be given first reading.

THE BYLAW WAS PASSED FOR ONE READING

BYLAW 01/2026

BEING A BYLAW OF FOOTHILLS COUNTY TO AUTHORIZE AN AMENDMENT TO THE LAND USE BYLAW NO. 60/2014 AS AMENDED.

WHEREAS pursuant to the provisions of the Municipal Government Act, Chapter M-26 Revised Statutes of Alberta 2000, and amendments thereto, the Council of Foothills County in the Province of Alberta, has adopted Land Use Bylaw No. 60/2014 and amendments thereto;

AND WHEREAS the Council has received an application to further amend the Land Use Bylaw by authorizing the redesignation a 40+/- acre portion of Ptn. NW 25-19-27 W4M from Agricultural District to Direct Control #27 for use as a Home Based Business Type III, Retreat Centre, with an approximate 80 +/- acre Agricultural District Balance parcel.

NOW THEREFORE THE COUNCIL ENACTS AS FOLLOWS:

1. Land Use Map No. 1927 is amended by redesignating a 40 +/- acre portion of the subject property being NW 25-19-27 W4M from Agricultural District to Direct Control District #27 to allow for the future operation of the equine retreat centre as a Home-Based Business Type III.
2. This Bylaw shall have effect on the date of its third reading and upon being signed.

FIRST READING: January 14, 2026

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 .

MISCELLANEOUS PLANNING ITEM
PLANNING AND DEVELOPMENT REPORT TO COUNCIL
REPORT FOR COUNCIL'S CONSIDERATION ON FILM PRODUCTION
April 22, 2026

	PROPOSAL: REVIEW PROPOSED POLICY FRAMEWORK FOR FILM PRODUCTION IN FOOTHILLS COUNTY.
FILE MANAGER: Coreena Carr, Planner	

PURPOSE:

To present a proposed policy framework for film production in Foothills County for Council's consideration.

The proposed policy establishes a clear and proportionate framework that supports film production, addresses potential impacts, and maintains a film-friendly, low-regulation approach.

BACKGROUND

On **January 7, 2026**, Council directed Administration to proceed with developing a framework to deal with film and media production in the County and to return to Council for further consideration.

RATIONALE

Foothills County has a long history of supporting film production as an economic activity and has generally taken a hands-off approach to filming on private land. Filming has occurred for many years with few concerns raised. Administration is aware of only limited concerns, primarily related to communication with nearby residents and perceived nuisance impacts.

While the film industry has largely operated responsibly, the absence of a formal framework may result in inconsistent communication and limits the County's ability to respond when concerns arise. Due to the temporary nature of filming, traditional enforcement processes may also have limited effectiveness once an activity is underway or complete.

The proposed policy is intended to address these gaps without fundamentally changing how filming occurs in the County.

PROPOSED POLICY FRAMEWORK

The proposed *Film Production Coordination and Communication Policy* establishes a non-regulatory administrative framework to support film production while balancing the interests of residents, public safety, and rural character. A copy of the draft Policy is attached as **Appendix A**.

The framework is intended to encourage economic activity, reduce red tape, and ensure County involvement is proportionate to the scale and impact of filming activities.

The proposed three-tiered system includes:

- 1. Notice of Filming (Low Impact / Private Land)**
Applies to low-impact filming on private land with no County involvement required. No approval is required; notification supports awareness and response to inquiries.

2. **Operational Film Permit (Moderate Impact / Coordination Required)**
Required where filming involves County roads and County property, traffic control, emergency services coordination, public safety considerations, or potential off-site impacts.
3. **Film Site Licence (Ongoing or Repeated Use)**
Applies to recurring filming locations or sites with standing sets or infrastructure. Provides a longer-term administrative agreement with site-specific conditions.

This tiered approach allows low-risk filming to proceed with minimal oversight while ensuring higher-impact activities are appropriately coordinated.

The Policy emphasizes communication, neighbour notification, public safety, and voluntary compliance, while relying on existing bylaws where enforcement is required.

The following additional draft information is attached for Council's information:

- **Appendix B** - Draft Guidelines for Film Production in Foothills County;
- **Appendix C** - Draft form and declaration of understanding for film production in Foothills County.

KEY POLICY CONSIDERATIONS

1. **Enforcement Practicality for Temporary Uses**
Formal enforcement tools such as stop orders or appealable decisions are not well suited to temporary uses such as filming. Productions are often short in duration, and formal processes may conclude after the activity has ended. As a result, proactive communication, rapid issue resolution, and voluntary compliance are more effective responses to neighbour concerns.
2. **Complaint Relevance and Fair Administration**
Administration notes that concerns related to filming activities should be assessed based on whether the issue is reasonably connected to the filming operation or its off-site impacts. This helps ensure legitimate concerns are addressed while maintaining a fair and proportionate process that does not draw the County into unrelated private disputes or matters outside the scope of the framework.
3. **Supporting Economic Activity**
Maintaining a film-friendly environment by minimizing unnecessary approvals for filming.
4. **Communication and Neighbour Awareness**
Improving transparency through notification and clear communication where filming may affect surrounding properties.
5. **Proportionate Oversight**
Ensuring County involvement reflects the level of impact, with minimal oversight for low-risk activities and increased coordination where required.
6. **Past Compliance History**
Where repeated, substantiated concerns arise at a filming location, that history may inform future requests requiring County coordination or approval.
7. **Use of Existing Bylaws**
Relying on existing bylaws to address nuisance or safety concerns rather than creating a new regulatory regime.

CONCLUSION

The proposed framework provides a practical and balanced approach that supports film production while recognizing the interests of surrounding landowners.

The framework would improve the current system by:

- providing clear direction for industry and residents;
- establishing a single point of contact for effective communication and efficient concern resolution
- improving coordination across departments; and
- introducing neighbour notification where warranted.

Administration recommends a policy-based approach that builds on the County's existing framework without creating unnecessary regulatory burden. The proposed approach clarifies expectations, improves communication, and addresses identified gaps while maintaining Foothills County's attractiveness as a filming location.

The approach is administrative in nature and does not introduce new enforcement mechanisms. Where additional enforcement tools are desired, Council may direct Administration to explore amendments to existing bylaws, such as the Community Standards Bylaw currently under review, or return with a draft bylaw for future consideration.

Administration is seeking Council feedback and direction on the proposed policy framework.

OPTIONS FOR COUNCIL CONSIDERATION:

OPTION 1 — SUPPORT POLICY

That Council direct Administration to bring back a refined Policy for Council's consideration incorporating feedback provided.

OPTION 2 — POLICY + BYLAW AMENDMENT

That Council direct Administration to proceed with the Policy Framework and explore amendments to existing bylaws, including the Community Standards Bylaw, to address nuisance-related concerns.

OPTION 3 — BYLAW DIRECTION

That Council direct Administration to prepare a draft Bylaw for Film Production in Foothills County for future consideration.

OPTION 4 — POSTPONE

Council postpones consideration of the proposed Film Production Framework pending further direction.

APPENDIX

APPENDIX A – DRAFT FILM PRODUCTION COORIDINATION AND COMMUNICATION POLICY

APPENDIX B – DRAFT GUIDELINES FOR FILMING IN FOOTHILLS COUNTY

APPENDIX C – DRAFT FORM AND DECLARATION OF UNDERSTANDING

APPENDIX A

Foothills County

FILM PRODUCTION

COORDINATION AND COMMUNICATION POLICY



1.0 PURPOSE

The purpose of this Policy is to:

- a. support and encourage film production within Foothills County as a temporary economic activity;
- b. provide clarity and transparency on process requirements and expectations for film activity in Foothills County;
- c. support effective communication between film producers, residents, and the County;
- d. protect public safety, municipal infrastructure, and emergency access;
- e. minimize unreasonable disturbance to neighbouring properties, agricultural operations, and the rural character of the County; and
- f. avoid unnecessary regulation or approval for low-impact filming; and
- g. establish a balanced framework that supports film production while ensuring filming activities are conducted responsibly and with respect for the surrounding community.

2.0 SCOPE

This Policy applies to film production activities occurring within Foothills County.

This Policy does not regulate film production as a land use, but rather provides a framework to support coordination, communication, and the management of potential nuisance associated with filming activities.

3.0 GUIDING PRINCIPLES

Film production within Foothills County will be approached in a manner that:

- a. maintains a supportive and film-friendly environment;
- b. respects the rights and enjoyment of neighbouring landowners;
- c. recognizes the importance of agriculture and rural character;
- d. emphasizes communication, transparency, and proactive coordination; and
- e. relies on existing bylaws and legislation where enforcement is required.

4.0 FILM PRODUCTION FRAMEWORK

Film production within Foothills County is managed through a tiered framework based on the location of filming activities and the level of County involvement required.

The level of County involvement will vary depending on the nature of the filming activity and may include one of the following:

a. Notice of Filming (No County Involvement)

Filming activities that occur on private land and do not involve the filming on County roads or County property, or require coordination with County services, and does not affect public safety or create a nuisance beyond the property boundary.

These activities require notification only.

b. Operational Film Permit (County Coordination Required)

Filming activities that involve the use of County roads, County property, or require coordination with the County, including traffic control, emergency services, or activities that may affect public safety or create a nuisance beyond the property boundary.

c. Film Site Licence (Recurring or Ongoing Use)

Filming activities involving repeated use of a property, standing sets, or the storage of film infrastructure between productions. These activities may require site-specific agreements and ongoing coordination.

5.0 NOTICE OF FILMING

5.1 Notice of Filming

To support coordination between the County, film producers, and area residents, film producers are expected to submit a Notice of Filming prior to commencing filming on private lands in Foothills County.

Submission of a Notice of Filming does not constitute an approval, but assists the County in:

- a. responding to public inquiries; and
- b. coordinating with internal departments.

5.2 When Notice of Filming Applies

Notice of Filming applies where:

- a) filming occurs on private land (not on County roads or County land);
- b) no coordination with County services such as emergency service, fire, public works is required;
- c) no traffic control, temporary closures, or parking restrictions required;
- d) filming does not present a public safety risk; and
- e) no nuisance is created beyond the property boundary as a result of the film activities.

5.3 Multi-Location Filming

A Notice of Filming may include one or more filming locations associated with a single production.

Each filming location will be reviewed independently to determine the appropriate level of County involvement.

5.4 Additional Information

For Notice of Filming submissions, the County may request additional information where necessary to support coordination or respond to public inquiries.

In most cases, no additional documentation will be required where filming activities are low impact and contained to private land.

6.0 OPERATIONAL FILM PERMIT

6.1 When Required

An Operational Film Permit may be required where filming:

- a. uses, obstructs, or affects a County road or right-of-way;
- b. requires traffic control, temporary closures, or parking restrictions;
- c. occurs on County-owned or managed property;
- d. requires coordination with emergency services;
- e. presents a safety risk to the public; or
- f. creates a nuisance beyond the property boundary.

6.2 General

The Operational Film Permit is an administrative, project-specific, and temporary instrument used to coordinate filming activities and protect public safety and municipal infrastructure.

An Operational Film Permit may be issued for the duration of the production.

6.3 Multi-Location Application

An Operational Film Permit may apply to one or more filming locations and may include location-specific requirements or conditions.

6.4 Additional Requirements

Depending on the nature, scale, and location of the filming activity, the County may require additional information or documentation as a condition of issuing an Operational Film Permit.

This may include, but is not limited to:

- a. a traffic accommodation strategy or traffic control plan;
- b. an emergency response plan or site-specific safety plan;
- c. proof of appropriate liability insurance and indemnification;
- d. execution of a film production agreement for use of County roads, rights-of-way, or property;
- e. copies of approvals or permits from other regulatory agencies, where applicable, including but not limited to:
 - i. Alberta Transportation and Economic Corridors (Provincial Highways);
 - ii. Transport Canada (drones or aviation activities);
 - iii. applicable fire authorities (open flame, pyrotechnics, fireworks);
 - iv. Coordination with Emergency Services or Law Enforcement (use of replica firearms, traffic control, or public safety concerns), and other applicable agencies; and
- f. any other information required to address public safety, infrastructure protection, or nuisance.

Requirements will be determined on a site-specific basis, having regard for the scale and nature of the proposed filming activities.

7.0 FILM SITE LICENCE (RECURRING OR LONG-TERM USE)

7.1 When a Film Site Licence is Appropriate

A Film Site Licence may be required where a property is:

- a. used repeatedly for film production; or
- b. contains standing sets, facades, or stored film infrastructure between productions.

The licence is a contractual or administrative instrument and does not constitute a land use or development approval.

7.2 General

A Film Site Licence authorizes ongoing access and use of a site for filming purposes and may include site-specific terms related to safety, access, servicing, and emergency planning.

A Film Site Licence may be issued for a term of up to five (5) years and may be renewed prior to expiry.

7.3 Additional Requirements

Where a Film Site Licence is required, the County may require site-specific agreements, plans, or conditions to address the ongoing nature of filming activities.

This may include, but is not limited to:

- a. a Film Production Agreement outlining operational expectations;
- b. emergency response plans or ongoing safety procedures;
- c. site access, traffic management, and parking arrangements;
- d. servicing and sanitation provisions;
- e. storage and placement of sets, props, or equipment; and
- f. measures to address potential nuisance to neighbouring properties.

Requirements will be determined on a location-specific basis.

8.0 NEIGHBOUR NOTIFICATION AND COMMUNICATION

Film producers are expected to:

- a. notify affected landowners and occupants where filming is in close proximity to adjacent lands or may result in nuisance extending beyond the property boundary;
- b. provide clear information regarding the nature, timing, and duration of filming activities;
- c. make reasonable efforts to address questions or concerns raised by neighbouring landowners; and
- d. ensure a contact person is available during filming to respond to inquiries.

9.0 PUBLIC SAFETY AND NUISANCE

Film producers are expected to ensure that:

- a. emergency access is maintained at all times;
- b. filming activities do not create unsafe conditions for the public or surrounding area;
- c. any required safety measures are implemented appropriate to the nature of the activity; AND
- d. filming activities do not create any off-site nuisance to neighbouring properties.

Emergency Response Plans and/or Traffic Accommodation Strategies may need to be included with applications for a licence or permit at the discretion of the County.

10.0 ADMINISTRATION OF POLICY

County Administration may designate a Film Services Coordinator to:

- a. receive and process notices, permits, and licence applications;
- b. coordinate with film producers, residents, and internal departments;
- c. respond to inquiries and concerns related to filming activities;
- d. issue permits and licences where applicable; and
- e. develop and maintain supporting materials, including forms, agreements, and guidelines.

11.0 PROCESSING TIME / TURNAROUND COMMITMENT

11.1 Administrative Turnaround Target

Upon receipt of Notice of Filming, the County will make reasonable efforts to review the submission and confirm registration within twenty-four (24) to forty-eight (48) hours, excluding weekends and statutory holidays.

Where an application for an Operational Film Permit or Film Site Licence is submitted as complete, the County shall make reasonable efforts to:

- issue the permit or licence, or
- identify outstanding requirements,

within five (5) business days, excluding weekends and statutory holidays.

These timelines are administrative service targets only and do not constitute approval.

11.2 Incomplete Applications

Where an application is incomplete, staff will:

- advise the applicant of missing information as soon as practicable; and
- suspend the processing timeline until the required information is provided.

11.3 Expedited / Short-Notice Filming

Recognizing the time-sensitive nature of film production:

- short-notice requests may be accommodated where operationally feasible;
- flexibility may be applied where filming activities are low-risk and manageable.

The County will make reasonable efforts to support efficient coordination while ensuring public safety and compliance with applicable bylaws.

12.0 FEE STRUCTURE

12.1 Fee Structure

To minimize red tape and uncertainty, a flat administration fee will be applied. Fees will be scaled only where additional municipal oversight is required

All fees will be in accordance with the County's Fees and Charges Bylaw.

12.2 No Duplication of Fees

Where fees are already charged under existing bylaws (e.g., road use, traffic control, or park access), no additional film-specific fee shall be applied for the same activity.

13.0 RESPONSE TO CONCERNS AND COMPLAINTS

13.1 Concerns and Complaints

Where concerns or complaints are received, the County may consider whether the matter is reasonably related to filming activities or associated off-site impacts when determining the appropriate response.

13.2 Response to Complaints

Where concerns or complaints arise related to filming activities, the County may:

- a. facilitate communication between affected parties;
- b. respond to concerns through applicable municipal bylaws;
- c. work with film producers to mitigate nuisance and resolve issues; and
- d. request adjustments to filming activities to reduce disruption.

14.0 PAST SITE HISTORY

14.1 History of Concerns

Administration may consider a site's history of repeated, substantiated off-site nuisance, safety, or material non-compliance concerns related to previous filming activities when reviewing future requests under this Policy.

14.2 Special Consideration

Where appropriate, Administration may require additional mitigation, apply conditions, require a higher level of review, or decline requests requiring County approval or coordination where concerns remain unresolved.

15.0 ENFORCEMENT AND COMPLIANCE

15.1 Enforcement Authority

This Policy does not create enforcement authority.

15.2 Use of Existing Bylaws

All filming activities remain subject to applicable municipal bylaws and legislation, including but not limited to:

- a. Community Standards Bylaw (including noise and nuisance provisions);
- b. Traffic and Road Use Bylaws;
- c. Land Use Bylaw, where filming activities constitute development; and
- d. any other applicable provincial or federal legislation.

Where a filming activity constitutes development under the Land Use Bylaw, the Land Use Bylaw shall prevail. Where existing bylaws do not adequately address nuisance or related concerns arising from film production, amendments to applicable bylaws may be considered.

15.2 Compliance-First Approach

Where issues arise, the municipality will seek voluntary compliance before taking enforcement action under applicable bylaws.

16.0 EFFECTIVE DATE

This Policy comes into effect upon approval by Council resolution.

APPENDIX B



GUIDELINES FOR FILMING IN FOOTHILLS COUNTY

Foothills County supports film and television production and aims to provide a clear, efficient, and film-friendly process. Most filming on private land does not require formal approval but you do need to complete a Notice of Filming Form. The County's role is primarily coordination, public safety, and responding to concerns where needed.

These Guidelines are intended to help producers, property owners, and residents understand how filming activities are managed within Foothills County.

DO YOU NEED TO CONTACT THE COUNTY?

Notice of Filming

A Notice of Filming is expected for organized commercial filming on private land where activities are low impact and do not require County coordination.

This typically applies where filming:

- occurs entirely on private land; and
- does not affect County roads or County property;
- does not require traffic control or parking restrictions;
- does not create public safety concerns; and
- is not expected to create off-site nuisance impacts.

Operational Film Permit

An Operational Film Permit may be required where filming involves:

- County roads, rights-of-way, or County property;
- traffic control, road closures, or parking restrictions;
- emergency service coordination;
- public safety considerations; or
- potential off-site impacts to neighbouring properties.

Film Site Licence

A Film Site Licence may be required for:

- recurring filming for multiple productions on one location;
- standing sets or facades remaining on site between productions; or
- long-term storage of film infrastructure between productions.

If you are unsure which category applies, contact the County before filming.

WHAT INFORMATION MAY BE REQUIRED?

A form for Film Notice and License/Permit Application is available on the website to include necessary information.

Depending on the nature of the production, the County may request:

- filming location(s);
- production dates and times;
- description of activities;
- site contact information;
- parking and traffic details;
- safety or emergency planning information;
- proof of insurance (where applicable);
- approvals from other agencies (where applicable).

Only information relevant to the scale and impact of the production will be requested.

NEIGHBOUR COMMUNICATION

Good communication is the most effective way to prevent concerns.

Where filming may be visible, audible, or otherwise affect neighbouring properties, producers are expected to notify nearby landowners or occupants in advance.

Neighbour notices should include:

- filming dates and times;
- a general description of activities;
- production contact information; and
- any expected temporary impacts such as lighting, traffic, or noise.

A copy of neighbour notification should be submitted to the County with relevant film activity information.

GOOD NEIGHBOUR PRACTICES

Producers are encouraged to:

- maintain a single point of contact at all times during filming timelines;
- direct lighting away from neighbouring homes where possible;
- place generators away from residences and minimize unnecessary idling;
- maintain emergency and driveway access at all times;
- ensure parking does not block roads or adjacent access;
- keep locations clean and organized; and
- respond promptly and respectfully to concerns raised during filming.

PUBLIC SAFETY AND SPECIAL ACTIVITIES

Additional coordination or approvals may be required for activities such as:

- prop firearms or simulated emergency scenes;
- open flame, smoke effects, pyrotechnics, or fireworks;
- drone operations;
- helicopter landings or aviation activity;
- stunts or unusual public safety risks; or
- significant traffic impacts.

County staff can help identify the appropriate approval agencies where needed.

CONCERNS OR COMPLAINTS

Where concerns arise, the County will seek practical resolution in the first instance through communication and reasonable adjustments where appropriate.

County responses will generally focus on matters reasonably related to filming activities or associated off-site impacts.

Where necessary, applicable municipal bylaws or other legislation may also apply and enforcement will be undertaken in accordance with those bylaws.

REPEATED CONCERNS

Where a filming location has been associated with repeated, substantiated off-site nuisance or safety concerns arising from prior filming activities, Administration may require future filming proposals at that location to be reviewed under a higher level of the Policy framework, including an Operational Film Permit or Film Site Licence where applicable based on the nature, scale, frequency, or potential impacts of the activity.

Administration may also recommend mitigation measures, neighbour notification, traffic management, security measures, scheduling limitations, or other reasonable measures intended to reduce recurring impacts.

Nothing in this Policy limits the County's ability to apply existing bylaws or legislation where contraventions occur.

PROCESSING TIMELINES

Administrative service targets are:

- Notice of Filming: 24 to 48 hours;
- Operational Film Permit / Film Site Licence: five (5) business days for complete submissions.

Short-notice requests may be considered where operationally feasible.

FEES

Applicable fees, where required, are set by the County's Fees and Charges Bylaw.

(Could add link to appropriate section of fee schedule.)

WHAT THIS FRAMEWORK IS INTENDED TO DO

This framework is intended to:

- provide clarity and predictable processes;
- reduce unnecessary red tape for low-impact filming;
- protect public safety and infrastructure; and
- help address legitimate off-site impacts through communication and coordination.

WHAT THIS FRAMEWORK DOES NOT DO

This framework does not:

- regulate unrelated private property activities;
- create unnecessary approvals for low-impact filming; or
- involve the County in unrelated private disputes.

Contact

Foothills County Film Services

Email: filming@foothillscountyab.ca

Phone: [Insert Number]

APPENDIX C

Film Production in Foothills County FILM NOTICE AND LICENSE/PERMIT APPLICATION



Application received Office Use Only

Mail/Deliver: Film Services Coordinator
Foothills County
309 Macleod Tr. S., Box
5605,
High River, AB T1V 1M7
Filming@FoothillsCountyAB.ca

PART A - TYPE OF FILMING ACTIVITY

- Private Land – Notice of Filming Only** (No road impacts, no public safety concerns, no County involvement required)
- Operational Film Permit Required** (Filming impacts County roads, public safety, or infrastructure)
- Filming on County Property**
- Film Site Licence** (Recurring Film Location and/or storing or retention of sets between productions)
- Multi-location production** (multiple sites within Foothills County)

PART B - FILM PRODUCITON COMPANY & CONTACT INFORMATION

Production Company Legal Name: _____
Production title (working title acceptable): _____
Production Manager / Location Manager: _____
24-Hour On-Site Contact (mandatory): _____
 Phone: _____ Email: _____
Emergency Contact (if different): _____
 Phone: _____ Email: _____

PART C1 – LOCATION & LANDOWNER INFORMATION (SINGLE LOCATION)

(Complete this section for the primary filming location. Additional locations may be provided in Part C2 or attached schedule.)
Landowner Name: _____
 Phone: _____ Email: _____
Legal Description: _____
Civic Address (911 address): _____
 Written landowner authorization attached

PART C2 – ADDITIONAL FILMING LOCATIONS (IF APPLICABLE)

Where a production includes multiple filming locations within Foothills County, the applicant may provide all locations as part of a single submission. Complete one row per filming location.

Site	Landowner	Legal Description/Civic Address	Filming Dates (Start/End)	Daily Hours	Type of Activity
1					
2					
3					

Additional pages attached on Schedule A
Note: Each filming location will be reviewed independently to determine if a Notice of Filming, Operational Film Permit, or Film Site Licence is required.

PART D - FILMING SCHEDULE & ACTIVITY DESCRIPTION

(For multi-location productions, provide overall production dates here. Detailed per-location schedules must be included in Part C2 and attached Schedule A)
Start Date: _____ **End Date:** _____
Daily Filming Hours: _____
Night Filming: YES NO (Filming between 9:00 PM–7:00 AM may require additional mitigation or notification)
Number of crew on site: _____ **Number of Vehicles:** _____
Staging Area: _____
Parking location: _____
(Staging areas and parking location can be identified on a map if required.)

- Filming Activities (Check all that apply):**
- | | |
|---|--|
| <input type="checkbox"/> Lighting towers | <input type="checkbox"/> Smoke/atmospherics |
| <input type="checkbox"/> Generators | <input type="checkbox"/> Drones |
| <input type="checkbox"/> Amplified sound | <input type="checkbox"/> Helicopters |
| <input type="checkbox"/> Blank firearms/replicas | <input type="checkbox"/> Temporary sets |
| <input type="checkbox"/> Stunts/precision driving | <input type="checkbox"/> Large crowds/extras |
| <input type="checkbox"/> Animals | |

PART D — NEIGHBOUR NOTIFICATION

Will filming be visible or audible beyond the property boundary?

- Yes No

If **Yes**, the following is required:

- Neighbour notification delivered minimum **5 days prior to filming**
- Copy of notification submitted to the County
- Distribution list or map provided

Method of Delivery: _____

Date Delivered: _____

- Notification letter and distribution list/map attached
- Notification pending

PART E — COUNTY ROAD & PUBLIC IMPACT

(Complete ONLY if filming impacts roads or public safety)

If ANY of the below apply, an Operational Film Permit may be required:

- Parking on road allowance Intermittent traffic stoppage required
- Road closure Traffic control personnel required
- Filming from roadway Equipment on roadway
- Filming on bridge

Details: _____

Note: If the filming impacts Provincial Highways, approval by Alberta Transportation and Economic Corridors may be required.

PART F — COUNTY PROPERTY USE

(Complete ONLY if filming occurs on County-owned land)

- County owned park space _____
- County facilities: _____
- Parking lots: _____
- Pathways or trails: _____
- Other: _____

PART G — FILM SITE LICENSE (RECURRING FILM LOCATIONS AND FILM SET RETENTION)

(Complete ONLY for recurring filming locations and film set retention between productions)

Estimated number of productions per year: _____

Structures remaining on site: _____

Storage of props/sets: _____

Typical crew size: _____

Parking arrangements: _____

Washrooms/Servicing: _____

PART H — SAFETY COORDINATION

(Complete ONLY if applicable activities are proposed on site)

- Blank gunfire Pyrotechnics
- Simulated emergency vehicles Helicopter

Other: _____

PART I — LIABILITY INSURANCE

(Only required where applicable)

Insurance is required where:

- filming occurs on or impacts County roads;
- filming occurs on County property; or
- a Film Site Licence is required.

Minimum: **\$5,000,000 General Liability** with Foothills County named as Additional Insured

- Certificate of insurance attached Pending

PART J - SUPPORTING DOCUMENTS

(Attach as applicable)

- Location map / site plan
- Multi-Location Filming Schedule (required where filming occurs at more than one site)
- Traffic Accommodation Strategy
- Emergency Response Plan/Job Hazard Analysis Plan
- Neighbour notification letter and distribution map
- Other agency approvals (e.g., Transport Canada – drones)
- Insurance certificate
- Filming schedule / contact list
- Multi-Location Filming Schedule (required where filming occurs at more than one site)

PART K — ACKNOWLEDGEMENT

I/We certify that the information provided is true and complete and agree to comply with all applicable bylaws, permits, licences, and conditions. I/We accept responsibility for any damage to County infrastructure resulting from filming operations.

I acknowledge that I have read and will comply with the Foothills County Film Production Guidelines and the Film Production Bylaw.

Applicant Name: _____

Signature: _____

Date: _____

Please complete and attach the Film Production Responsibility & Indemnity Acknowledgment to this form.

FOIP & RIGHT OF ENTRY

Personal information is collected under the Municipal Government Act and FOIP for the purpose of administering this application. Information may be shared with relevant agencies.

By signing this form, the applicant consents to reasonable site access by County representatives for inspection and compliance purposes.

FOR OFFICE USE ONLY

Date Received: _____

Application Type:

- Notification of Filming (Private Land)
- Operational Film Permit (County Roads)
- Operational Film Permit (County Property)
- Film Site License

Fee Received: \$ _____

Receipt No: _____

Date Circulated to Internal Departments: _____



DECLARATION OF UNDERSTANDING & INDEMNITY

Attach this to your application form. It is required for Notice, Operational Permit, and Site License applicants)

Production Title: _____

Production Company: _____

Primary Contact Name: _____

24-Hour Phone Number: _____

Filming Location(s): _____

Filming Dates: _____

1. Purpose

This Acknowledgement confirms that the Film Producer understands their responsibilities while conducting filming activities within Foothills County and agrees to comply with the Film Production Notification and Operations Bylaw.

Submission of this document does not constitute approval to film and does not authorize land use or development.

2. Producer Responsibilities

The Film Producer agrees to:

1. Act as the primary contact for all filming activities and respond promptly to County inquiries or public concerns.
2. Ensure all cast, crew, contractors, and subcontractors comply with County bylaws.
3. Conduct filming in a manner that does not create a nuisance to neighbouring properties.
4. Maintain safe access for residents, emergency services, and the public.
5. Follow all directions issued by a Designated Officer regarding mitigation of disturbance or safety concerns.
6. Restore any disturbed lands, roads, or property to pre-filming condition.
7. Notify affected neighbours where filming may be noticeable outside the property boundary.
8. Comply with all provincial and federal laws including firearms, traffic safety, aviation, and environmental regulations.

3. Nuisance and Mitigation

The Producer acknowledges that filming may continue at any hour provided it does not create an unreasonable disturbance beyond the filming property.

If a disturbance occurs, the Producer agrees to implement reasonable mitigation measures when requested by the County, including but not limited to:

- relocating generators;
- redirecting lighting;
- adjusting activities;
- modifying parking arrangements.

4. Insurance

Where required by the County, the Producer shall provide proof of liability insurance satisfactory to the County prior to filming involving County roads, County property, or a Film Site License.

5. Indemnification

The Film Producer agrees to indemnify and hold harmless Foothills County, its Council, employees, officers, and agents from any and all claims, actions, damages, losses, costs, or expenses arising out of or in any way connected to the film production activities, except where caused solely by the negligence of the County.

6. No County Supervision

The Producer acknowledges that the County does not supervise or control filming activities and is not responsible for safety management of the production.

7. Agreement

The Producer acknowledges that they have reviewed the Foothills County Film Production Guidelines and agree to conduct filming activities in accordance with those guidelines.

ARISINGI certify that I am authorized to act on behalf of the production company and agree to the terms above.


Name: _____

Title/Role: _____

Signature: _____

Date: _____

**MISCELLANEOUS PLANNING ITEM
 PLANNING AND DEVELOPMENT REPORT TO COUNCIL
 AMENDMENT TO CONDITIONS
 April 22, 2026**

APPLICATION INFORMATION	FILE NO. 25R042
	LEGAL DESC.: SE 29-18-27 W4M
	LANDOWNERS: David R. A. Turner
	AREA OF SUBJECT LANDS: 158.97 Acres
	CURRENT LAND USE: Agricultural District
	PROPOSED LAND USE: Country Residential District
PROPOSAL: Request to Council to consider amending a condition of first reading to Bylaw 69/2025 to allow for eleven (11) accessory buildings rather than the accepted seven (7), and to allow for the retention of all existing approaches rather than the removal of one.	
DIVISION NO: 1	COUNCILLOR: Reeve Siewert
FILE MANAGER: Elliott Salmon	

BACKGROUND

November 12, 2025: Council granted 1st reading to Bylaw 69/2025 to authorize the redesignation of a 9.9 +/- acre portion of Ptn. SE 29-18-27 W4M from Agricultural District to Country Residential District, in order to allow for the future subdivision of one 9.9 +/- acre Country Residential District parcel with an approximate 149.07 +/- acre Agricultural District balance parcel and to authorize a site specific amendment to the Country Residential District land use rules to allow for a relaxation to the number, cumulative size and setback distances to existing accessory buildings on the proposed parcel being Ptn. SE 29-18-27 W4M.

EXECUTIVE SUMMARY

Location:

The subject parcel is located immediately northwest of the intersection of 232 St E and 562 Ave E, approximately 1.5 km east of Frank Lake and approximately 6.5 km southwest of the Hamlet of Blackie.

Purpose of Request:

Condition #3 of the Land Use Approval under Bylaw 69/2025 currently states:

3. The applicant is to provide a revised site plan illustrating the following:
 - i. the removal of one of the existing approaches onto the proposed Country Residential parcel;
 - ii. all property lines located at least 90 metres from the existing open discharge septic system;
 - iii. a total of seven (7) accessory buildings (not including the Dwelling) which are proposed to remain on site and identification of total square footage of these buildings;

The landowner is requesting Council to consider amending Condition #3 of the Land Use Approval as they are now proposing to retain eleven (11) accessory buildings on the property instead of the accepted seven (7) as they currently still use the buildings. Further, the landowner proposes to retain all existing approaches.

The area Councillor has approved this request to be brought in front of Council.

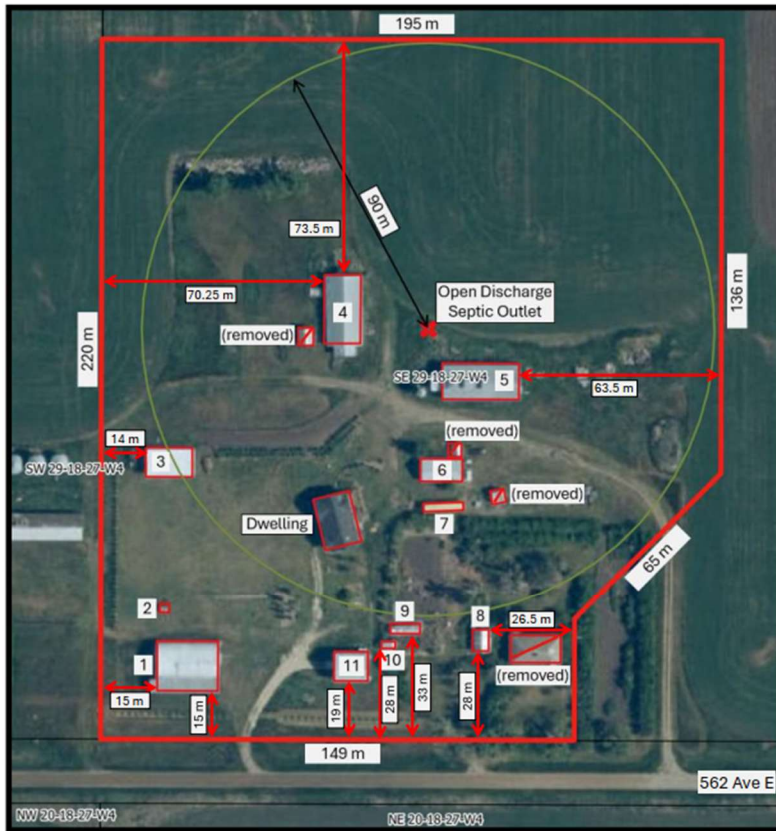
LAND USE APPROVAL CONDITIONS

1. Landowners are to fully execute and comply with all requirements as outlined in the Municipal Development Agreement for the purposes of payment of the Community Sustainability Fee and any other necessary municipal and on-site improvements as required by Council and the Public Works department;
2. Landowners are to obtain any necessary building and safety codes permits and inspections for the septic system to the discretion of the Safety Codes Officer;
3. The applicant is to provide a revised site plan illustrating the following:
 - i. **the removal of one of the existing approaches onto the proposed Country Residential parcel;**
 - ii. all property lines located at least 90 metres from the existing open discharge septic system;
 - iii. **a total of seven (7) accessory buildings (not including the Dwelling) which are proposed to remain on site and identification of total square footage of these buildings;**
4. The applicant is advised that the Site Specific Amendment to the Country Residential Land Use District rules allows for consideration through issuance of a Development Permit to allow for additional buildings, accessory to the residence, to a maximum cumulative size as identified within the required site plan under condition 3, and as acknowledged by Council. Prior to any buildings being deemed compliant, it is the landowner's responsibility to obtain approval through issuance of an appropriate Development Permit;
5. The applicant is to provide a qualified professional assessment of the existing open discharge septic system for review and acceptance by Foothills County, to confirm its adherence with code requirements;
6. Final redesignation fees to be submitted; and
7. Submission of an executed subdivision application and the necessary fees.

NEW SITE PLAN

Below is the new site plan for the proposal. The original site plan can be found in Appendix A.

25R 042 - SE 29-18-27 W4M



Accessory building	Dimensions	Area
1 – Quonset	54' x 62'	3,348 sq. ft.
2 – Well House	3' x 3'	9 sq. ft.
3 – Machine Shed	30' x 48'	1,440 sq. ft.
4 – Hog Barn	36' x 72'	2,592 sq. ft.
5 – Hog Barn	40' x 64'	2,560 sq. ft.
6 – Shop	27' x 40'	1,080 sq. ft.
7 – Sea-can	8' x 40'	320 sq. ft.
8 – Garage	12' x 20'	240 sq. ft.
9 – Greenhouse	8' x 30'	240 sq. ft.
10 – Garden Shed	8' x 10'	80 sq. ft.
11 – Garage	31' x 32'	992 sq. ft.
Total Area:		12,901 sq. ft.

RELEVANT REFERRAL COMMENTS FROM 1ST READING STAFF REPORT

CIRCULATION REFERRALS	
REFEREE	COMMENTS
INTERNAL	
Public Works	<ul style="list-style-type: none"> • Current standards only allow for one approach for properties less than 10 acres. • Public Works recommends that one of the approaches to the proposed parcel is removed; however, Council may choose to allow access to remain as-is. • There are no topographical features on the proposed lot that would reduce the building area further than the setbacks required by the Land Use Bylaw.

POLICY EVALUATION

Land Use Bylaw 60/2014:

The total number, cumulative size and setback distances to existing accessory buildings does not meet the requirements of the County’s Land Use Bylaw. Table 4.2.1.7A below shows the maximum number and

cumulative size of accessory buildings for the proposed +/- 9.9 acre parcel without an issued Development Permit.

Table 4.2.1.7A

PARCEL SIZE	SIZE OF ACCESSORY BUILDING
Less than 1 acre	Maximum of two (2) buildings with a total cumulative size not to exceed 41.8 sq. m. (450 sq. ft.) accessory to the residence
1.0 - 1.99 acres in size	Maximum of three (3) buildings with a total cumulative size not to exceed 88.26 sq. m. (950 sq. ft.) accessory to the residence
2 - 2.99 acres in size	Maximum of three (3) buildings with a total cumulative size not to exceed 155.6 sq. m. (1,675 sq. ft.) accessory to the residence
3.0 - 4.99 acres in size	Maximum of four (4) buildings with a total cumulative size not to exceed 285.7 sq. m. (3,075 sq. ft.) accessory to the residence
5.0 - 9.99 acres in size	Maximum of four (4) buildings with a total cumulative size not to exceed 325.2 sq. m. (3,500 sq. ft.) accessory to the residence
10.0 - 14.99 acres in size:	Maximum of five (5) buildings with a total cumulative size not to exceed 380.9 sq. m. (4,100 sq. ft.) accessory to the residence
15.0 - 20.99 acres in size:	Maximum of five (5) buildings with a total cumulative size not to exceed 422.7 sq. m. (4,550 sq. ft.) accessory to the residence
21.0 acres and over in size:	Maximum of six (6) buildings with a total cumulative size not to exceed 478.5 sq. m. (5,150 sq. ft.) accessory to the residence.
Agricultural District and Agricultural Business District Parcels	Any size accessory building to be used for agricultural, general purposes on agricultural zoned parcels when an agricultural operation exists on the property, in accordance with Section 4.2.1.7 of this Bylaw.

As shown on the new site plan, the landowner is proposing to keep eleven (11) accessory buildings with a cumulative size of +/- 12,901 sq. ft.

OPTIONS FOR CONSIDERATION

Below are three (3) possible options for Council’s consideration:

OPTION #1: APPROVAL

Should Council choose to amend the conditions of the Land Use Approval under Bylaw 69/2025 to allow for eleven (11) accessory buildings and to waive the requirement for the removal of one existing approach, the following motion has been provided for consideration:

Council has no objection to the request to allow for eleven accessory buildings on the proposed +/- 9.9 acre parcel and to allow for all existing approaches to remain.

Recommended Amended Conditions for Option #1 (changes in bold):

1. Landowners are to fully execute and comply with all requirements as outlined in the Municipal Development Agreement for the purposes of payment of the Community Sustainability Fee and any other necessary municipal and on-site improvements as required by Council and the Public Works department;
2. Landowners are to obtain any necessary building and safety codes permits and inspections for the septic system to the discretion of the Safety Codes Officer;
3. The applicant is to provide a revised site plan illustrating the following:
 - ~~i. the removal of one of the existing approaches onto the proposed Country Residential parcel;~~
 - i. all property lines located at least 90 metres from the existing open discharge septic system;

- ~~ii. a total of seven (7) accessory buildings (not including the Dwelling) which are proposed to remain on site and identification of total square footage of these buildings;~~
 - ii. a total of eleven (11) accessory buildings (not including the Dwelling) which are proposed to remain on site and identification of total square footage of these buildings;
4. The applicant is advised that the Site Specific Amendment to the Country Residential Land Use District rules allows for consideration through issuance of a Development Permit to allow for additional buildings, accessory to the residence, to a maximum cumulative size as identified within the required site plan under condition 3, and as acknowledged by Council. Prior to any buildings being deemed compliant, it is the landowner's responsibility to obtain approval through issuance of an appropriate Development Permit;
 5. The applicant is to provide a qualified professional assessment of the existing open discharge septic system for review and acceptance by Foothills County, to confirm its adherence with code requirements;
 6. Final redesignation fees to be submitted; and
 7. Submission of an executed subdivision application and the necessary fees.

OPTION #2: REFUSAL

Should Council choose to refuse the request to amend the conditions of the Land Use Approval under Bylaw 69/2025, the following motion has been provided for consideration:

Council denies the request to allow for eleven accessory buildings on the proposed parcel and to allow for all existing approaches to remain and therefore, the conditions of approval for first reading to Bylaw 69/2025 be upheld.

APPENDICES

APPENDIX A – MAP SET

LOCATION MAP

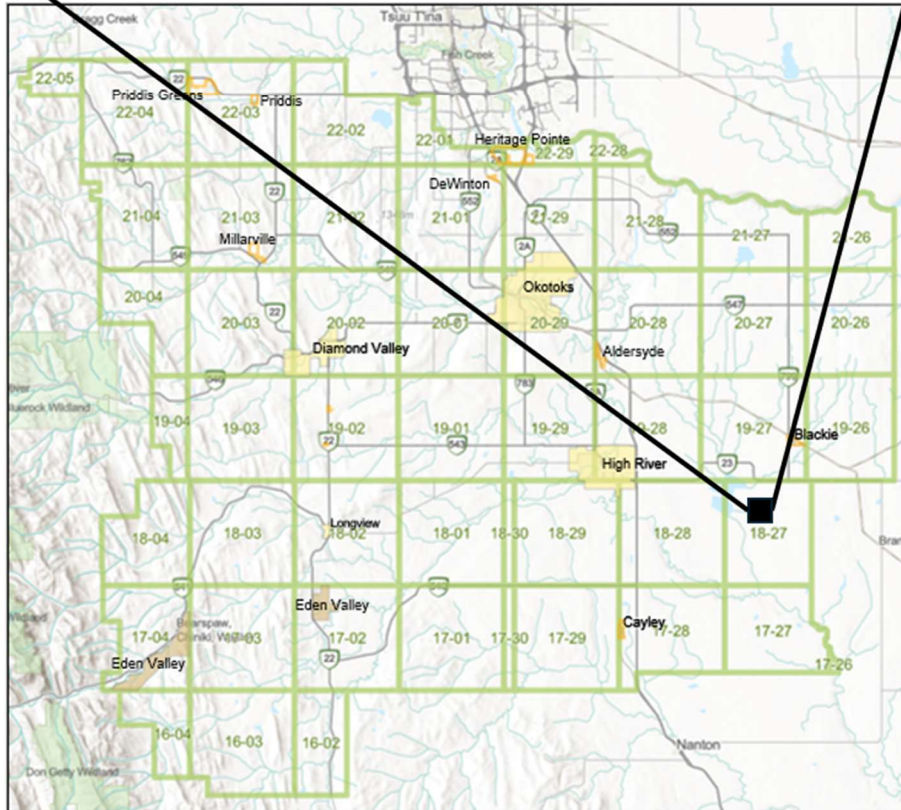
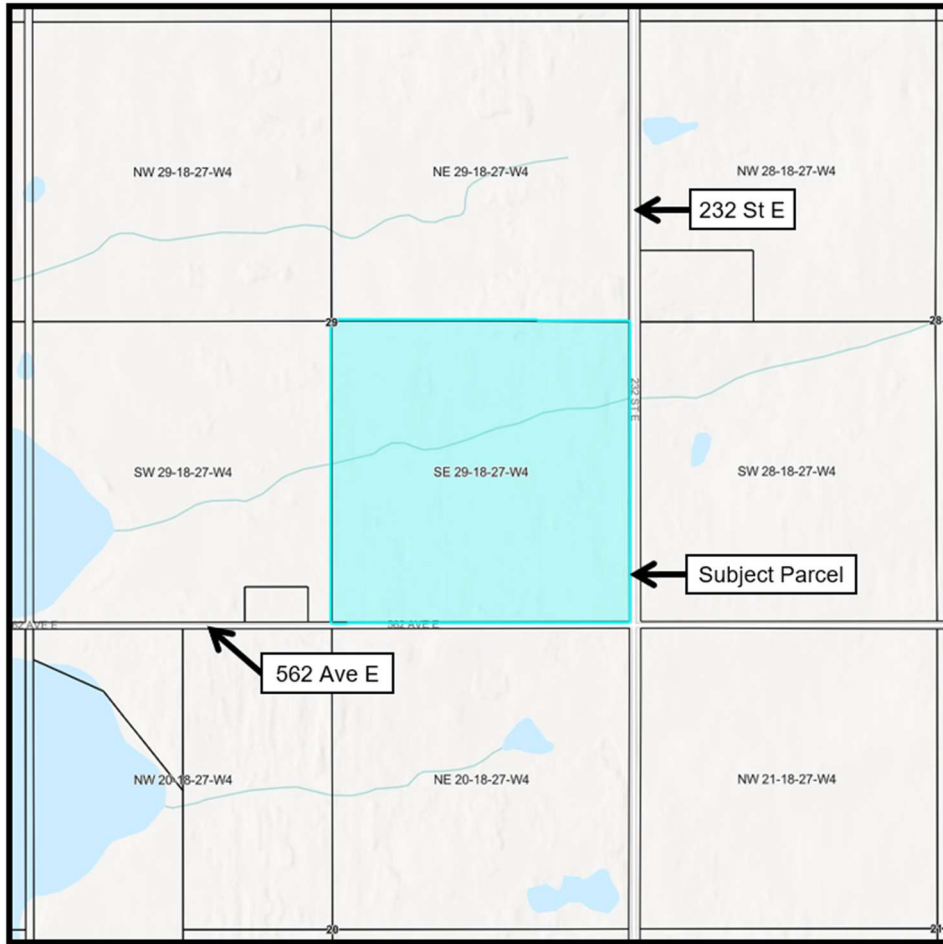
ORIGINAL SITE PLANS

ORTHO PHOTO

APPENDIX B – DRAFT BYLAW



APPENDIX C – EXCERPTS FROM COUNCIL MINUTES

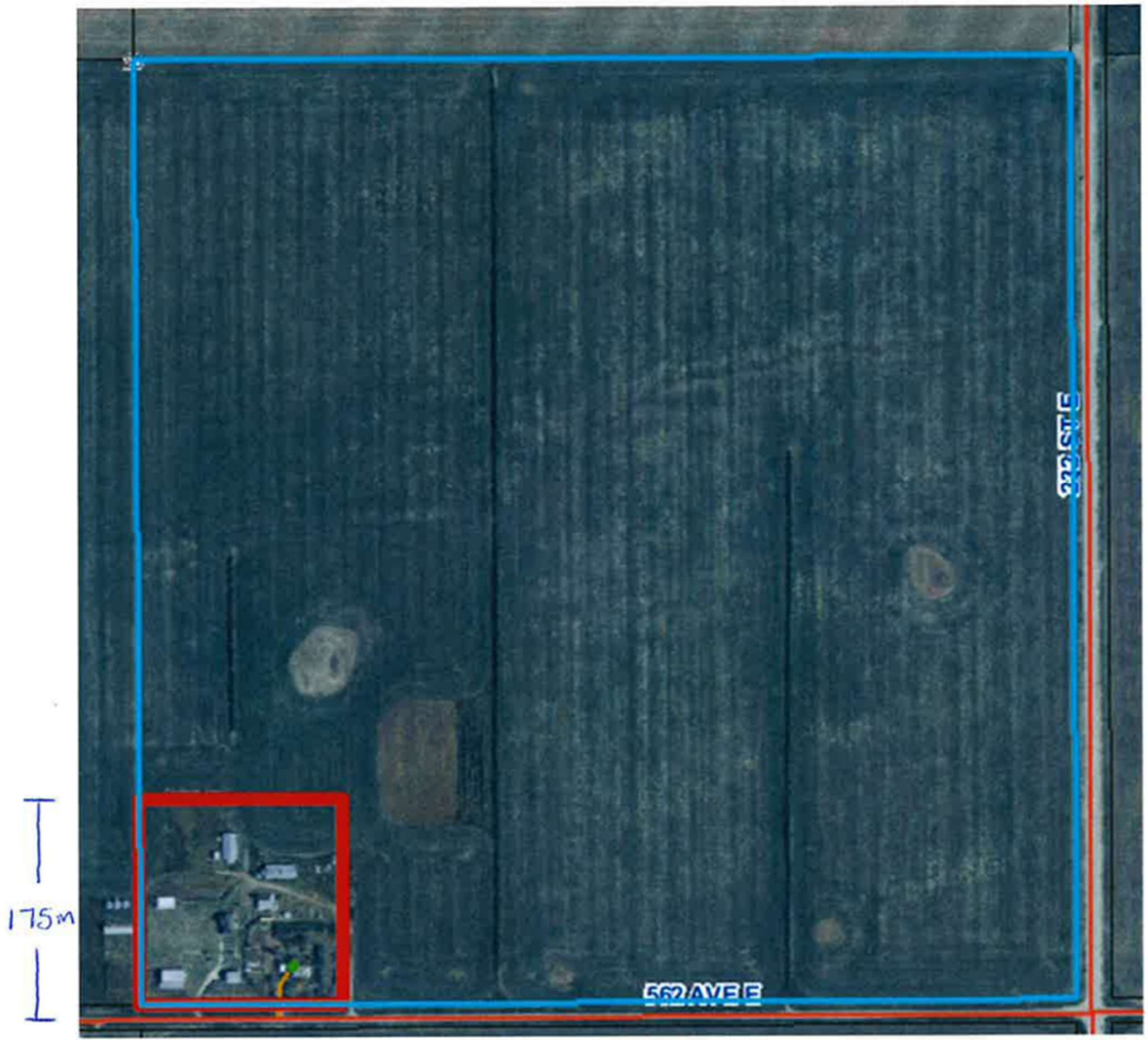
APPENDIX A – LOCATION MAP



APPENDIX A – ORIGINAL SITE PLANS



-  Existing Access(es)
-  To be removed or demolished



172m

7.5 acres.

APPENDIX A – ORTHO PHOTO



BYLAW 69/2025

BEING A BYLAW OF FOOTHILLS COUNTY TO AUTHORIZE AN AMENDMENT TO THE LAND USE BYLAW NO. 60/2014 AS AMENDED.

WHEREAS pursuant to the provisions of the Municipal Government Act, Chapter M-26 Revised Statutes of Alberta 2000, and amendments thereto, the Council of Foothills County in the Province of Alberta, has adopted Land Use Bylaw No. 60/2014 and amendments thereto;

AND WHEREAS the Council has received an application to further amend the Land Use Bylaw by authorizing the redesignation of a 9.9 +/- acre portion on SE 29-18-27 W4M from Agricultural District to Country Residential District, in order to allow for the future subdivision of one new 9.9 +/- acre Country Residential lot with an approximate 149.07 +/- acre Agricultural District balance parcel.

AND WHEREAS the Council has received an application to further amend the Land Use Bylaw by authorizing a Site-Specific Amendment to the Country Residential District land use rules to allow for a relaxation to the number, cumulative size and setback distances to existing accessory buildings on the proposed parcel, being Ptn. SE 29-18-27 W4M.

NOW THEREFORE THE COUNCIL ENACTS AS FOLLOWS:

1. Land Use Map No. 1827 is amended by redesignating a 9.9 +/- acre portion on SE 29-18-27 W4M from Agricultural District to Country Residential District, in order to allow for the future subdivision of one new 9.9 +/- acre Country Residential lot with an approximate 149.07 +/- acre Agricultural District balance parcel.
2. Under SECTION 13.1 COUNTRY RESIDENTIAL DISTRICT, the following shall be added under Section 13.1.5 DISCRETIONARY USES only on *Ptn. 29-18-27 W4M*:

To allow for a relaxation to the number, cumulative size and setback distances to existing accessory buildings on the proposed parcel, being Ptn. SE 29-18-27 W4M.

3. This Bylaw shall have effect on the date of its third reading and upon being signed.

FIRST READING: November 12, 2025

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 .

**FOOTHILLS COUNTY
COUNCIL MINUTES**

**November 12, 2025, 9:00 a.m.
Foothills County Administration Office
309 Macleod Trail South – High River**

Present: Reeve Siewert, Deputy Reeve Oel, Councillor Alger, Councillor McHugh, Councillor Callister, Councillor Kendall (by electronic means), Councillor Estes

Administration: CAO R. Payne, Municipal Advisor H. Riva Cambrin, Deputy Director of Planning D. Granson, Manager of Legislative Services S. Barrett, Recording Secretary F. Fairweather

C. SCHEDULED MEETINGS & PUBLIC HEARINGS

C.1 10:00 a.m. - Turner - SE 29-18-27 W4M - Redesignation (A to CR) and Site Specific Amendment

D. Turner was in attendance for the public hearing in connection to the proposed redesignation of a 7.5 +/- acre portion of Ptn. SE 29-18-27 W4M from Agricultural District to Country Residential District, in order to allow for the future subdivision of one 7.5 +/- acre Country Residential District parcel with an approximate 151.47 +/- acre Agricultural District balance parcel and proposed site specific amendment to the Country Residential District land use rule to allow for a relaxation to the number, cumulative size and setback distances to existing accessory building on the proposed parcel being Ptn. SE 29-18-27 W4M.

The public hearing was closed.

C.1.1 Turner - SE 29-18-27 W4M - Decision

Bylaw 69/2025

Bylaw 69/2025 was introduced into the meeting to authorize the redesignation of a 9.9 +/- acre portion of Ptn. SE 29-18-27 W4M from Agricultural District to Country Residential District, in order to allow for the future subdivision of one 9.9 +/- acre Country Residential District parcel with an approximate 149.07 +/- acre Agricultural District balance parcel and to authorize a site specific amendment to the Country Residential District land use rule to allow for a relaxation to the number, cumulative size and setback distances to existing accessory buildings on the proposed parcel being Ptn. SE 29-18-27 W4M.

In their consideration of the criteria noted in the Agriculture and Residential sections of the MDP2010, Council is of the opinion that the lands are suitable for the intended use and would not be detrimental to the agricultural nature of the area. Further, the application falls within the density provisions and lot size restrictions of the County's Land Use Bylaw, and policy 5 of the MDP2010 supports the subdivision of one parcel from a previously un-subdivided quarter section.

Prior to further consideration of the Bylaw, the following will be required:

1. Landowners are to fully execute and comply with all requirements as outlined in the Municipal Development Agreement for the purposes of payment of the Community Sustainability Fee and any other necessary municipal and on-site improvements as required by Council and the Public Works department;


2. Landowners are to obtain any necessary building and safety codes permits and inspections for the septic system to the discretion of the Safety Codes Officer;
3. The applicant is to provide a revised site plan illustrating the following:
 - i. the removal of one of the existing approaches onto the proposed Country Residential parcel;
 - ii. all property lines located at least 90 metres from the existing open discharge septic system;
 - iii. a total of seven (7) accessory buildings (not including the Dwelling) which are proposed to remain on site and identification of total square footage of these buildings;
4. The applicant is advised that the Site Specific Amendment to the Country Residential Land Use District rules allows for consideration through issuance of a Development Permit to allow for additional buildings, accessory to the residence, to a maximum cumulative size as identified within the required site plan under condition 3, and as acknowledged by Council. Prior to any buildings being deemed compliant, it is the landowner's responsibility to obtain approval through issuance of an appropriate Development Permit;
5. The applicant is to provide a qualified professional assessment of the existing open discharge septic system for review and acceptance by Foothills County, to confirm its adherence with code requirements;
6. Final redesignation fees to be submitted; and
7. Submission of an executed subdivision application and the necessary fees.

Resolution 966**Moved by:** Deputy Reeve Oel

That Bylaw 69/2025 be given first reading.

THE BYLAW WAS PASSED FOR ONE READING

**MISCELLANEOUS PLANNING ITEM
 PLANNING AND DEVELOPMENT REPORT TO COUNCIL
 DIRECT CONTROL DISTRICT #31 – DEVELOPMENT PERMIT APPLICATION
 April 22, 2026**

APPLICATION INFORMATION		FILE NO. 25D330
	DATE APPLICATION DEEMED COMPLETE: January 26, 2026	
	LEGAL DESCRIPTION: Ptn. SW 17-20-2 W5; Plan 1011623, Block 2, Lot 3	
	LANDOWNER: Caliper Forest Products Inc.	
PROPOSAL: Development Permit application to allow for the construction of an Industrial Shop with Office Building and two storage lean-to structures with a request for relaxation of front yard setbacks. The application also requests the onsite relocation and temporary use of an existing Quonset.		
DIVISION NO: 3	COUNCILLOR: Laura Kendall	FILE MANAGER: Pierre-David Karolyi

EXECUTIVE SUMMARY:

Location of Subject Lands:

The subject property is located 147 metres south of Miners Road West, 432 metres north of the intersection between 402 Avenue West and Highway 22, and is west of 168th Street West.

Background:

In 2025 an application for a Development Permit (25D131) was submitted to bring existing operations on the subject property into compliance with the requirements of the Land Use Bylaw 60/2014. Operations on the lot included material storage and distribution, as well as the outdoor storage of large commercial vehicles. These operations would be considered under the Discretionary Use, Industrial, Storage and Warehousing for Direct Control District #31. Due to the timing of submission of this development permit application in relation to the scheduled Council summer break, Council had delegated authority to review and render a decision on this application to the Development Officer. The application was approved on August 20, 2025 for:

1. lumber storage and distribution;
2. the use and occupancy of one +/- 5,100 sq. ft. building (Quonset)
3. the outdoor storage of a maximum of six (6) Commercial Vehicles, Large at any given time

A Stormwater Management Plan (SWMP) was required to be submitted and accepted by the Public Works department as a pre-release condition of this development permit. The SWMP was submitted and accepted, and the Development Permit was issued on February 6, 2026. Several conditions of 25D131 remain incomplete at the time of the present decision, and the permit is to be replaced by the present application.

PURPOSE OF APPLICATION:

Summary of Proposal:

Approval of the following development and uses is being requested on the subject 5.81-acre Direct Control District #31 parcel in support of a remanufacturing and lumber sales/wholesale facility containing office space and indoor storage. No uncovered outdoor storage is being proposed as all exterior materials will be contained within 3-sided roofed lean-to structures.

Proposed uses are: Industrial, Storage & Warehousing and Industrial, Manufacturing/Processing, and Office. The activities are proposed to fully replace those approved with Development Permit 25D131.

Industrial, Storage & Warehousing and Industrial, Manufacturing/Processing are Discretionary Uses and Office is a Permitted Use under the Direct Control District #31.

On-site facilities are to consist of:

- A shop, containing office space;
- Two lean-to structures;
- A relocated Quonset (until November 2028);

As Council is the Development Approving Authority for Direct Control District lands, they may decide on a Development Permit application, or may delegate the Authority, with directions that it considers appropriate.

Council may require a Public Meeting prior to deciding on any application within the Direct Control District.

SITE CONSIDERATIONS:

Access

The subject lands are accessed on the east side of the lot via an existing approach off of 168 Street West, which is a paved collector road that connects to 1160 Drive West to the south, and dead ends to the north of Miners Road where it enters a privately held Natural Resource Extraction District property. 1160 Drive West is paved from its intersection with 402nd Avenue to its intersection with 168th Street.

The proposed internal yard surfacing consists of gravel.

Servicing Considerations

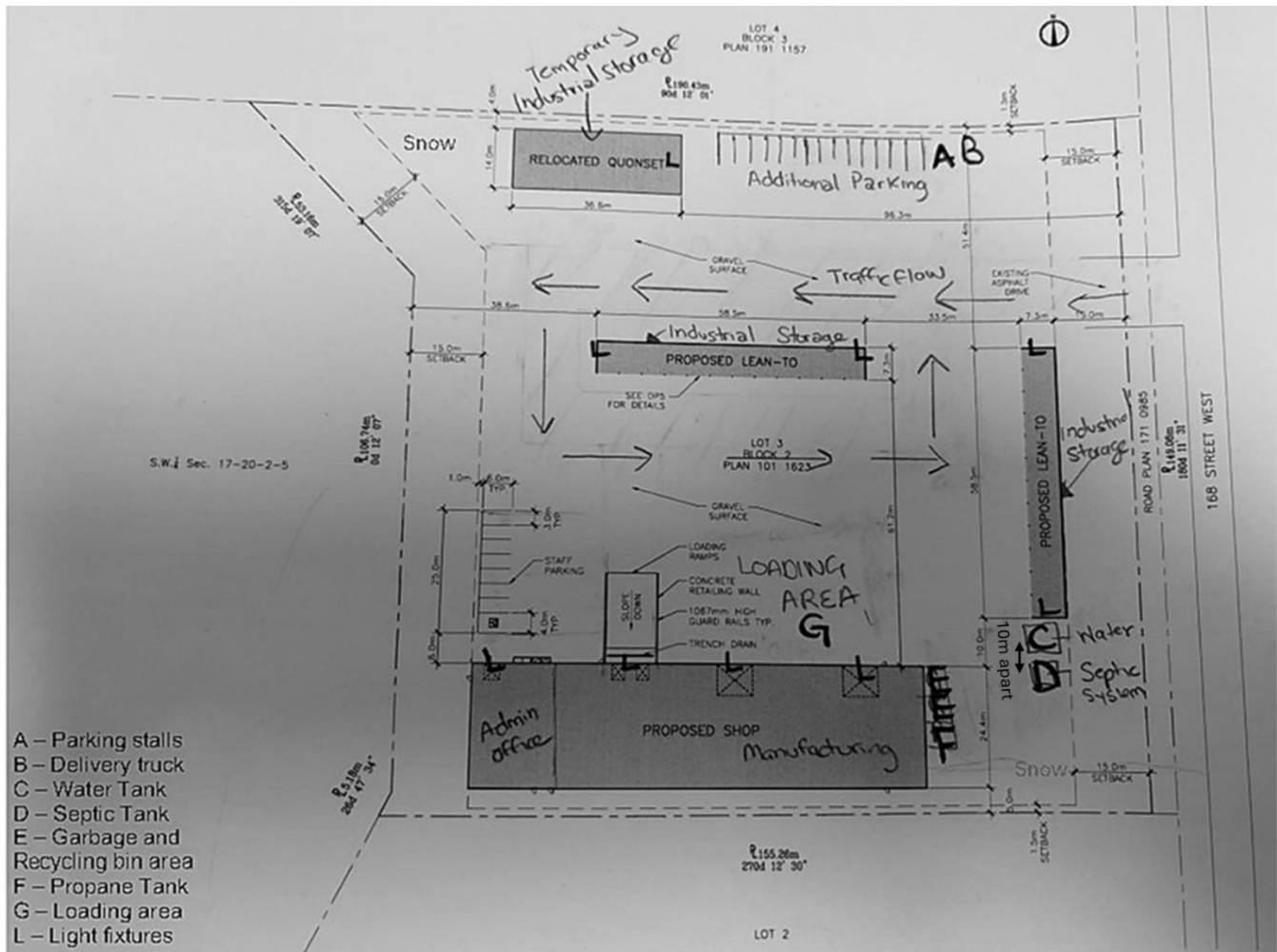
- Natural gas line to be brought to the property within two years, with a propane tank installed to the east of the shop in the interim.
- An underground cistern, to be filled by licensed water haulers, will be installed for general water needs.
- Underground septic system, with contents to be maintained/hailed away on a weekly basis.
- Garbage is to be stored in exterior bins to the east of the shop.

Physiography:

The subject and surrounding lands have formerly been leveled, graveled and non-vegetated.

SITE DEVELOPMENT

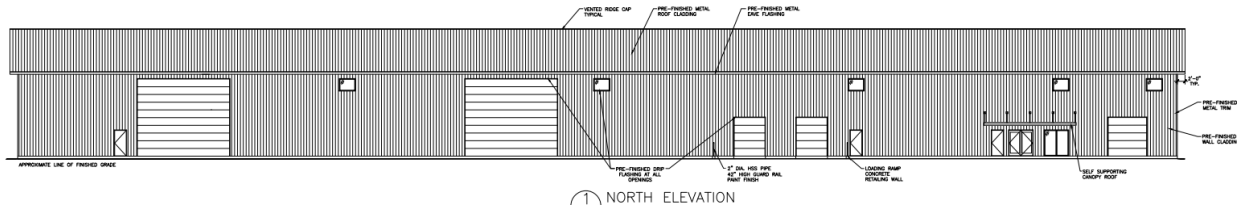
Site plan



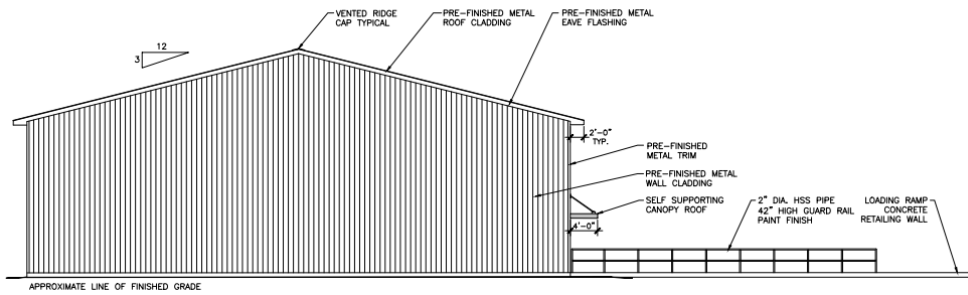
Proposed infrastructure

1. **Main Shop – One 24,160 sq. ft. (80 ft. x 302 ft.) building, with a height of approximately 33 ft.**
 - The building is proposed to have black metal exterior walls and roofing, with black main entrance doors and grey main doors to the shop. The main entrance doors are covered by a self-supporting canopy roof. The building has a central loading ramp.
 - Fascia signage is not proposed on the building.
 - For storage and remanufacturing of wood products, remanufacturing services, office space, and indoor loading/unloading. The business will be primarily run from this building. There is no storefront within the scope of this project.

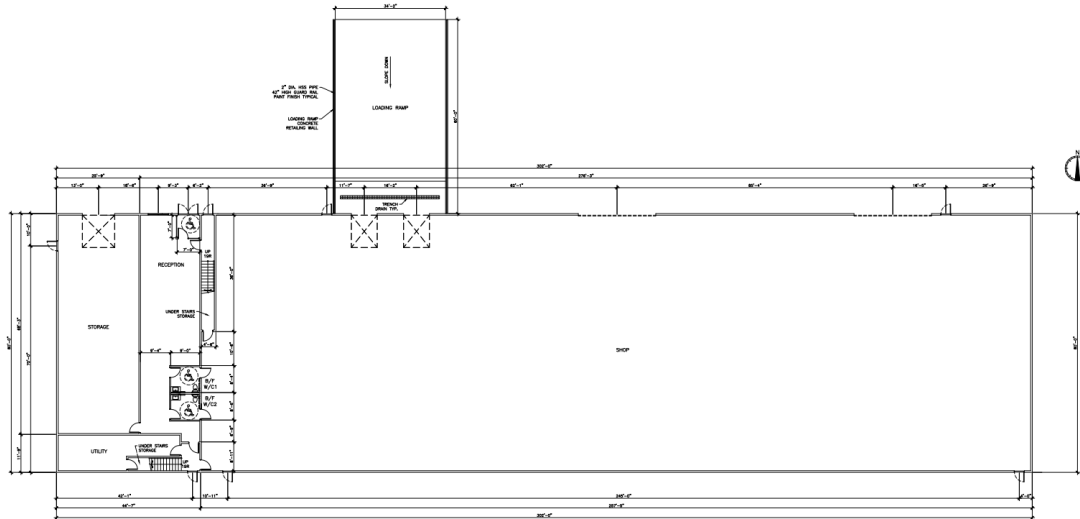
North exterior of shop:



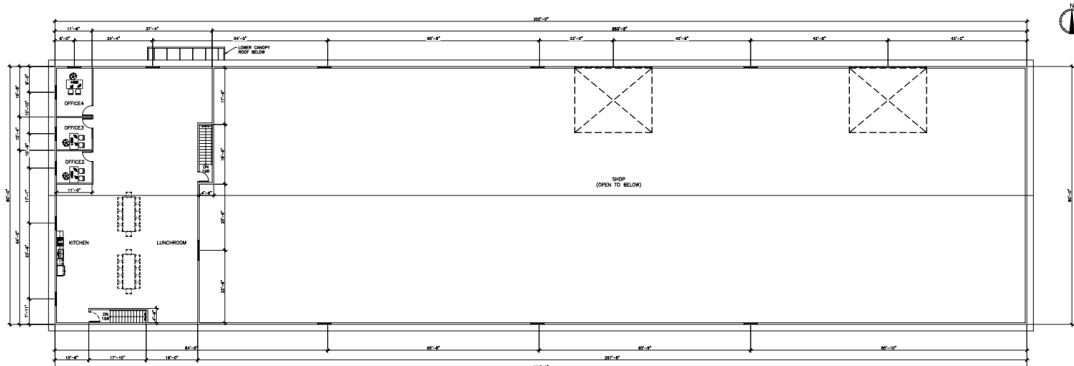
East exterior of shop:



Main floor plan (storage and office space on left, shop area on right):

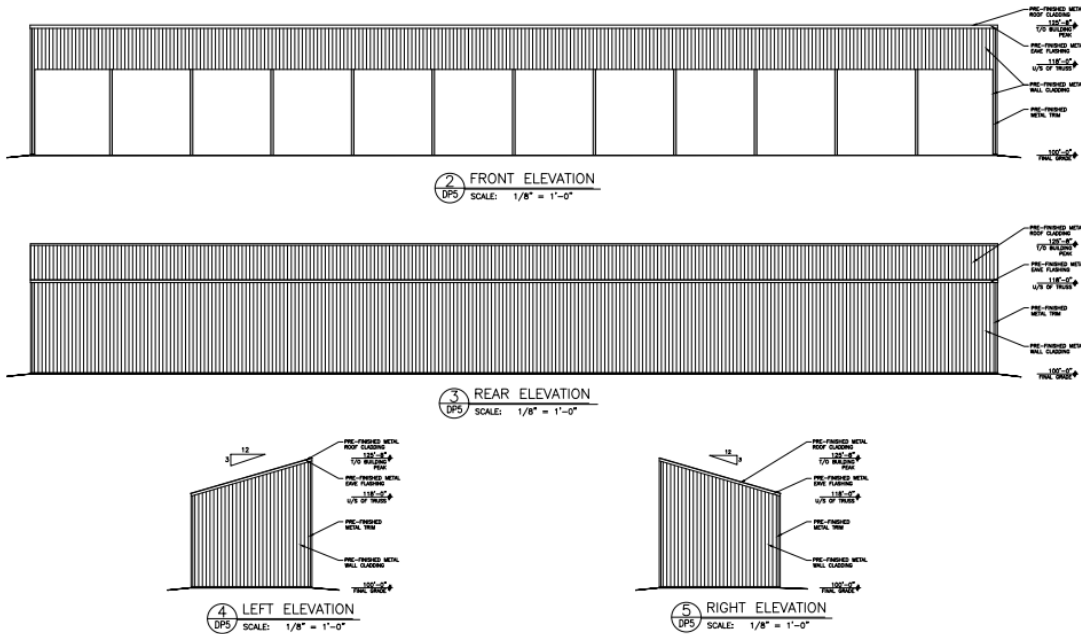


Upper floor plan (office space on left):



2. Lean-to structures – Two 4,608 sq. ft. (24 ft. x 192 ft.) three-sided lean-tos, each with a height of approximately 24 ft.

- For industrial storage of lumber products, to contain any lumber storage materials.
- The structures are to have a black metal exterior and black roofing and will face inward, providing effective screening of site operations.
- The proposed easternmost lean-to falls within the required 48-metre front yard setback from the centre of the road and is situated 15 metres from the front property line (30.6 metres from the centre of the road). It also contributes to the property screening.



3. Quonset – One 5,100 sq. ft. (42.5 x 120 ft.) existing Quonset

- Will serve as a storage area for two staff members of a leasing occupant, separate from the site’s main proposed operation, that operates a Truck Hauling company.
- Contains truck parts and accessories and is used for industrial storage.
- Will be moved from its current approved location (as approved under Development Permit 25D131) in the middle of the property to the north side of the property. It is planned to be removed in November 2028 by the end of the occupant’s lease.



4. Secure Yard

- Screening – The property is surrounded by chain link fencing with black slats providing partial screening of loading areas and onsite activities, aside from the front gate which has no slats, and full screening of garbage and mechanical equipment areas (see Appendix A for pictures).
- Yard surface – The surface is gravel, with recycled asphalt to minimize dust generation.
- Parking – Staff parking is provided in the form of 8 parking stalls to the northeast of the shop, including one accessible parking stall. An additional 14 parking stalls are provided along the north property line. Parking stalls will have yellow parking stops.
- Due to the lack of storefront, no sidewalks and curbs are proposed; access is controlled through the front gate for operations and pick-up of materials.
- Signage to show Company name and address on the front fencing (8 x 12 feet):



- Traffic flow – counterclockwise flow from the gate, using approximately 80-foot-wide lanes
- Loading area 40 metres by 60 metres near the west end of the shop
- Snow will be stockpiled in the northwest and southeast corners of the property.
- Equipment regularly parked on-site may include 1 delivery truck on the north side of the property.
- The entrance will be clearly delineated by the simple chain link fencing without vertical slats.

5. Business Operations

The business operation is a lumber yard providing retail sales of wood products and remanufacturing services. Lumber is supplied to contractors, businesses and the public, and custom processing of wood products is offered such as cutting, trimming and manufacturing of pallets. There is no storefront as all sales are quoted jobs for customers, determined prior to pickup or direct delivery by phone, email or online through a website.

This location is to function as the centre of the company's operations. It is anticipated that the business will employ 6 full-time staff.

- i. Traffic:
 - a. 6 staff vehicles daily.
 - b. 6-20 customer vehicles weekly, by pick-up trucks and trailers for order pickup.
 - c. 13-23 commercial deliveries and shipments weekly, by Super B trucks and Dry vans with 53-foot trailers.

All vehicles are to follow established traffic flow for visiting, pickup and unloading.
- ii. Any materials (generally lumber products) stored on-site would be kept indoors in the proposed shop or within the proposed lean-to structures.
- iii. There will be no noxious, toxic, radioactive, flammable or explosive materials stored on the property, aside from the propane tank.
- iv. Normal hours of operation are to be 8:00AM until 4:00 PM, Monday through Friday.
- v. Water will be brought to an underground water cistern east of the main building. It will be hauled in regularly for a use of up to 700 litres per day for domestic (staff and visitors) and industrial use (cleaning and dust control).
- vi. An underground septic system will be located east of the main building and at least 10 metres from the water cistern. It will be emptied regularly.
- vii. Outdoor garbage, recycling and propane tank area east of the main building will be screened by wooden enclosures
- viii. Proposed Dark Sky compliant exterior lighting, for the building and yard areas that will have timers at dawn and dusk, is shown here:



POLICY EVALUATION:

Municipal District of Foothills No. 31, Town of Black Diamond, Town of Turner Valley, Intermunicipal Development Plan (IDP)

The IDP provides a framework for coordinated land use planning, conflict resolution, and growth management between municipalities, including the referral of land use applications within a perimeter from the Turner Valley and Black Diamond municipality limits and growth corridors (amalgamated as the Town of Diamond Valley in 2023). The subject parcel with proposed Land Use redesignation is located within the Black Diamond Referral Area and was circulated to the Town of Diamond Valley.

Land Use Bylaw 60/2014 (LUB)

Direct Control District #31 *See Appendix B of this report.*

The purpose and intent of this district is to allow operation of industrial related businesses on the lands. This district recognizes the necessity for uses to remain primarily light/medium industrial in

nature due to the proximity to waste disposal sites, natural resource extraction activities in the area, and in response to limited reclamation and remediation of the lands in the area. The importance of maintaining minimal nuisance factor extending beyond the boundaries of the site must be considered when looking at new uses on these lands to reduce impact on the Town of Black Diamond.

Definitions for all uses can be found under section 2.5 of the Land Use Bylaw.

INDUSTRIAL, STORAGE AND WAREHOUSING means development used for either indoor or outdoor storage, warehousing, distribution, or trans-shipment of raw materials, partially processed or finished goods, manufactured products, or equipment. Typical facilities would include pipe yards, vehicle or heavy equipment service and storage, lumber yards, storage/warehousing compounds or distribution centers. Generally, no additional processing would occur on-site.

INDUSTRIAL, MANUFACTURING/PROCESSING means development principally associated with manufacturing, assembling, fabrication, processing, and research/testing activities. Without restricting the generality of the foregoing, typical facilities would include plants involved in natural gas or its derivatives; pulp and paper products; stone, clay, glass, plastic, wood, rubber, or metal products; cement or lime products; and automotive assembly or fabrication.

ADMINISTRATION OFFICE means a specific building or rooms within a building providing for the day-to-day business operation of a facility or primary use on a parcel and may include kitchen and washroom facilities for staff use.

Parking requirements

Table 9.19 D Parking Requirements for commercial land uses:

COMMERCIAL	
Professional, business, financial and office support services	3 parking stalls per 100 sq. m (1,076 sq. ft.) of gross floor area; or 3 parking stalls for each full or part-time professional, whichever is greater

Table 9.19 F Parking Requirements for industrial land uses:

INDUSTRIAL USES	
General Industrial Manufacturing/Processing	1 parking stall per 100 sq. m. (1,076 sq. ft.) of gross floor area; or 3 parking stalls per tenant or establishment, whichever is greater
Industrial Storage and Warehousing	1 parking stall per 100 sq. m. (1,076 sq. ft.) up to 2,000 sq. m. (21,528 sq. ft.); plus 1 parking stall per each additional 400 sq. m. (5,382 sq. ft.)

CIRCULATION REFERRALS	
REFEREE	COMMENTS
INTERNAL	
Foothills Public Works Department	<p>As the previous Stormwater Management Plan is no longer sufficient given that the proposed project significantly increases lot coverage and imperviousness through the new buildings (approximately 15%), Public Works recommends the following:</p> <ul style="list-style-type: none"> • A new Stormwater Management Plan • A Lot Grading/Overland Drainage Plan <p>Public Works has no concerns for the rest of the development including the relaxation of setbacks for the lean-to and the hauling of water.</p>
Foothills Fire Department	<p>National Fire Code 2023 must be adhered to. Fire inspection of building required once completed.</p>
EXTERNAL	
Alberta Transportation and Economic Corridors	<p>The proposed development falls within the permit area of a provincial highway as outlined in the Highway Development and Protection Act/Regulation. The proposed development, however, is well removed from a provincial highway, will not cause any concern for ongoing highway operation, or future highway expansion.</p> <p>Therefore, Alberta Transportation and Economic Corridors issues an exemption from the permit requirements for the development pursuant to Section 25 of the Highways Development and Protection Regulation.</p>
ATCO Gas	No concerns.
Alberta Health Services	<p>No concerns, but specifies the following:</p> <p>The setback distance between the cistern and the pump out holding tank is not specified in the application submission. Please note that the installation and maintenance of cisterns must be in accordance with the <u>Public Health Guidelines for Non-Municipal Drinking Water (July 2021)</u>. In addition, the <u>Alberta Public Health Act, Nuisance and General Sanitation Regulation (AR 243/2003)</u> specifies that:</p> <p><i>The owner of a cistern that is used to hold a potable water supply intended for consumption by the public shall ensure that the cistern</i></p> <p><i>a. is maintained in a clean and sanitary condition, and</i></p> <p><i>b. is not used for any other purpose.</i></p> <p>The application indicates that wastewater will be stored in a pump out holding tank. The location of any proposed holding tank should not contravene setbacks as prescribed in Section 15 of the <u>Alberta Public Health Act, Nuisance and General Sanitation Regulation (AR 243/2003)</u></p>
Town of Diamond Valley	No response available at the time of submission.

CIRCULATION REFERRALS

PUBLIC

Public notification/referral does not occur with respect to Development Permits on Direct Control District lands unless review of the application involves a Public Meeting.

SUMMARY

The application before Council is for a development permit to allow for one +/- 24,160 sq. ft. shop building, two 4,608 sq. ft. lean-to structures, a relaxation of front yard setbacks for one lean-to, the relocation of an existing 5,100 sq. ft. Quonset for temporary use within the property, and yard development in support of the following uses; Industrial, Storage & Warehousing; Industrial, Manufacturing/Processing; and Office related to the main operation; and including existing Signage for the related industrial use on this Direct Control District #31 property.

OPTIONS FOR COUNCIL CONSIDERATION:

OPTION #1 – APPROVAL

It is requested that Council provide direction/comment respecting:

1. Authorizing the Development Officer to act as Development Authority with respect to reviewing information submitted by the Applicant and accepting the pre-release conditions as complete.
2. The approximate prescribed parking stalls number, as per section 9.19 of the Land Use Bylaw, is 27 stalls for the shop building and 5 stalls for the Quonset, for a total of 32 parking stalls. The proposed parking is of 8 parking stalls for the shop and 14 parking stalls near the Quonset, for a total of 22 parking stalls.

The applicant is requesting that Council authorize 22 parking stalls for the operation as there are up to 6 staff present on-site at any given time, and as customers are only on-site for pick up of pre-ordered materials.

3. The following front yard setback is identified under the DC#31 land use district:

18.31.5.3 Minimum Yard Setback Requirements:

a. Front Yard Setback:

i. 48m (157.48 ft.) from the centre line of a Municipal Road

v. Or as determined by Council

The applicant is requesting that Council authorize a setback of 30.6 metres from the centre line of the road (168 Street West) for the eastmost lean-to to accommodate for storage, screening and site circulation. Public Works has no concerns with the requested relaxation of setbacks.

The suggested motion for Option #1 is as follows:

Moved that Development Permit 25D 330 to allow for one new +/- 24,160 sq. ft. shop building, two new +/- 4,608 sq. ft. lean-to structures, a relaxation of front yard setbacks for one lean-to, the relocation of an existing 5,100 sq. ft. Quonset for temporary use within the property, and yard development in support of the following uses; Industrial, Storage & Warehousing, and Industrial,

Manufacturing/Processing, and Office; and including existing Signage for the related industrial use on Plan 1011623, Block 2, Lot 3; Ptn. SW 17-20-2 W5M, be approved subject to the following conditions:

APPROVAL DESCRIPTION

Upon completion of the below noted Pre-Release Conditions, this approval allows for development and use Plan 1011623, Block 2, Lot 3; Ptn. SW 17-20-2 W5M as follows:

1. Construction of a +/-24,160 sq. ft. building containing shop and office space for *Industrial Storage & Warehousing; Industrial, Manufacturing/Processing; and general Administration Office* occupancy and use, to be located and structured in accordance with the accepted plans;
2. Construction of two +/- 4,608 sq. ft. for lean-to structures for *Industrial Storage & Warehousing* use, to be located and structured in accordance with the accepted plans, including a relaxation of front setback to 30.6 metres from the road centre line for one lean-to;
3. Relocation of a 5,100 sq. ft. Quonset, to be located and structured in accordance with the accepted plans, for *Industrial Storage & Warehousing* use, to be removed in November 2028;
4. Ancillary supporting development including water and septic cisterns, fencing and gates, signage, lighting and security, and screening in accordance with the accepted final design plans and those Conditions and Requirements as included herein.

SUGGESTED CONDITIONS OF APPROVAL FOR COUNCIL'S CONSIDERATION

Council may wish to impose any of the following conditions or any additional or revised conditions.

PRE-RELEASE CONDITIONS

Pre-Release Conditions must be fulfilled before the Development Permit will be signed and released. Unless a time extension is issued under agreement between the Development Authority and the Applicant(s), failure to complete the pre-release conditions on or before **September 22, 2026**, will see this approval be deemed null and void.

The Development shall not proceed until such time as the County has issued a signed Development Permit.

1. The applicant is required to submit refundable security deposit in the amount of \$3,000.00 to ensure compliance with the Building, Safety, and Fire Codes. This deposit will be refunded at such time that all required permits and inspections have been obtained, and the buildings and facilities have been verified to be suitable for intended use and occupancy by the County's Safety Codes Officer and the Foothills Fire Department;
2. Stormwater Management Plan to be provided for the subject lot, confirming total lot coverage, as well as all required engineering review fees, to the satisfaction of the Public Works department.

CONDITIONS OF APPROVAL

The following requirements must be completed within the twenty-four (24) month completion period for this Development Permit unless a time extension is issued under agreement between the Development Authority and the Applicant(s). Failure to complete the conditions of approval will see the Development Permit deemed null and void.

1. The development shall be executed in accordance with all conditions of approval and plans that have been acknowledged by the municipality to be appropriate;

2. All necessary building and safety codes permits and inspections shall be obtained from the County;
3. Prior to any occupancy, the applicant shall contact the Foothills Fire Department in order to arrange for a fire inspection. It is the applicant's responsibility to provide proof of such to the File Manager. Authorization for occupancy of the buildings/any portion thereof, shall not be granted until such time that required safeties and functionality are illustrated to have been met;
4. An Emergency Response Plan is to be established for the development. This plan is to be submitted for review and acceptance by the County;
5. The occupying business is required to obtain an annual business license with the County;
6. Prior to the County acknowledging completion of the development the applicant is to submit verification that all improvements are consistent with the plans and recommendations within the stormwater management plans, once submitted and accepted by the County, as per above pre-release condition 2.
7. Installation of signage is subject to submission and acknowledgement of a detailed design plan;
8. The Quonset shall be removed at the end of the lease or in November 2028, whichever comes first.

Council may extend the regular 24-month development permit duration to encompass the temporary use, and/or may require a security deposit to be provided as a condition of approval that will be refunded upon removal of the Quonset.

9. It is the applicant's responsibility to provide notification to the File Manager upon completion of the development;
10. The applicant shall be responsible for payment of any professional costs including legal fees that may be incurred by the County with respect to implementation of this permit.

ADVISORY CONDITIONS

The following requirements are provided by Foothills County to inform the applicant(s) and landowner(s) of their necessity. It is the responsibility and liability of the applicant(s) and landowner(s) to ensure adherence with these requirements for the life of the development.

1. This approval wholly replaces any previous development approvals that have been issued for the subject property;
2. The development is to be maintained in accordance with all conditions of approval, plans and agreements that have been acknowledged by the municipality to be appropriate, and these advisory conditions. **Additions to, or revisions to the development and use approved herein may occur only upon obtaining appropriate independent approvals;**
3. The applicant is advised that review and acceptance of any required work(s) may be subject to payments of review fee(s) and/or inspection fee(s) as per the Foothills County Fee Schedule;
4. Development and use of the land are to comply with the requirements of the applicable Building, Safety, and Fire Codes at all times;
5. Screening and stormwater facilities shall at all times be maintained as per the plan(s) accepted to be appropriate by the municipality and must at all times be safe, functional, and in a good state of repair. The development shall at all times have a generally neat and orderly

appearance and be free of weeds. Plantings are to be maintained to demonstrate healthy and vigorous growth;

6. Any jobsite signage related to construction and lot development is to be removed within 60 days of completion of the approved development;
7. The applicant is responsible to ensure that on-site parking and loading are at all times able to sustain use and occupancy. At no time shall the local municipal road surfaces be used for the purpose of loading/unloading, parking, or as a stacking space;
8. It is the landowner's responsibility to ensure appropriate internal access and site circulation for fire department apparatus and emergency access at all times;
9. Containers for garbage or recycling materials that are located outdoors shall be weatherproof and animal-proof and must be fully screened from adjacent lands. There shall be no storage of waste materials on the property, nor burning of waste materials on the property. All waste materials must be disposed of at an approved waste disposal site. Secondary containment for fluids shall be implemented where appropriate;
10. There shall be no storage of hazardous materials or goods on-site beyond the propane tank in accordance with the accepted plans;
11. Exterior lighting must adhere to the guidelines and technical specifications as outlined within the Foothills Dark Sky Bylaw, and comply with section 9.15 of the Land Use Bylaw 60/2014;
12. The issuance of a development permit by Foothills County does not relieve the applicants of the responsibility of complying with all other applicable municipal bylaws and requirements, nor excuse violation of any Provincial or federal regulation or act which may affect use of the land.

OPTION #2 POSTPONE A DECISION ON THE APPLICATION

Should Council have concerns regarding certain aspects of the application or feel that they require additional information in order to render a decision, Council may choose to postpone a decision on the application in order to obtain additional information from the applicant or to hold a Public Meeting at which the landowner/applicant is in attendance.

The suggested motion for Option #2 is as follows:

Moved that Council postpone making a decision on Development Permit application 25D 330 until such time as the applicant has provided (the requested information) for Council's consideration.

APPENDICES

APPENDIX A:

MAP SET

LOCATION & ORTHO

LAND USE MAP

SITE PLAN

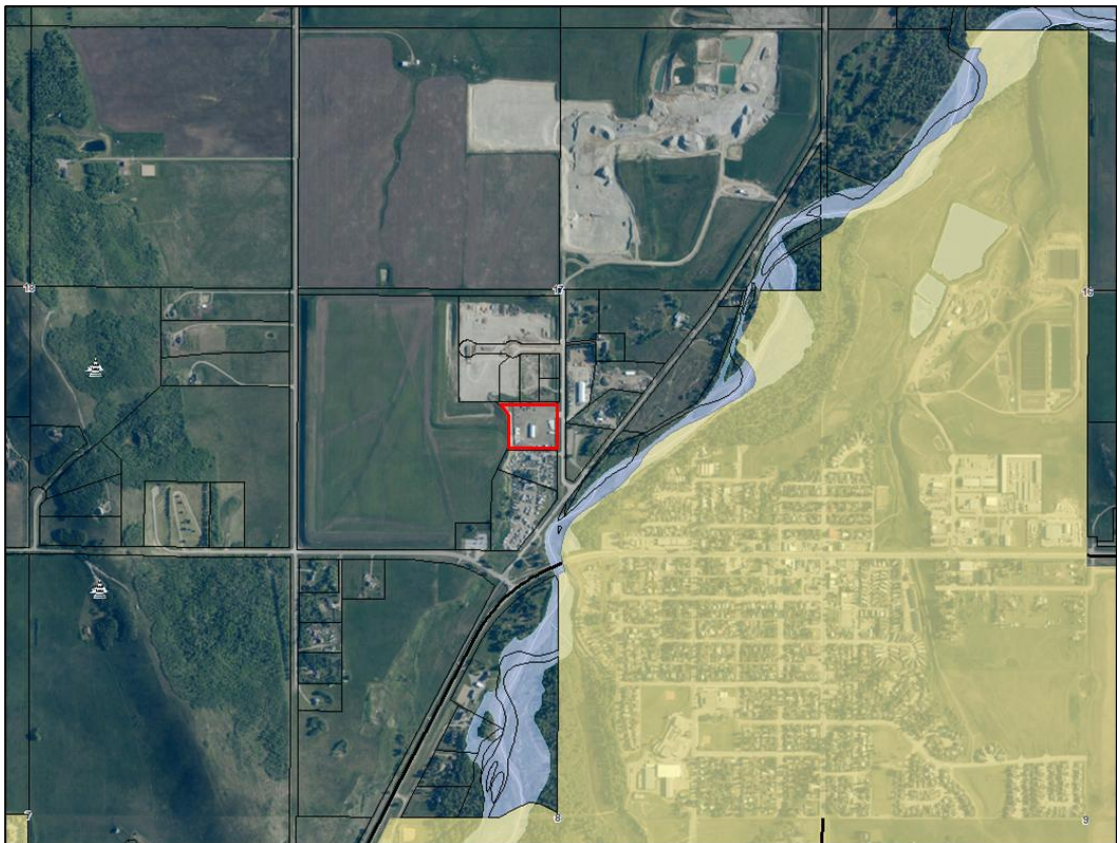
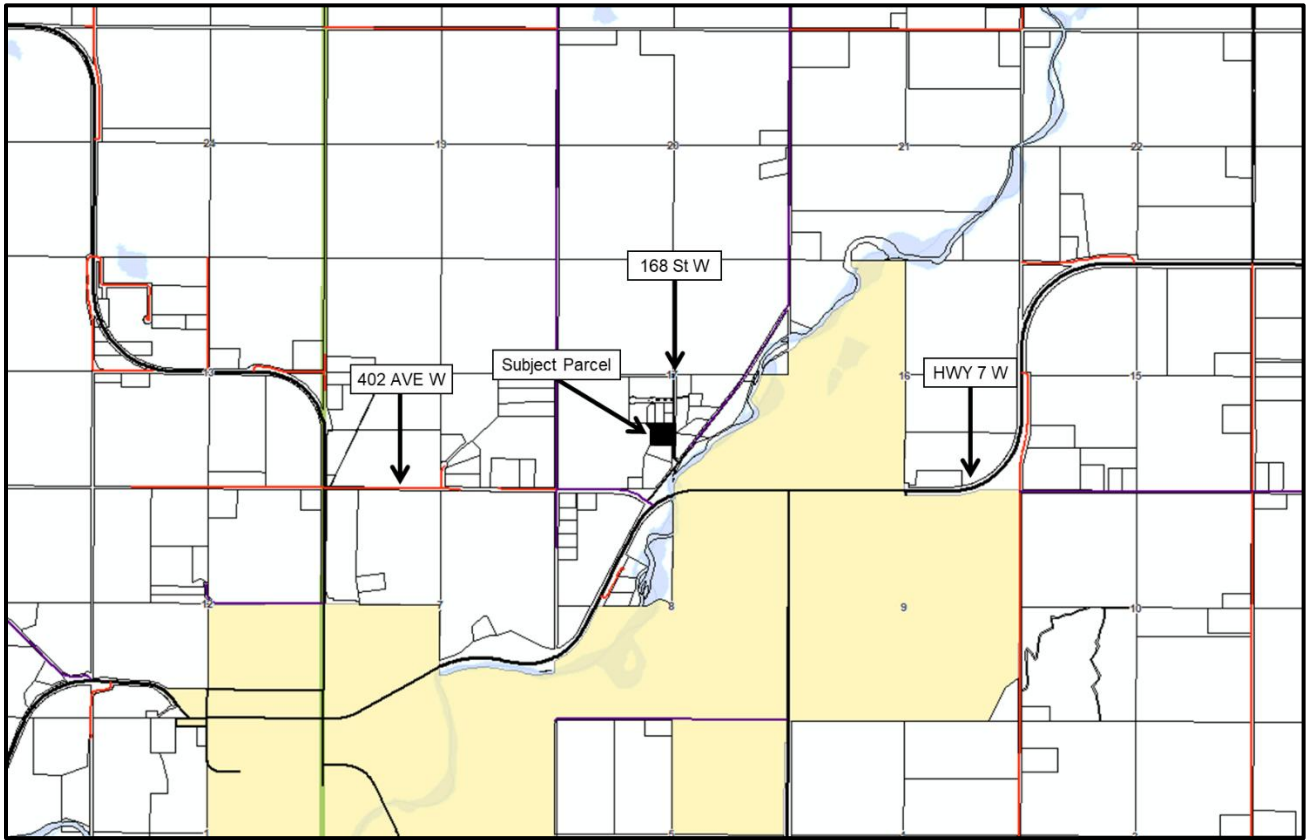
SHOP BUILDING ELEVATION PLANS

PICTURES

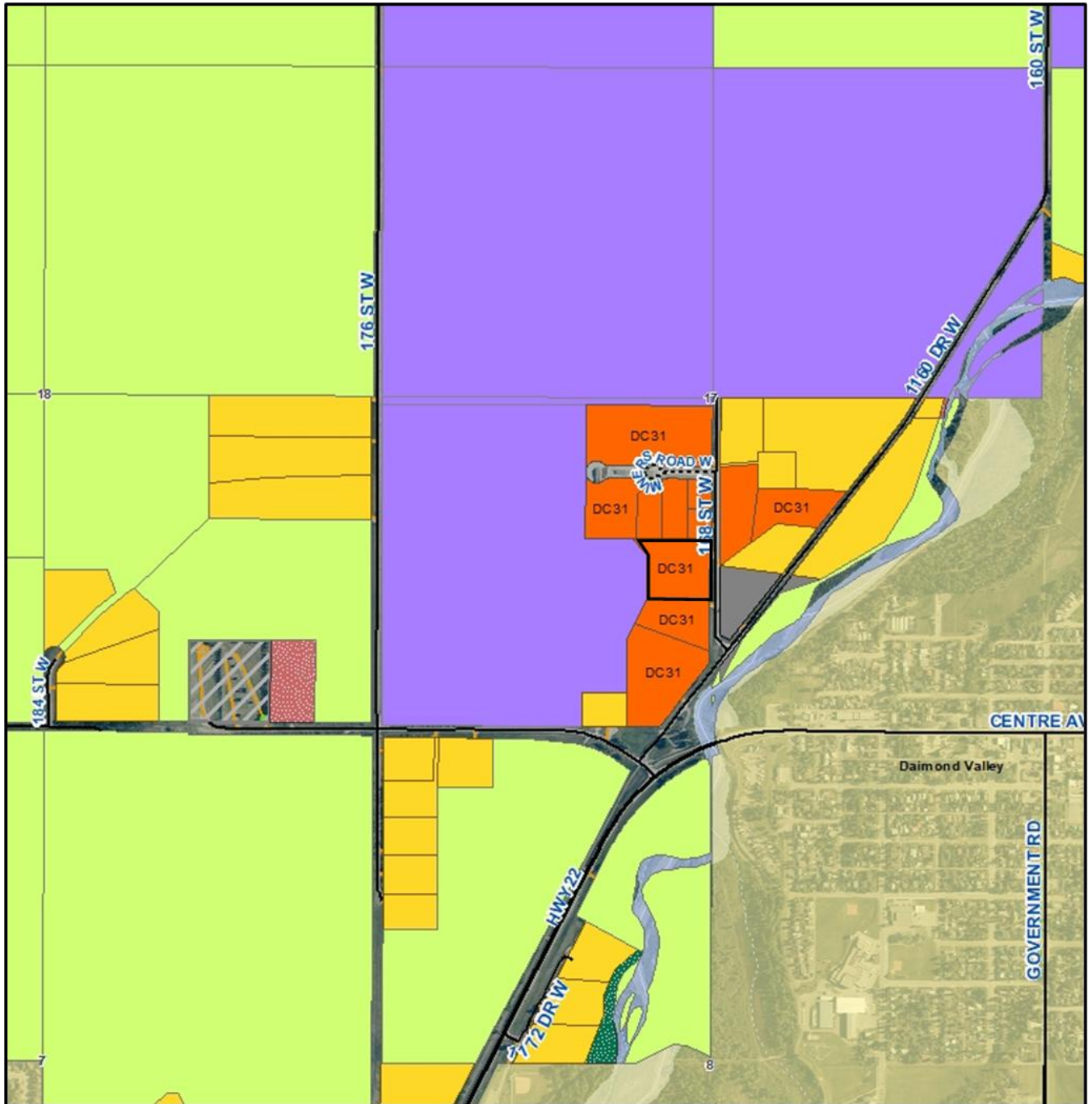
APPENDIX B:

DIRECT CONTROL DISTRICT #31

LOCATION & ORTHO



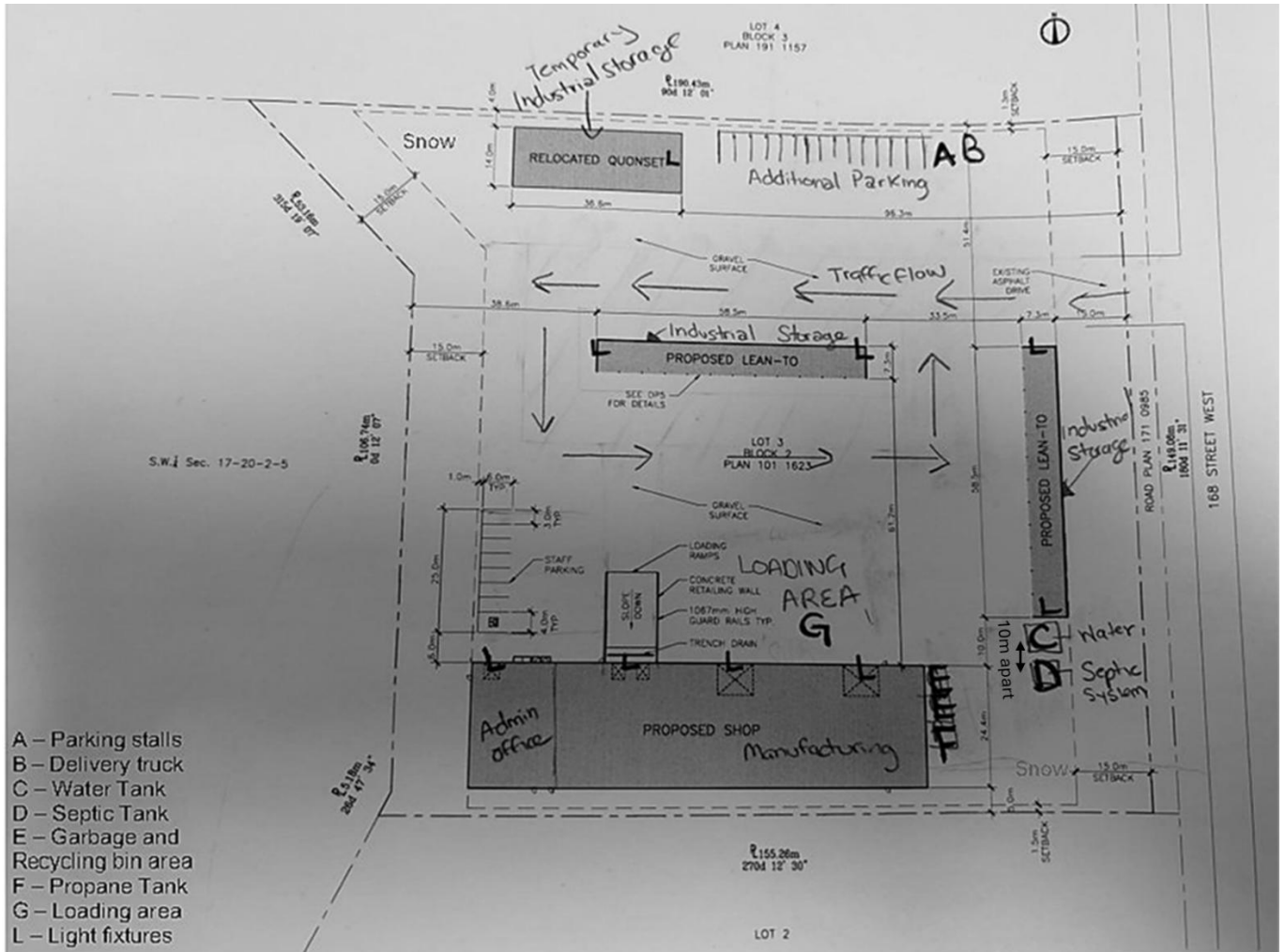
LAND USE MAP



Legend

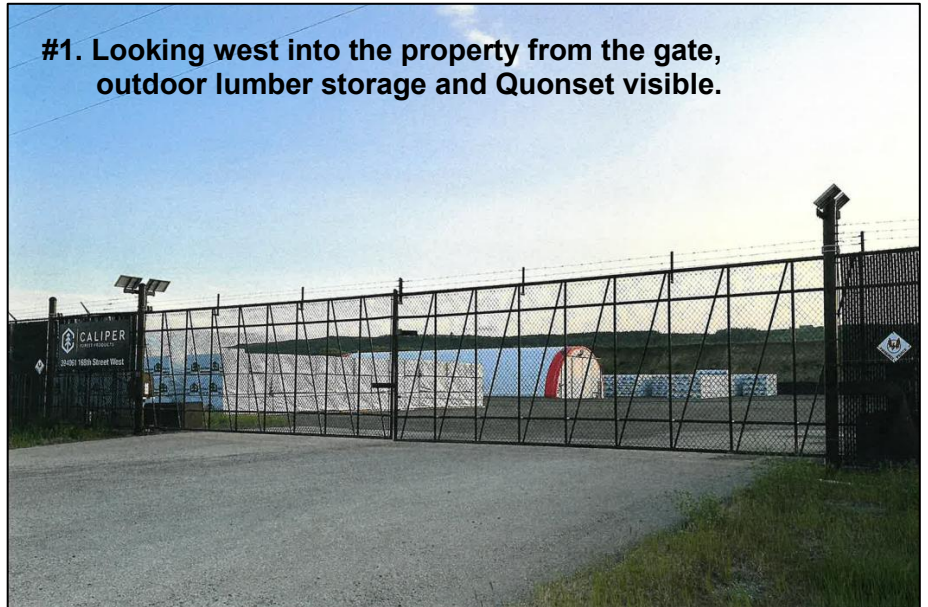
- | | |
|--------------------------------|---------------------------------|
| A- Agricultural | ER- Environmental Reserve |
| AA- Agricultural Sub A | INR- Natural Resource Extractor |
| CR- Country Residential | MR- Municipal Reserve |
| CRA- Country Residential Sub A | PUL- Public Utility |
| DC - Direct Control | SD- Service District |
| | Parcels |

SITE PLAN

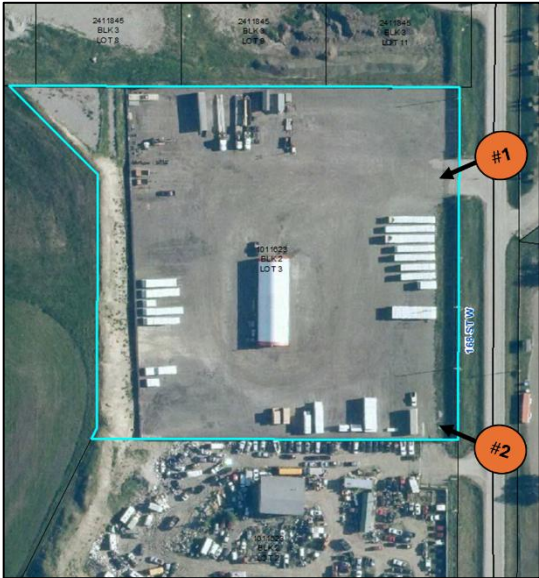


PICTURES

#1. Looking west into the property from the gate, outdoor lumber storage and Quonset visible.



#2. Looking at the southeast corner of the lot, with the surrounding chain link fence visible with barbed wire.



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18.31 DIRECT CONTROL DISTRICT #31 (DC 31)
BLACK DIAMOND INDUSTRIAL RURAL

DC#31

18.31.1 PURPOSE AND INTENT

To allow operation of industrial related businesses on the lands. This district recognizes the necessity for uses to remain primarily light/medium industrial in nature due to the proximity to waste disposal sites, natural resource extraction activities in the area, and in response to limited reclamation and remediation of the lands in the area. The importance of maintaining minimal nuisance factor extending beyond the boundaries of the site must be considered when looking at new uses on these lands to reduce impact on the Town of Black Diamond. This district will allow for the Direct Control by Council over development on the following lands:

- Plan 0512737, Block 1, Lot 3, SE 17-20-02-W5
- Plan 0512737, Block 1, Lot 4, SE 17-20-02-W5
- Plan 1011623, Block 2, Lot 2, SW 17-20-02-W5
- Plan 1011623, Block 2, Lot 3, SW 17-20-02-W5
- Plan 0712752, Block 2, Lot 1, SW 17-20-02-W5
- Plan 1911157, Block 3, Lots 4 & 5, SW 17-20-02-W5

18.31.2 PERMITTED USES

- Accessory Buildings not requiring a development permit
- Agricultural General
- Office (in conjunction with primary industrial use on site)
- Contractor Limited
- Industry Light
- Manufacturing, Light
- Public Works
- Signs not requiring a development permit
- Solar Power System, Private (Not requiring a Development Permit)

18.31.3 DISCRETIONARY USES

- Accessory Building requiring a development permit;
- Accessory Uses
- Agricultural Processing and Distribution
- Agricultural Support Services
- Auto Body
- Auto Repair
- Auto Sales
- Auto Wreckers
- Car/Truck Wash
- Card Lock Fuel Dispensing Facility
- Commercial Storage
- Contractor General
- Farm Equipment Sales and Service
- Industry, General
- Industrial, Manufacturing/Processing
- Industrial, Storage and Warehousing
- Lot Grading
- Manmade Water features requiring a permit

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Outdoor Display area (in conjunction with principal business)
Outdoor Storage
Public Quasi Public Installations and Facilities
Recreation Vehicle Sales
Recreation Vehicle Storage
Recycling Depot
Signs requiring a Development Permit
Solar Power System, Private (Requiring a Development Permit)
Storage Compound
Utility Services, Minor
Warehousing and Storage
Warehouse Sales
Waste management, Minor

18.31.4 LAND USE REQUIREMENTS

18.31.4.1 Standards of the development shall be at the discretion of Council.

18.31.5 DEVELOPMENT REQUIREMENTS

18.31.5.1 Maximum Height of Structures:

- a. All Buildings
 - i. 12m (39.37 ft. ft.);
- b. Radio antennas, internet towers and wind turbines:
 - i. 16m (52.49 ft.);
 - ii. Or as determined by Council.

18.31.5.2 Maximum Lot Coverage

- a. No building or group of buildings including their accessory buildings and impervious surfaces shall cover more than sixty (60) percent of the lot area.

18.31.5.3 Minimum Yard Setback Requirements:

- a. Front Yard Setback:
 - i. 15m (49.21 ft.) from the right of way of an Internal Subdivision Road;
 - ii. 48m (157.48ft.) from the centre line of a Municipal Road;
 - iii. 40m (131.23 ft.) from the ultimate right of way or 70 meters from the centreline of a Provincial highway, whichever is greater;
 - iv. Or as determined by Council.
- b. Side Yard Setback:
 - i. 1.5m (4.92 ft.) from property line;
 - ii. Or as determined by Council.
- c. Rear Yard Setback:
 - i. 15m (49.21 ft.) from property line;
 - ii. Or as determined by Council.
- d. If the title to a lot is subject to a caveat in respect of a land dedication or an agreement for the acquisition of land for road widening purposes, the dedicated area or area of

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future road widening shall be considered the future property boundary for which setback distances set out shall apply.

18.31.5.4 Corner Parcel Restrictions:

- a. In accordance with Sections 9.27.9 - 9.27.12.

18.31.5.5 Other Minimum Setback Requirements:

- a. See Section 9.27 "Special Setback Requirements" of Land use bylaw for additional setback requirements that may apply;
- b. The Approving Authority may require a greater building setback for any industrial use which, in the opinion of the Approving Authority, may interfere with the amenity of adjacent uses.

18.31.6 SPECIAL PROVISIONS

18.31.6.1 The number of employees working on site shall be at the discretion of Council.

18.31.6.2 The maximum number of Business Visits per day shall be at the discretion of Council.

18.31.6.3 Storage:

- a. Exterior storage may be allowed if adequately screened with partial to full screening as required by the Approving Authority.

18.31.6.4 Safety and Fire Code Requirements:

- a. Applicants shall be required to provide proof of compliance or the ability to become compliant with all Provincial Safety Code and Fire Code requirements as part of the development permit application for their development unless requested to do so by Council as part of the Land Use Bylaw amendment application.

18.31.6.5 Landscaping and Screening:

- a. Landscaping shall be completed in accordance with the Municipal Screening Standards;
- b. Levels and methods of screening of the site shall be completed in accordance with the Municipal Screening Standards.

18.31.6.6 Nuisance:

- a. Minimal offensive noise, vibration, smoke, dust, odor, heat, glare, electrical or radio disturbance detectable beyond the boundary of the lot.

18.31.6.7 The Approving Authority, may, as a condition of issuing a Development Permit impose any condition that addresses a relevant planning and development matter, including but not limited to:

- a. Location and maximum size of accessory building to be constructed;
- b. Development setbacks;
- c. Hours of operation;
- d. Number of employees;
- e. Number of vehicle visits per day;
- f. Size and number of structures permitted on site;
- g. Requirements for evacuation and emergency response plans;

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- h. Upgrades on municipal roads;
- i. Mitigation of impacts on municipal roads;
- j. Compliance reporting requirements;
- k. Noise;
- l. Buffering;
- m. Lighting;
- n. Outdoor storage;
- o. Parking requirements;
- p. Screening of facilities;
- q. Proof of compliance with fire and safety codes inspections of the facility;
- r. Any other condition that Council deems necessary.

18.31.6.8 Lighting:

- a. All lighting must be in accordance with Section 9.15 of this Land use bylaw and with the Municipal Dark Sky Bylaw.

18.31.6.9 Lot Drainage:

- a. A Development agreement shall be entered into for lot grading to the satisfaction of the Director, Public Works and Engineering;
- b. Lot grading and drainage shall be in accordance with Section 9.17 of the Land use bylaw.

18.31.6.10 Other:

- a. The Approving Authority may allow a building to be occupied by a combination of one or more of the above mentioned uses listed for this district and each use shall be considered as a separate use.

18.31.7 PROCEDURE

18.31.7.1 Notwithstanding the procedure established for development permit applications in Section 4, an application for development permit in respect of lands referred to in Section 18.31.1 shall be referred by the Development Officer to the Council for its approval or refusal.

18.31.7.2 Notwithstanding the procedure established for the issuance of development permits in Section 5, the Council shall decide on all applications for development permits with respect to lands referred to in Section 18.31.1. The council may approve a development permit application with or without conditions or may refuse an application for development permit.

18.31.7.3 There is no appeal to the Development Appeal Board from a decision of the Council on an application for a development permit in respect of the lands referred to in Section 18.31.1.