

**FOOTHILLS COUNTY
COUNCIL AGENDA**



Wednesday, April 3, 2024, 9:00 a.m.
Foothills County Administration Office
309 Macleod Trail South – High River

	Pages
A. GENERAL MATTERS	
A.1 Call Meeting to Order	
A.2 Approval of the Agenda	
B. PUBLIC WORKS / ENGINEERING / PARKS & RECREATION	
C. PUBLIC HEARINGS & MEETINGS	
C.1 10:00 a.m. Dinnie - SE 16-21-03 W5M - Redesignation (A to CR) Presented by: Planning and Development Officer Brittany Smith	3
C.2 1:30 p.m. Aldersyde Water Treatment Plant Presentation Presented by: Associated Engineering	
C.3 2:30 p.m. - Council and Committees Code of Conduct 'Confidential Closed Session' - FOIP s. 23, 24, 27	
D. MISCELLANEOUS PLANNING ITEMS	
D.1 Oxbow Area Structure Plan - Request for Temporary Signage	15
E. SUBDIVISION APPROVING AUTHORITY ITEMS	
F. MISCELLANEOUS MUNICIPAL ITEMS	
F.1 SE 18-19-27 W4M Alberta Utilities Commission Proceedings - #28906 Laramide 100 Megawatt Battery Storage Facility Presented by: Director of Planning Heather Hemingway	29
F.2 D. Kjinserdahl - Request for Reimbursement Presented by: Municipal Manager Harry Riva Cambrin	31
F.3 Regional Airport Support and Funding Presented by: Deputy Reeve Waldorf	35
F.4 2024 Parade Attendance Presented by: Manager of Legislative Services Sherri Barrett	43
F.5 Family and Community Support Services Report Presented by: Councillor Castell	44
F.6 Request for Letter of Support - Heritage Heights School Playground Upgrade Presented by: Chief Administrative Officer Ryan Payne	46

F.7 Foothills Regional Airport Emergency Response Plan

63

Presented by: Deputy Reeve Waldorf

G. CONFIDENTIAL CLOSED SESSION

G.1 Advice from Officials - FOIP s. 24

G.2 Benefit Comparisons and Revisions - FOIP s. 23, 24, 27

H. MOTIONS ARISING FROM CONFIDENTIAL CLOSED SESSION

I. OTHER MATTERS

I.1 Lunch

I.2 Accounts – April 3, 2024
Councillors Siewert, McHugh, and Waldorf

I.3 Minutes – March 27, 2024

I.4 Committee Reports


I.5 Next Meeting – April 10, 2024

I.6 Adjourn

**PUBLIC HEARINGS AND MEETINGS
PLANNING AND DEVELOPMENT REPORT TO COUNCIL
REDESIGNATION**

April 3, 2024

To be heard at: 10:00 AM

APPLICATION INFORMATION		File No. 24R008
	LEGAL DESCRIPTION: Ptn. SE 16-21-03 W5; Plan 9211023, Blk 1, Lot 1	
	LANDOWNER: Gael Dinnie	
	AREA OF SUBJECT LANDS: 33.43 acres	
	CURRENT LAND USE: Agricultural District (A)	
	PROPOSED LAND USE: Country Residential District (CR)	
NUMBER & SIZE OF PROPOSED NEW PARCELS: 1 x 4.0 +/- acre CR District parcel		
PROPOSAL: Application for the redesignation of a portion of SE 16-21-03 W5M; Plan 9211023, Blk 1, Lot 1 from Agricultural District to Country Residential District to allow the future subdivision of one 4.0 +/- acre Country Residential District parcel, leaving a 29.43 +/- acre Agricultural District balance.		
DIVISION NO: 3		COUNCILLOR: Barb Castell
FILE MANAGER: Brittany Smith		

EXECUTIVE SUMMARY:

Purpose of Application:

Bylaw XX/2024 – Application for the redesignation of a portion of SE 16-21-03 W5M; Plan 9211023, Block 1, Lot 1 from Agricultural District to Country Residential District to allow the future subdivision of one 4.0 +/- acre Country Residential District parcel, leaving a 29.43 +/- acre Agricultural District balance.

Location:

The subject parcel is located directly west of 240 St W, approximately 1.5km Northwest of the Hamlet of Millarville and 1.7km North of Hwy 549.

Policy Evaluation:

Reviewed within the terms of the:

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

Referral Considerations:

- Referred to required Provincial and Municipal bodies, as well as Utilities.

Quarter Section History:

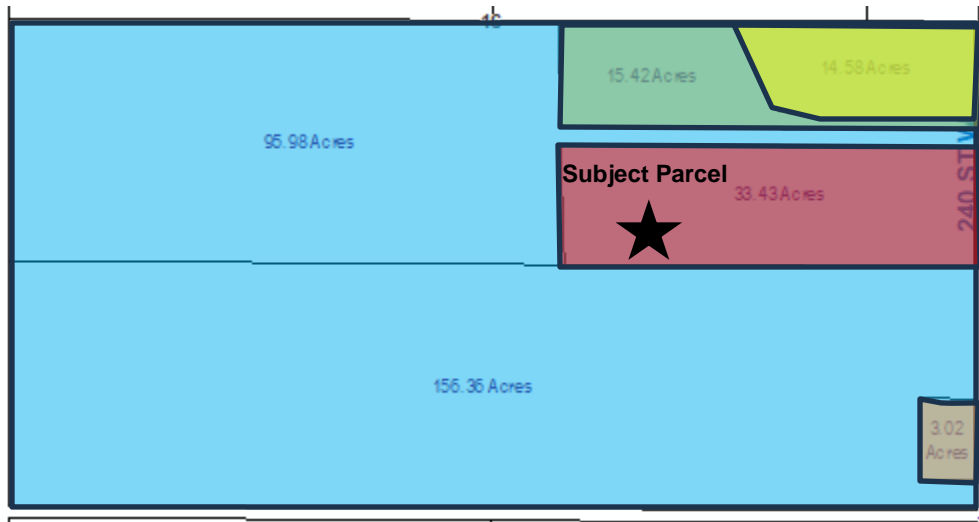
1988 – boundary adjustment to create two north/south 160-acre parcels rather than east/west boundaries approved

1989 – 1 x 30-acre first parcel out approved

1992 – 1 x 33.43-acre Agricultural parcel created (subject parcel) approved

2002 – 1 x 14.58-acre parcel approved

2010 – 1 x 3.02-acre first parcel out approved



SITE CONSIDERATIONS:

Access:

The subject parcel is currently accessed from an existing approach off 240 St W. The application is proposing to continue to utilize the existing approach via 30-meter-wide panhandle for the 29.43 +/- acre balance and to construct a new approach off 240 St W for the proposed 4.0 +/- acre CR parcel.

Physiography:

The subject parcel is located within a slight valley, is relatively flat, with a recurring minor stream/creek flowing from north to south within the center point of the balance.

There are 4 manmade dugouts within the subject parcel. Alberta Environment has provided approval for the larger dugout on the south side of the parcel.

Environmental Reserve or Environmental Reserve Easement:

Sections 664(1) and 664(1.1) of the Municipal Government Act, allow the subdivision authority the ability to request environmental reserve or environmental reserve easement if lands, consist of swamps, gully's, ravines, coulees, natural drainage, and/or are subject to flooding or abutting the bed and shore of any body of water, in order to preserve the natural features of the land, to prevent pollution of the land, ensure public access to a body of water or prevent development of land where there is a significant risk of personal injury or property damage.

Environmental Reserve is provided as a separate parcel identified as ER, to be owned by the County, and maintained in its natural state or used as a park space.

Environmental Reserve Easement can be provided as an alternative to Environmental Reserve subject to agreement by the landowner. With an Easement, the lands are retained by the landowner, are identified as ERE, and provide that the lands are to be maintained and protected by the landowner in their natural state.

Public Works is recommending an ERE for the creek that runs north to south and could include the pond on the balance.

Riparian Setback Matrix Model:

Section 1.5

“It is essential that municipalities establish appropriate land uses adjacent to bodies of water, including wetlands, to avoid or minimize development impacts of our valuable water resources, as provided in the provincial Land Use policies. The importance of establishing and protecting a properly sized buffer strip is extremely important for source water protection.”

Municipal Process regarding Establishment of Riparian Setbacks:

Subsequent to a public hearing and as a condition of 1st reading, Council at their discretion may choose to impose one of the following directives:

- a) Impose the maximum setback of 75 meters to the water feature and request a revised site plan showing the required developable area of land outside the setback(s);
- b) Impose a setback greater than the maximum and request a revised site plan showing the required developable area of land outside the setback(s)
- c) Allow the applicant to undertake the investigation to determine what the appropriate setback would be to the water feature in accordance with the requirements of the RSMM. The applicant would be directed to provide the results of the investigation as well as a revised site plan showing the required developable area of land outside the setback(s);
- d) Council may choose to not impose any additional setback to a water feature beyond the requirements of the Land Use Bylaw.

Note: The Setback Matrix, Developer’s Guide and Process have all been provided to the applicant with respect to the intermittent stream running through the subject parcel and they are aware of the possible requirements under the Model Process.

Existing Development:

The proposed 4.0 +/- acre parcel has no existing development, while the proposed 29.43 +/- acre balance parcel contains a residence with a 3-room bed & breakfast, barn, ground mounted solar array, and water well.

***Note:** the applicant has been granted approval through a Development Permit and an Annual Business License for the bed and breakfast, however, no development permit was acquired for the ground mount solar system on the property.*

Council may request the landowner to apply for a development permit to bring the existing ground mounted solar power system into compliance with Land Use Bylaw 60/2014, as a condition of subdivision.

Area Characteristics:

The lands surrounding the subject parcel are a mix of Agricultural Districts and Country Residential District parcels ranging in size from 3.02 – 15.42 acres.

REFERRAL CIRCULATION:

CIRCULATION REFERRALS	
REFEREE	COMMENTS
INTERNAL	
Public Works	<p>Recommendation for the proposed 4.0 +/- acre parcel, as a condition of redesignation:</p> <ul style="list-style-type: none"> • Septic Disposal Evaluation (PSTS); <p>Public Works provided the following additional comments;</p> <ul style="list-style-type: none"> • Tree and brush clearing 10m each side of the new approach to the 4.0 +/- acre parcel to improve visibility, as a condition of subdivision • Environmental Reserve Easement (ERE) is recommended where the creek runs north to south and could also include the pond. The two existing crossings over the ERE can remain.
EXTERNAL	
Agencies/Utilities Circulated	No comments or concerns
PUBLIC	
Western Wheel	March 20, 2024 & March 27, 2024
Landowners (half mile)	Sent March 20, 2024. No submissions received to date.

POLICY EVALUATION:**Municipal Development Plan 2010 (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 uses and the efficient use of land.

Further, the application does not generally meet the intent of Policy 2 of the Agricultural section of the MDP2010, which supports maintaining the integrity of the agricultural land base and discouraging the fragmentation of agricultural lands within the County.

Land Use Bylaw 60/2014:

The application meets the density requirements and lot size restrictions as set out in Sections 12.1.6.2 of the Agricultural District and 13.1.6.2 of the Country Residential District within the County's Land Use Bylaw.

Growth Management Strategy:

The subject parcel is located within the Northwest District. Growth management vision for the Northwest District states:

“Continued development pressure is expected in the Northwest District. This area could likely accommodate minimal to moderate growth in the form of both country residential and cluster residential development. Support may be anticipated for the idea of a more intense form of development such a

Hamlet Residential in close proximity to the existing hamlets if appropriate utility infrastructure is available. This growth must be undertaken with careful consideration of the potential impacts on wildlife habitat and watershed areas.”

SUMMARY:

Bylaw XX/2024 – Application for the redesignation of a portion of SE 16-21-03 W5M; Plan 9211023, Block 1, Lot 1 from Agricultural District to Country Residential District to allow the future subdivision of one 4.0 +/- acre Country Residential District parcel, leaving a 29.43 +/- acre Agricultural District balance.

OPTIONS FOR COUNCIL CONSIDERATION:

OPTION #1 – FIRST READING APPROVAL

Council may choose to grant 1st reading to the application for the redesignation of a portion of SE 16-21-03 W5M; Plan 9211023, Block 1, Lot 1, from Agricultural District to Country Residential District to allow the future subdivision of one 4.0 +/- acre Country Residential District parcel, leaving a 29.43 +/- acre Agricultural District for the following reasons:

In their consideration of the criteria noted within the Agricultural section of the MDP2010, Council is of the opinion that the lands are suitable for the intended use and that fragmentation of the subject lands would not be detrimental to the overall nature of the area. Further, the application falls within the density provisions and lot size restrictions of the Country Residential District within the County’s Land Use Bylaw.

Staff suggests that the proposed 4.0 +/- acre parcel be designated as Country Residential Sub-district ‘A’ to ensure that the recommendations and restrictions as outlined in the Septic Disposal Evaluation (PSTS), (conditions of redesignation) 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 \$5000 deposit as a pre-release condition to ensure compliance with all conditions of the development permit.

Recommended Conditions for Option #1:

1. Should Council wish to support this application and Public Works recommendation for an Environmental Reserve Easement (ERE), a revised site plan to be provided which identifies the ERE area over the full extent of the naturally defined drainage course and any associated riparian lands located within the proposed boundaries of the 29.43 +/- acre balance parcel, to be provided to the satisfaction of the County’s Public Works Department;
2. 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;
3. Submission of a Septic Disposal Evaluation for the proposed 4.0 +/- acre parcel, to the satisfaction of the Public Works department;
4. Proof of adequate water supply to be provided for the proposed 4.0 +/- acre parcel in accordance with the Provincial Water Act, to the satisfaction of the County;
5. Landowners are to submit a Development Permit application to bring the existing Ground Mounted Solar System into compliance with Land Use Bylaw 60/2014, **as a condition of Subdivision.**
6. Final redesignation application fees to be submitted;
7. Submission of an executed subdivision application and the necessary fees.

OPTION #2 REFUSAL

Council may choose to refuse the application for the redesignation of a portion of SE 16-21-03 W5M; Plan 9211023, Block 1, Lot 1 from Agricultural District to Country Residential District to allow the future subdivision of one 4.0 +/- acre Country Residential District parcel, leaving a 29.43 +/- acre Agricultural District for the following reasons:

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

APPENDICES:

APPENDIX A: MAP SET

LOCATION MAP

LAND USE MAP

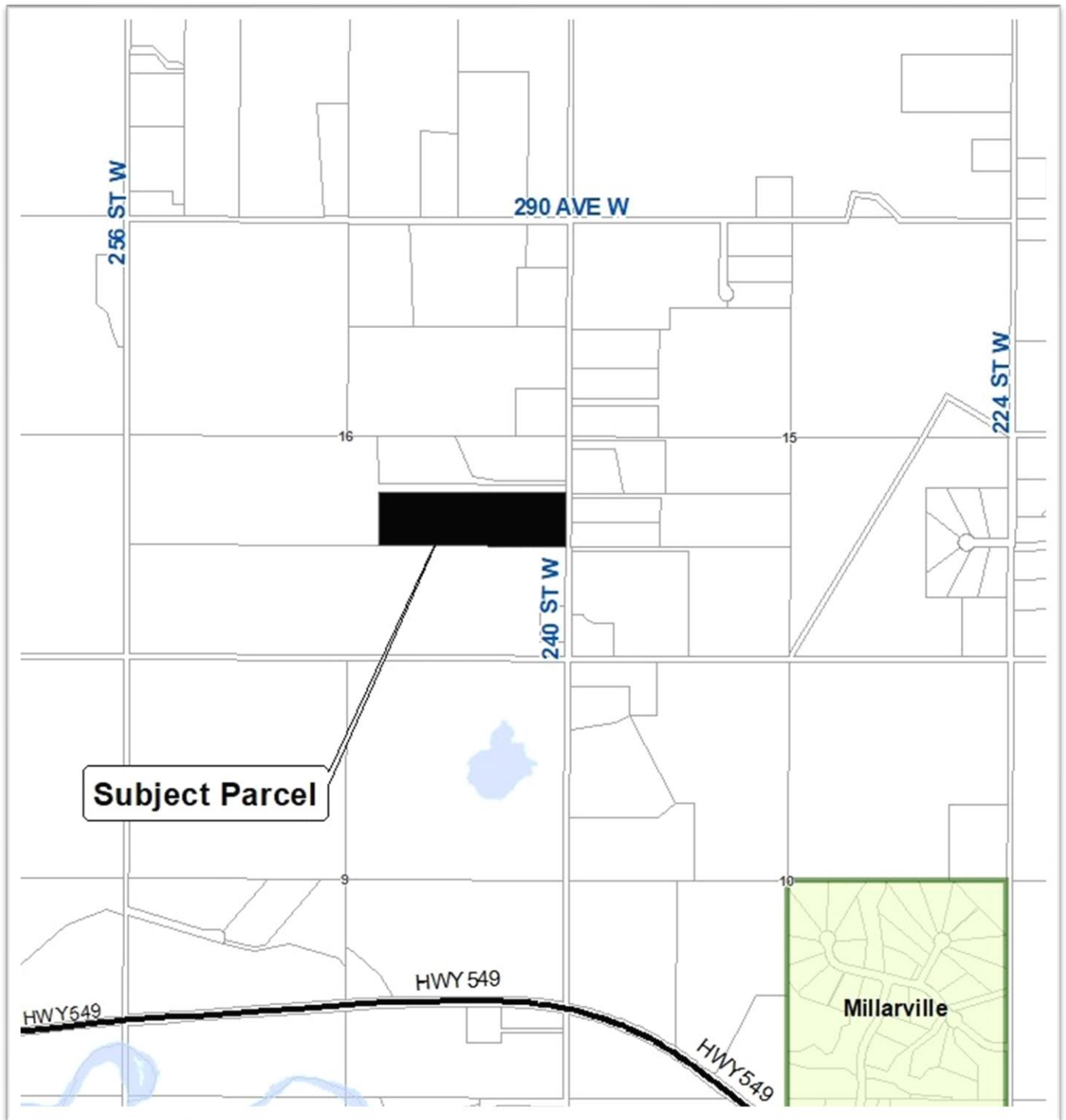
HALF MILE MAP – PARCEL SIZES

SITE PLAN

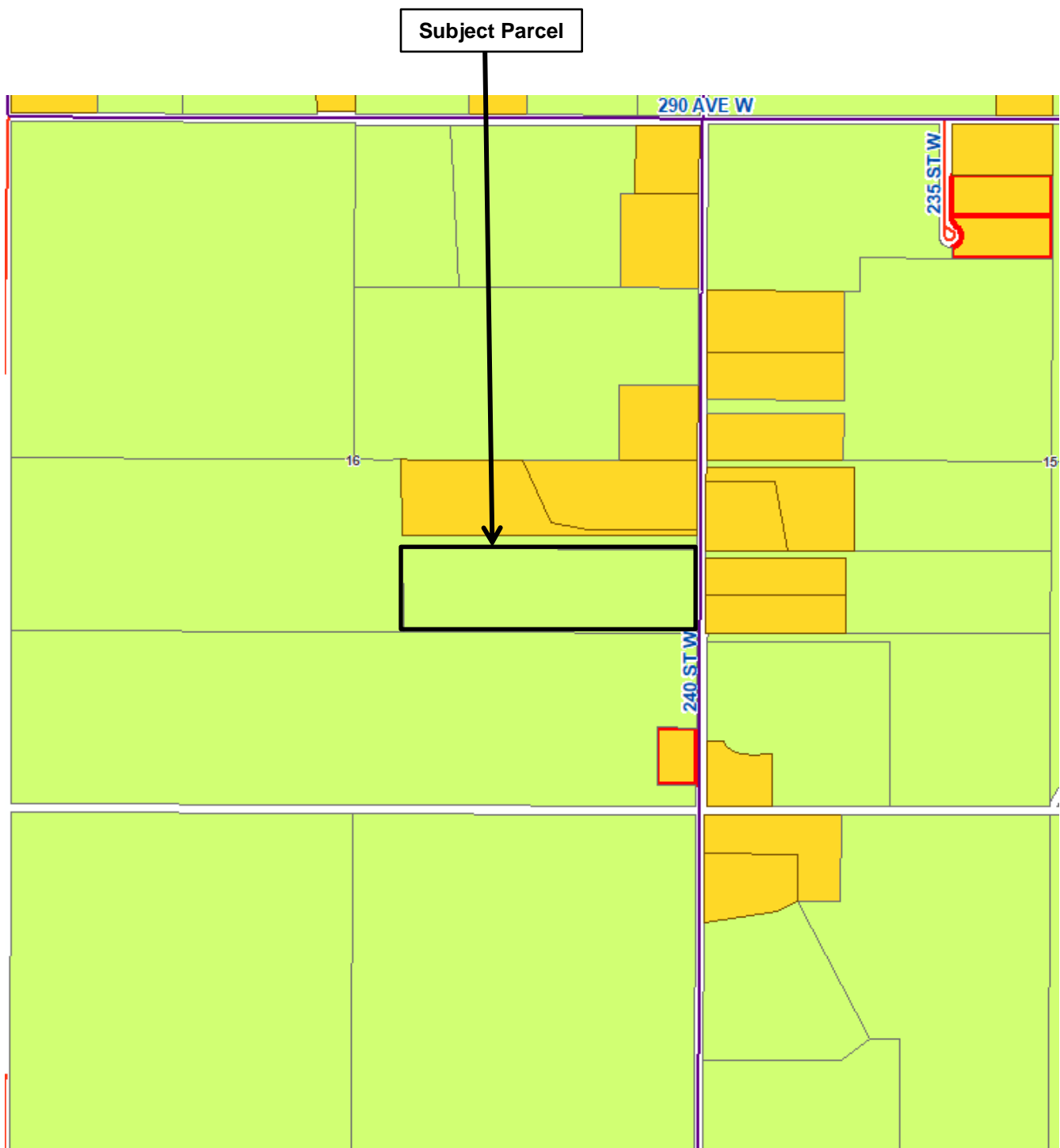
ORTHO PHOTO

APPENDIX B: PROPOSED BYLAW

APPENDIX A: LOCATION MAP



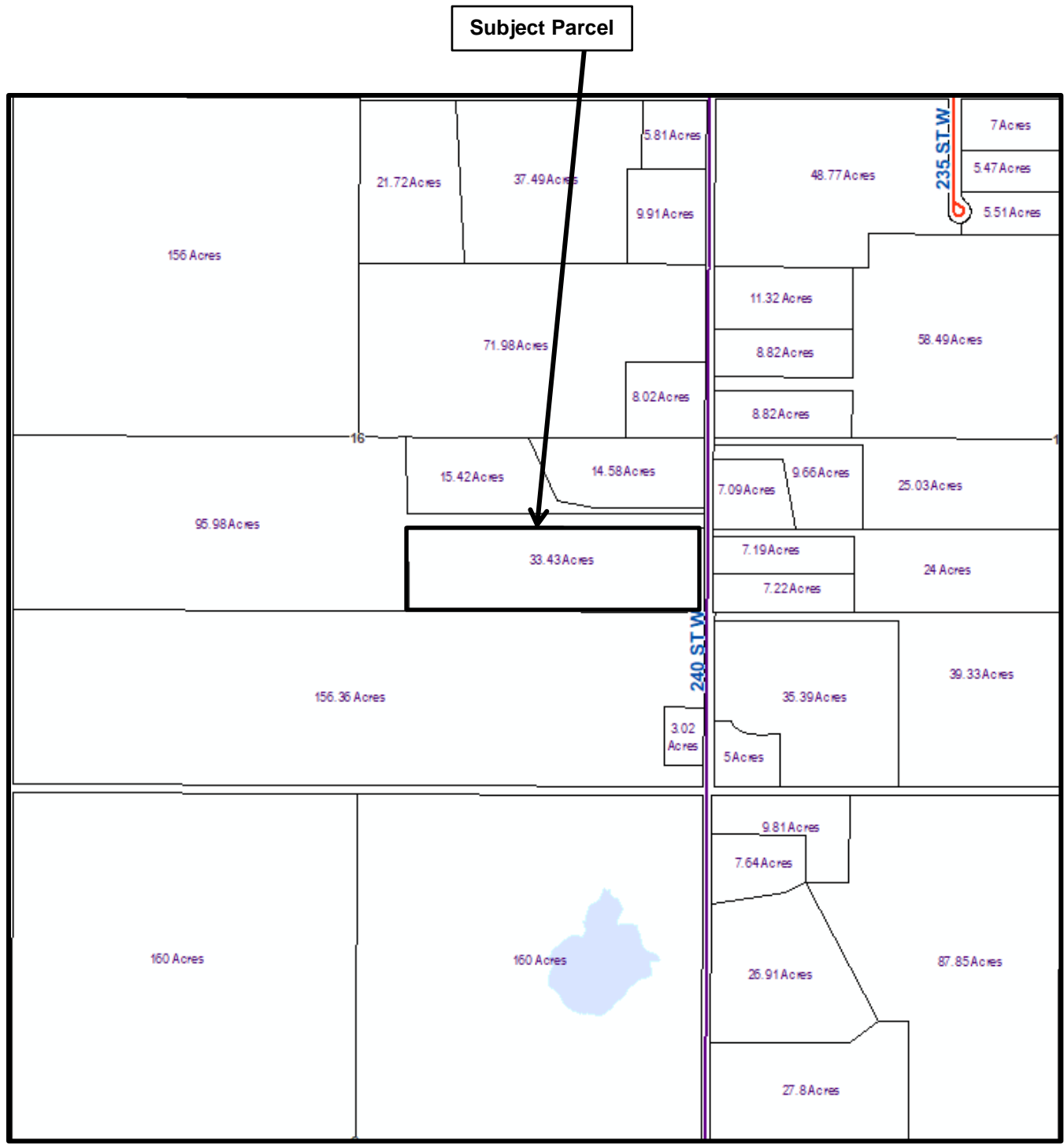
APPENDIX A: LAND USE MAP



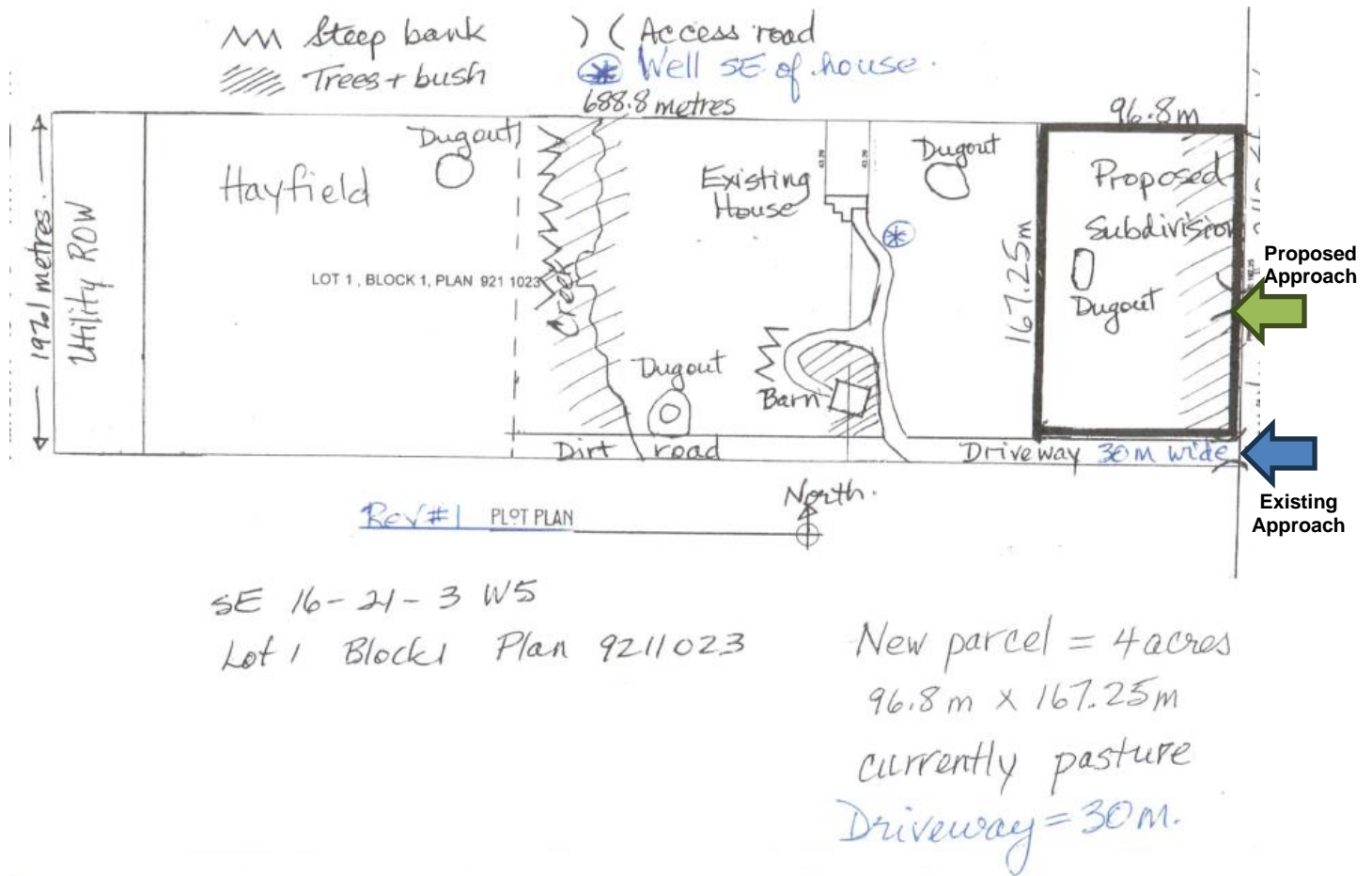
Legend

— Hard Surface (Chip/oil)	DC - Direct Control	MR- Municipal Reserve
... Developer Gravel	HR- Hamlet Residential	
— Gravel	HRA-Hamlet Residential Sub A	
— Pavement	CMC- Community Commercial	
☐ In Transition	PUL- Public Utility	
— A- Agricultural	FPJ-Federal/ Provincial District	
— CR- Country Residential	SD- Service District	
— CRA- Country Residential Sub A	ER- Environmental Reserve	

APPENDIX A: HALF MILE MAP – PARCEL SIZES



APPENDIX A: SITE PLAN





BYLAW XX/2024

**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 redesignation of a 4.0 +/- acre portion of SE 16-21-03 W5M from Agricultural District to Country Residential District, in order to allow for the future subdivision of one 4.0 +/- acre Country Residential District parcel with an approximate 29.43 +/- acre Agricultural District balance parcel.

NOW THEREFORE THE COUNCIL ENACTS AS FOLLOWS:

1. Land Use Map No. 2103 is amended by *redesignating a 4.0 +/- acre portion from SE 16-21-03 W5M as Country Residential District.*
2. 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 .

MISCELLANEOUS PLANNING ITEM
PLANNING AND DEVELOPMENT REPORT TO COUNCIL
TEMPORARY SIGNAGE
April 3, 2024

APPLICATION INFORMATION



REQUEST FOR TEMPORARY SIGNAGE: NOTICE OF PUBLIC ENGAGEMENT FOR PROPOSED OXBOW AREA STRUCTURE PLAN

PROPOSAL: Request for placement of three temporary signs on the subject lands and three temporary signs along Dunbow Road for the purpose of notifying community members and the public of revisions to the proposed ASP, directing public to their website for additional information, and notice of proposed public engagement events.

FILE MANAGER: Drew Granson

PURPOSE OF REQUEST:

The proponents for the Oxbow Area Structure Plan (ASP) have submitted a request to place three temporary 4'x8' signs on their lands, being the NE 6-22-28 W4M, SE 6-22-28 W4M, and SW 5-22-28 W4M, one sign on each quarter section. The proposed signs are for the purpose of notifying community members and the public regarding revisions to the proposed ASP, illustrating an updated land use site plan, and to direct public to the project website for additional information. These three signs are proposed to be placed on the properties as soon as possible, should Council grant permission for these signs.

In addition, the proponents are requesting approval to allow for three additional temporary 4'x8' "Bold" signs to be located along Dunbow Road for the purpose of notifying community members of an Open House and information webinar for the proposed Oxbow ASP. The three proposed locations are at the intersection of Dunbow Road E. and Artesia Blvd., the intersection of Dunbow Road E. and 80th Street E., and on the north side of Dunbow Road E. between 88th Street E. and 96th Street E.

Dates for the open house and webinar events have yet to be determined but are planned to be hosted 7 days apart. The signs are proposed to be placed 14 days prior to the open house and removed following the webinar event, with these signs being installed for a total duration of 21 days.

Note: Sign examples, proposed content and designs, and requested locations have been provided within the submitted request, which is enclosed within Appendix A for your reference.

SUMMARY

Council is requested to review and consider the enclosed request for temporary signage.

DRAFT MOTIONS FOR COUNCIL'S CONSIDERATION:

Proposed Motion for Council's Consideration: Approval of On-Site Signs

Should Council support the three proposed on-site signs, Council may consider the following motion:

Council moves to authorize the placement of three 4'x8' signs to be temporarily located on the subject lands, being NE 6-22-28 W4M, SE 6-22-28 W4M, and SW 5-22-28 W4M, to be located as illustrated within the submitted request, and containing content as acknowledged by Council. The proposed signs shall be located entirely within the subject lands and are permitted to remain on site for a maximum of 6 months commencing from the date of installation and shall be removed upon expiration of the 6-month period or within 14 days following the public hearing for the proposed Oxbow Area Structure Plan, whichever date occurs first. The signs shall be located entirely within the subject lands.

Proposed Motion for Council's Consideration: Approval of Off-Site Signs

Should Council support the three proposed off-site "Bold" signs, Council may consider the following motion:

Council moves to authorize the placement of three 4'x8' "Bold" signs to be temporarily placed along Dunbow Road East, at locations as illustrated within the Public Works Review, and containing textual content as acknowledged by Council. The sign placement is to follow Bylaw 18/2006 "Temporary Signs on Highways Bylaw". The proposed signs are permitted to be placed in their respective locations a maximum of 14 days prior to the proposed Open House event shall be removed within 21 days of the date of installation. The proponent shall provide notification to the Foothills Planning Department prior to placement of these signs and confirmation upon removal.

Proposed Motion for Council's Consideration: Refusal

Should Council not support the proposed temporary signs, Council may consider the following motion:

Council moves to refuse the request for placement of temporary signs as proposed [on the subject lands] and/or [along Dunbow Road East] for the following reason(s):

Note: Should Council choose not to support the requested temporary signage for either the on-site signage, off-site signage, or both, Council may wish to discuss and provide reasons for refusal.

APPENDICES

APPENDIX A: SUBMITTED REQUEST

APPENDIX B: PUBLIC WORKS REVIEW

APPENDIX A: SUBMITTED REQUEST

MEMORANDUM



DATE March 14, 2024
TO Foothills County Council
CC Drew Granson | Julie McLean

FROM Urban Systems Ltd.
FILE 2224.0011.03
SUBJECT Oxbow ASP – Signage Request

INTRODUCTION

Please accept this as our formal request for Council's consideration regarding both on-site and off-site temporary signage as an integral part of the planned public engagement process and community awareness for the updated Oxbow Area Structure Plan (ASP).

We are proposing to erect a total of six (6) temporary signs: three (3) on-site and three (3) off-site. The purpose of the proposed on-site signage is to share the revised land use concept and provide a link to the project website to allow for community members to stay informed on the project. The purpose of the proposed off-site signage is to notify community members about upcoming public engagement events (i.e., Information Session and Webinar) including, the date, time, and location of the events, as well as information on how to register for the Webinar.

Please find below details for both the on-site and off-site signs.

ON-SITE SIGNAGE

NUMBER OF SIGNS

- Three (3)

DIMENSIONS OF SIGNS & MOUNTING DETAIL

- 4 ft. (h) x 8 ft. (w) Landscape Orientation
- Affixed and installed on skids – attached within the Appendix is an example photo *"On-Site Skid Sign Example (4x8)"*

LOCATIONS OF PROPOSED SIGNS

- Signs will be located at three (3) locations on-site, with one sign at each location. The three locations were selected to be safely viewed from the key roadways adjacent to the Oxbow site. *"On-Site Signage Locations"* has been attached within the Appendix to outline the selected on-site sign locations.

INSTALLATION DATE

- Should Council approve the request, the three (3) on-site signs will be installed in the weeks following Council's decision.

SIGN CONTENT

- Signage content has been attached within the Appendix as *"Proposed On-Site Sign Design"*
- The signage content includes:
 - Text content notifying the public that Walton has a revised Land Use Concept for the Oxbow lands and directing community members to learn more by visiting the project website.
 - Project website address and associated QR code.

- Proposed Land Use Concept.

OFF-SITE SIGNAGE

NUMBER OF SIGNS

- Three (3)

DIMENSIONS OF SIGNS & MOUNTING DETAIL

- 4 ft. (h) x 8 ft. (w) Landscape Orientation
- “BOLD Sign” freestanding sign.

LOCATIONS OF PROPOSED SIGNS

- Signs will be located within the road Right-Of-Way (ROW) of Dunbow Road.
- Please see attached within the Appendix three (3) images “Sign 1/2/3 - Road Right of Way Location” for proposed locations.

INSTALLATION DATE

- Should Council approve the request, the signs are proposed to be installed fourteen (14) days prior to the Information Session and Webinar and be removed following the events.
- At this time, the dates for the Information Session and the Webinar are not confirmed. We are committed to informing Foothills County as soon as this information is available, well in advance of the fourteen (14) days prior to the engagement events.

SIGN CONTENT

- (*BOLD Sign*) No graphics, just the below messaging (limited number of characters and lines due to sign size):

OXBOW ASP OPEN HOUSE

[INSERT DATE/TIME]

DAVISBURG HALL

WEBINAR SEE WEBSITE

WALTONFOOTHILLS.CA

CLOSING

Walton continues to be committed to a thoughtful public engagement process and awareness campaign. The proposed approach to on-site and off-site signage will help notify the public of the revised Land Use Concept for the Oxbow lands and the upcoming public engagement opportunities, as well as encourage community members to stay up to date on the project. We respectfully ask that Foothills County Administration and Council review and consider the above request. Thank you for the time, effort, and consideration.

DATE March 14, 2024
FILE 2224.0011.03
SUBJECT Oxbow ASP – Signage Request
PAGE 3 of 10

Sincerely,

URBAN SYSTEMS LTD.



Mike Coldwell, RPP, MCIP
Senior Planner / Principal

cc: Rob Nixon, Walton Global
John Plastiras, Walton Global

/AV/mc

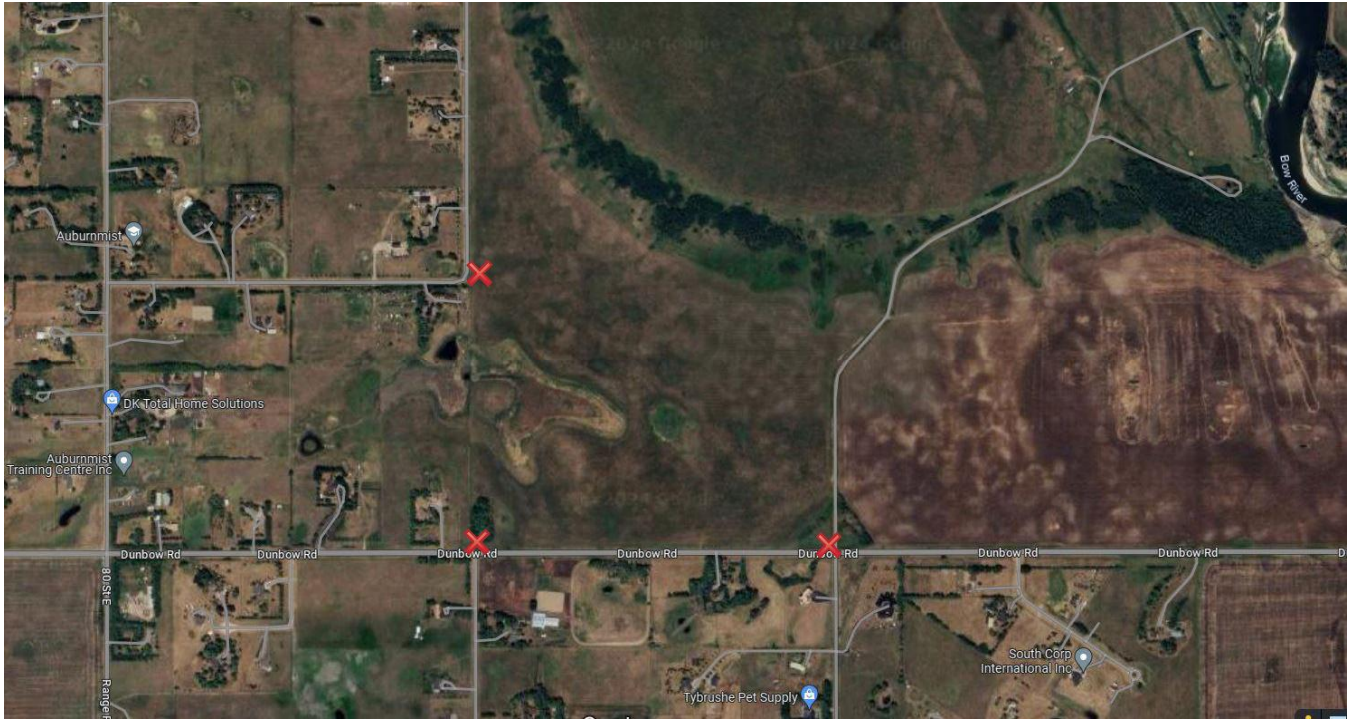
APPENDIX

- 1.0 ON-SITE SKID SIGN EXAMPLE (4X8)
- 2.0 ON-SITE SIGNAGE LOCATIONS
- 3.0 PROPOSED ON-SITE SIGN DESIGN
- 4.0 ROAD RIGHT OF WAY SIGN SAMPLE
- 5.0 SIGN 1 – ROAD RIGHT OF WAY LOCATION
- 5.0 SIGN 2 – ROAD RIGHT OF WAY LOCATION
- 6.0 SIGN 3 – ROAD RIGHT OF WAY LOCATION

1.0 ON-SITE SKID SIGN EXAMPLE (4X8)



2.0 ON-SITE SIGNAGE LOCATIONS



3.0 PROPOSED ON-SITE SIGN DESIGN



We are excited to share an updated concept plan for the Oxbow Lands!

Visit the website to learn more about the renewed vision for the Oxbow Area Structure Plan.



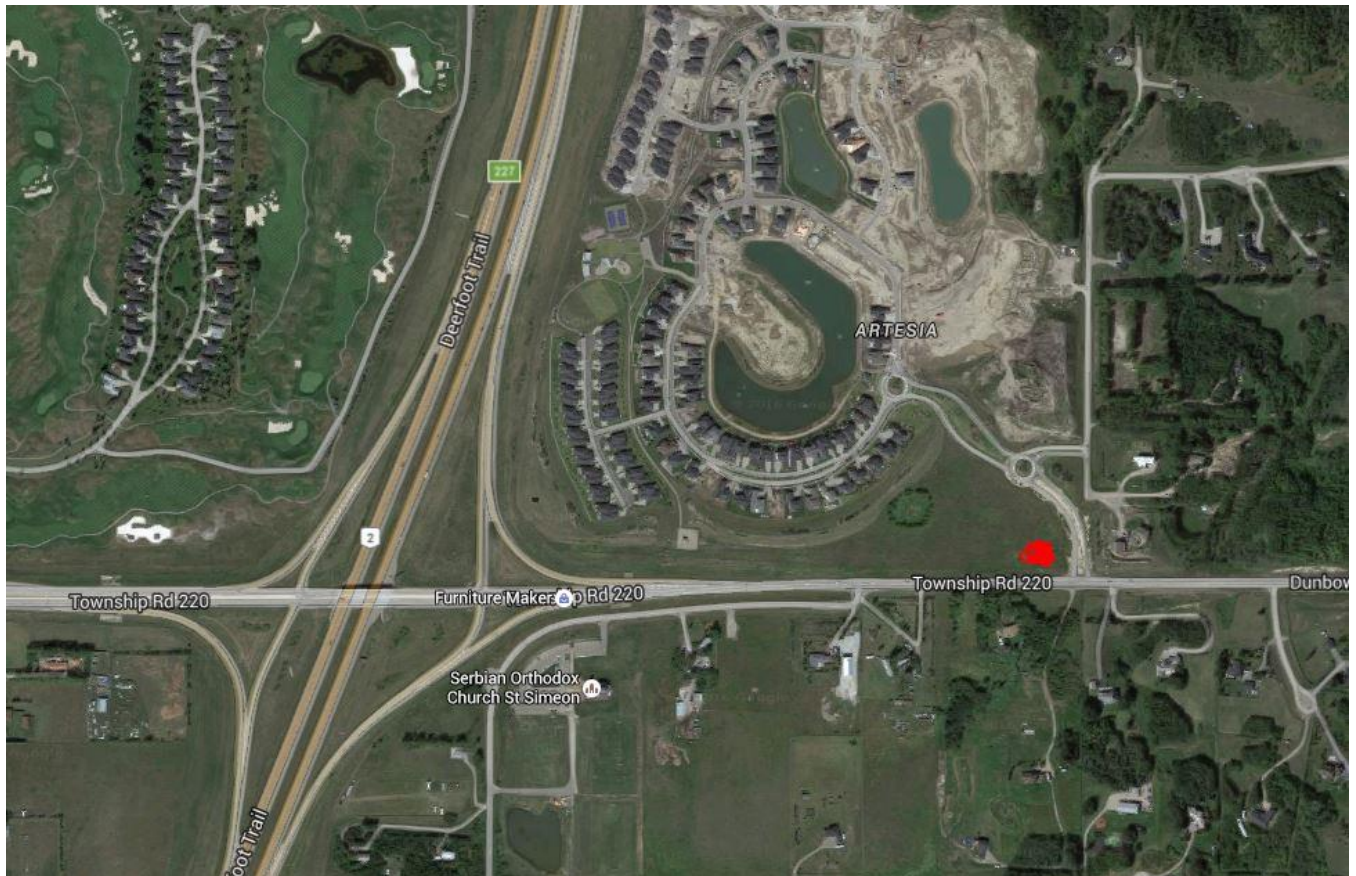
www.waltonfoothills.ca



4.0 ROAD RIGHT OF WAY SIGN SAMPLE



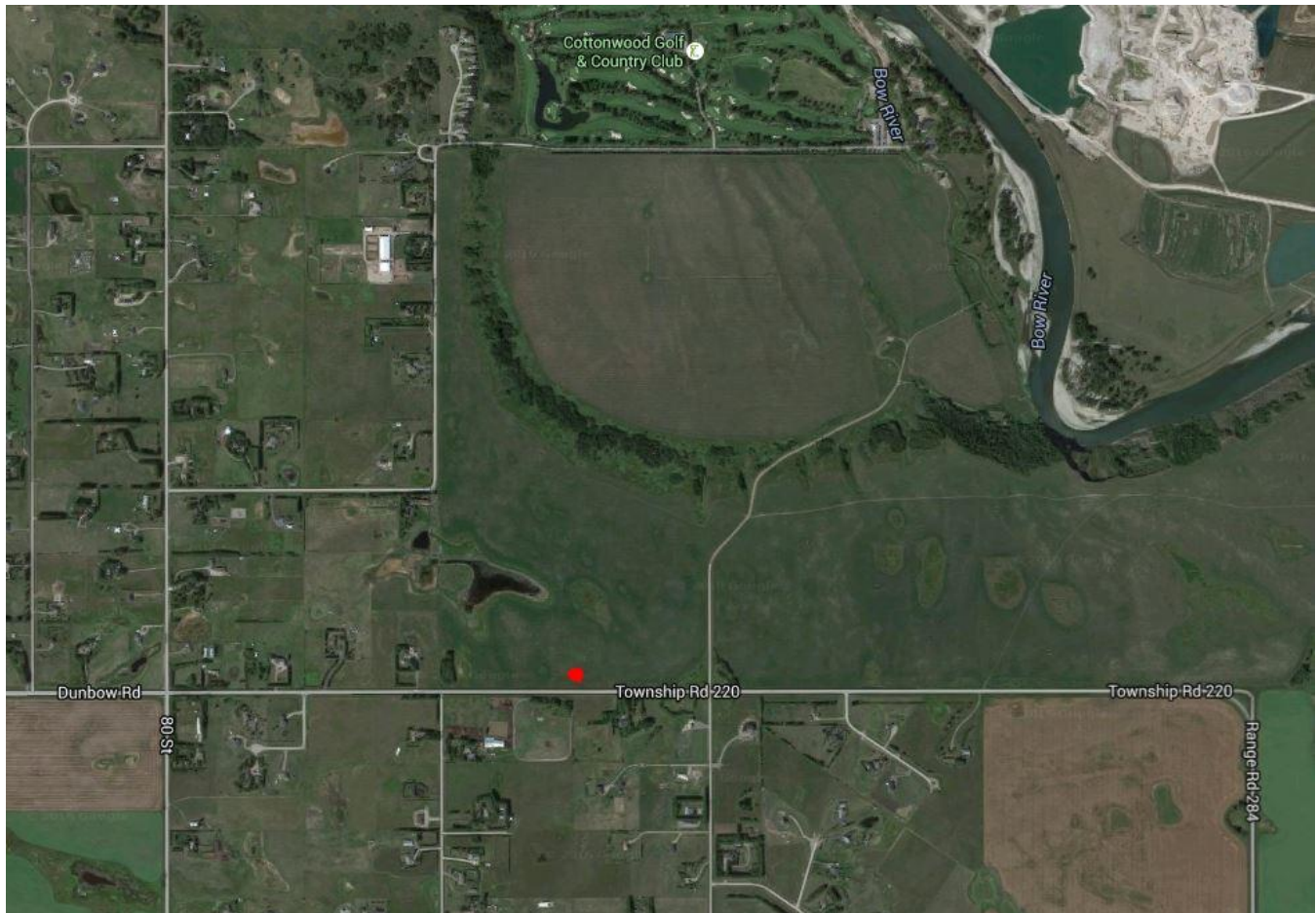
5.0 SIGN 1 – ROAD RIGHT OF WAY LOCATION



6.0 SIGN 2 – ROAD RIGHT OF WAY LOCATION



7.0 SIGN 3 – ROAD RIGHT OF WAY LOCATION



APPENDIX B: PUBLIC WORKS REVIEW

Public Works Comments:

No concerns with the 3 proposed signs located on-site provided they are located entirely within the subject lands.

Comments for the off-site signage:

1 – Dunbow and Artesia Blvd

- Recommend the sign be placed on the County MR lot.
- 30m from the intersection minimum.
- Placed behind the stop line so it doesn't create a sightline issue for traffic going onto Dunbow from Artesia.



2 – Dunbow and 80 St E

- 30m from the intersection minimum.
- Placed behind the stop line so it doesn't create a sightline issue for traffic going onto Dunbow from 80 St E.
- There is also the option to place the sign by the mailboxes off 80 St E, in the grass off the driving apron.




3 – Dunbow between 88 ST E and 96 St E

- There is an old farm approach on the Oxbow lands off of the north side of Dunbow Road which would work for placement. It is close to where they are proposing the sign.



The sign placement is to follow Bylaw 18/2006 “Temporary Signs on Highways Bylaw”.

Thank you,
Wiaan

DEPARTMENT:	
	TOPIC: SE 18-19-27 W4M Alberta Utilities Commission Proceedings - #28906 Laramide 100 Megawatt Battery Storage Facility
REPORT PREPARED BY: Morgan Nesom REPORT PRESENTED BY: Heather Hemingway	

PURPOSE OF REQUEST

To inform Council that Enfinite has filed an application with the Alberta Utilities Commission.

BACKGROUND

On December 20, 2024, Enfinite and Maskwa Environmental Consulting Ltd. presented to Council about the proposed Laramide Battery Storage Facility.

REQUEST OF COUNCIL

Proposed Motion: That Council accept the information as presented.

APPENDICES

Appendix A: Enfinite Laramide Battery Storage Facility



Laramide Battery Storage Facility

Enfinite

1320, 150 – 9 Ave SW

Calgary, AB T2P 3H9

laramideBSF@enfinite.com

www.enfinite.com/projects/laramide

March 18, 2024

FOOTHILLS COUNTY C/O HEATHER HEMINGWAY
309 MACLEOD TRAIL
HIGH RIVER, AB, T1V 1M7

Laramide Battery Storage Facility Project Application Filed with the Alberta Utilities Commission

Dear FOOTHILLS COUNTY C/O HEATHER HEMINGWAY,

2569059 Alberta Inc. ("Enfinite") filed its Rule 007 Facility Application for the proposed Laramide 100-Megawatt ("MW") battery storage facility (the "Project") with the Alberta Utilities Commission ("AUC") on March 14, 2024. The application has been assigned AUC **Proceeding Number #28906**.


The Project is classified as a Category B project under AUC Rule 007 - *Applications for Power Plants, Substations, Transmission Lines, Industrial System Designations, Hydro Developments and Gas Utility Pipelines*. Category B projects are located on private lands with limited to no off-site impacts.

If you wish to review the application and associated reports filed with the AUC, you can access them through the AUC website at www.auc.ab.ca. You will be required to set up an account and, once set up, you can search for the filing using the proceeding number provided in this letter. All previously provided material as well as new application materials will be posted and remain available to you online as the Project progresses and the Project website (www.enfinite.com/projects/laramide) will be maintained throughout the review process.

Our team remains available to you throughout the regulatory review process. If you have any questions about the Project or the submission with the AUC, please reach out to the Project team by phone at 1-833-858-5828 or by email at laramideBSF@enfinite.com.

We would like to thank those who took the time to provide their input and remain committed to working with you throughout the upcoming phases of the Project.

Jason White, P.Eng
Chief Executive Officer

DEPARTMENT: Finance / Legislative Services	
	TOPIC: D. Kjinserdahl – Request for Reimbursement
REPORT PREPARED BY: Sherri Barrett REPORT PRESENTED BY: Harry Riva Cambrin	

PURPOSE OF REQUEST

To consider the request for reimbursement of expenses incurred as a result of weed control and rock clean up following construction of municipal road along a portion of 264 St. East and a portion of 674 Ave.

BACKGROUND

See attached.

REQUEST OF COUNCIL

Proposed Motion:

That Council acknowledge the request for reimbursement of expenses incurred by landowner D. Kjinserdahl while completing weed control and rock clean up as a result of construction of municipal road along a portion of 264 St. East and a portion of 674 Ave.

APPENDICES

Appendix A: Correspondence from landowner D. Kjindersahl

Donald Kjinserdahl

March 14, 2024

Accounts Payable

Foothills County
309 Macleod Trail SW
PO Box 5605
High River, AB T1V 1Z5

RECEIVED

MAR 21 2024

Dear Sir/Madam:

The attached invoice is in response to the years and years of MD and County projects for the benefit of Chinook Feeders having no concerns for the neighbour Donald Kjinserdahl.

So I have to state some reasons why I should be paid the bill that was sent with my letter of concern to Council February 16, 2024.

This bill is only for the last Chinook Feeders exclusive work order, organic road construction beside a mile of my property on 264 St E in May of 2023.

In 2022 there was the same organic road construction on 674 Ave. Move dirt and what do you get - weeds. By the summer of 2023 it was solid kochia, thistles, and wild oats. I asked for spraying or mowing, I got grading. Lumps and lumps of weeds and dirt for 1 mile against my field, which required me to push these piles out. I get the weeds and seeds, Chinook gets nothing.

So in May of 2023 the same type of road was created again with nothing affecting Chinook, this being two miles of organic road on 264 St E. I get weeds and rocks. Rocks might be down in the ditch and in the field requiring no County picking, but I am not damaging my equipment. So I take my half a day and hand pick 3 front end loader buckets full. Some rocks were 18" wide. I deserve some compensation for all the years of crap.

If they had not built these roads, I would not have these chores. Chinook gets the gifts, I suffer the consequences.

This is the first and only time I have acquired a chance to get some reimbursement for all the items I have had to perform after MD and County work for the benefit of Chinook Feeders.

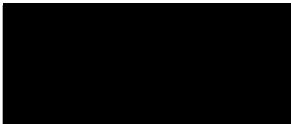
Sincerely,

Donald Kjinserdahl

INVOICE

DATE: March 13, 2024

FROM: Donald Kjinserdahl



TO: Foothills County
309 Macleod Trail
PO Box 5605
High River, AB T1V 1M7

Item Description	Quantity	Price	Amount
May 14, 2023 - hand picking rocks	5 hours	\$20.00	\$100.00
August & September, 2023 - mowing weeds on the edges of new organic roads created by the dirt disturbance	8 hours	\$20.00	\$160.00
Subtotal			\$260.00
Tax			
BALANCE DUE			\$260.00

RE: Letter of Concern - February 2024

From Rob Siewert <Rob.Siewert@FoothillsCountyAB.ca>

To [REDACTED]

Date 2024-03-04 20:23

Don, as Chinook Feeders is an agricultural operation, they are subject to the same road rules as any other ag producer- regardless of whether they haul 1 load a day or 1000. Nobody is discriminated against or favored as the rules apply equally to everyone. In terms of the bill, as an elected official I do not have the ability to process any payment. If you truly feel you are owed, please send a bill in the proper format to the county office- 309 Macleod trail SW High River, ab. T1V 1Z5 attn: accounts payable. *They will process it in the regular manner, including deciding whether it is appropriate.*

Rob Siewert
Councillor Div 1
Foothills County
(403) 336-0576

rob.siewert@foothillscounty.ab.ca



From: [REDACTED]

Sent: Friday, February 16, 2024 12:55 PM

To: Rob Siewert <Rob.Siewert@FoothillsCountyAB.ca>; Delilah Miller <Delilah.Miller@FoothillsCountyAB.ca>


Subject: Letter of Concern - February 2024

Some people who received this message don't often get email from donald.kjinserdahl@planet.com. [Learn why this is important](#)

Please see attached letter - I look forward to your reply. Cheque is good.

Donald Kjinserdahl

[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.

DEPARTMENT: Legislative Services	
	TOPIC: Regional Airport Support and Funding
REPORT PREPARED BY: Krista Conrad REPORT PRESENTED BY: Deputy Reeve Don Waldorf	

PURPOSE OF REQUEST

For Council to consider adding its support to the letter from Mountain View County to the Provincial Minister of Transportation and Economic Corridors Devin Dreeshen.

BACKGROUND

In November 26, 2023, a group of rural municipalities met with MLA Shane Getson regarding regional airports and funding through the Community Airport Fund (CAP), as well as the Province's role in supporting and developing regional airports, and creating a working group to strategize and communicate with the Province.

Municipalities have drafted a letter to the Minister of Transportation and Economic Corridors Devin Dreeshen requesting an increase in Provincial contributions to CAP to support airport development, an increase in the scope and eligibility of projects considered under CAP, and an increase in support and collaboration with the Province to enhance the prominence of local and regional airports.

The Foothills Regional Airport Board discussed the issue at its March 25, 2024 Special Meeting and made the following motion:

Resolution: 24

Moved by: Richard Pittet

That the Board recommend Foothills County Council add its support to the letter from Mountain View County to the Provincial Minister of Transportation and Economic Corridors Devin Dreeshen requesting an increase in Provincial support of regional airports and the Community Airport Program.

REQUEST OF COUNCIL

Proposed Motion:

That Council add its support to the letter from Mountain View County to the Provincial Minister of Transportation and Economic Corridors Devin Dreeshen requesting an increase in Provincial support of regional airports and the Community Airport Program.

APPENDICES

Appendix A: Letter from Mountain View County to the Provincial Minister of Transportation and Economic Corridors Devin Dreesen

Appendix B: Meeting notes from November 6, 2023 meeting with MLA Getson



Mountain View C O U N T Y

March 21, 2024

Via e-mail: transportation.minister@gov.ab.ca

Honourable Devin Dreeshen
Ministry of Transportation and Economic Corridors
127 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister Dreeshen:

Re: Regional Airport Support and Funding

I am writing to you today on behalf of many Municipalities and the numerous local and regional airports located throughout the Province looking to increase the awareness and support available for general aviation and economic diversification in Alberta. We have been encouraged by your stance on the value that Alberta's airports play, specifically as you recently spoke to their "critical role in strengthening and diversifying our economy by expanding access to markets, as we don't have direct access to tidewater." We too believe in the importance that these facilities play in our local and regional economies and our ability to remain competitive with larger centers. We have formed a municipal working group that has identified opportunities to collaborate with the Province to work towards increasing the prominence of our local and regional airports on the provincial and national stage. We are seeking your partnership in establishing:

An increase in the Provincial contributions to the Community Airport Program to support airport development (both maintenance and expansion)

It is recognized that the Community Airport Program (CAP), one of the four funding streams under the Strategic Transportation Infrastructure Program (STIP), is severely oversubscribed annually with only approximately 30% of municipal requests being successful under CAP. This large interest in the program demonstrates the significant demand for airport infrastructure and the growing pressures that municipalities face attempting to not only manage existing airport infrastructure but also to undertake essential expansion projects necessary to remain attractive as well as provide economic development opportunities both within the aviation community and other commercial opportunities. While we appreciate the Province's recent investments into general aviation at larger airports including significant investment into the Red Deer Regional Airport, it is important to note that the growth pressures faced by surrounding airports should also be expected to increase as smaller general aviation is pushed out of these facilities into more suitable local and regional airports nearby. As such, we respectfully request that the government consider increasing the availability of funds under the Community Airport Program to align with the growing needs of municipalities managing local and regional airports.

Increasing the scope and eligibility of projects under the Community Airport Program

Currently, the CAP only permits for projects that are directly related to the primary runway, most notably expenses related to the primary apron, primary taxiway, lighting projects on the primary runway and other rehabilitative work associated to these facilities. Unfortunately for municipalities, many of these expenses have already been incurred historically, rendering any future development plans to be covered through municipal taxation or other funding sources. It is our opinion that this limited eligibility is stunting the development potential of local and regional airports that would otherwise be seeking future development plans including additional lands, secondary taxiways and runways or improvements to remain with modern trends such as enhanced navigational aids or updated terminal buildings. Although it is understood that some of this infrastructure may be covered through other areas of the STIP or the LGFF, this forces municipalities to choose between funding main infrastructure projects in their communities such as bridges and roadways and funding aviation related projects, often leaving these projects unfunded. It is our position that any project directly related to the local airport should be eligible under the CAP.

Increased support and collaboration with the province to enhance the prominence of local and regional airports.

We appreciate the Province's, and more specifically your Ministry's, acknowledgement on the value that our airports contribute to the overall provincial economy and wish to work more collaboratively with the Province to highlight these assets. We would encourage the Province to work with our municipal working group to better understand our airports and what they have to offer so we can work together to grow these assets and create more opportunities for Albertan's. Some of the opportunities for growth we have identified include: flight training, aircraft maintenance and restoration, tourism, weather modification, emergency services including fire fighting and air ambulance, agri-business and future technology such as drones and remote piloted aircraft. We are excited about the involvement of our airports in the Provincial strategy and look forward to working closer with the Province to showcase these facilities to a larger audience than we can do independently.

I appreciate you taking the time to review our requests and urge you to reach out if we can provide any further clarification or assistance on the above matters. Alternatively, I am happy to arrange a meeting with our group to further these initiatives.

Sincerely,

Angela Aalbers

Reeve

Mountain View County

CC: MLA Getson

MLA Getson meeting @ Alberta Legislature November 6, 2023

Attendees:

MLA Getson

Angela Aalbers, Mountain View County

Alan Miller, Mountain View County

Jeff Holmes, Mountain View County

Nancy Dodds, Town of Drayton Valley

Bart Guyon, Brazeau County

Michelle Swanson, Clearwater County

Genny Mehlhaff, Clearwater County

John Burrow, Woodlands County

Meeting Attendees for November 22, 2023

Angela Aalbers, Reeve – Mountain View County

Alan Miller, Councillor – Mountain View County

Jeff Holmes, Chief Administrative Officer – Mountain View County

Christofer Atchison, Director of Legislative, Community and Agricultural Services – Mountain View County

Gerald Aalbers, Mayor – City of Lloydminster

Bart Guyon, Reeve – Brazeau County

Nancy Dodds, Mayor – Town of Drayton Valley

Bill Ballas, Councillor – Town of Drayton Valley

Amila Gammama, Councillor – Town of Drayton Valley

Michelle Swanson, Councillor – Clearwater County

Opening remarks and purpose of the meeting: Municipalities would like to better understand where our regional airports fit in the Provincial plans to increase the transportation network and enhance economic development and diversification. Airports are defined as regional as they all impact the greater area beyond the municipality they are located in.

Community Airport Fund (CAP):

- Alberta Transportation (AT) recognizes that CAP is oversubscribed annually, and they are only able to fund some 30% of the municipal requests for municipal airport projects through the CAP. AT also acknowledges that funding eligibility is limited and does not account for all capital and operating related components required for operation (see attached letter).
- **Municipal ask:** Increase the funding for CAP as well as include additional project eligibility. The province must recognize that airport projects will most likely never be able to compete with roads and bridge projects and therefore suggesting we use MSI / LGFF or the federal Canada Community Building fund is not an option.
- **Work Required:** Municipalities should provide a total list of the projects they need to invest in to improve their regional airports. This list will demonstrate the need for funding as well as better define the scope increase to CAP required.

Role of Province in supporting and developing regional airports:

- There is a Strategic Aviation Advisory Council. <https://www.alberta.ca/strategic-aviation-advisory-council>
- Review of the role of the Strategic Aviation Council and the Alberta Aviation Council. There is a need for more regional airport representation on the Strategic Aviation Council.
- **Municipal Ask:** Review of the role of the Strategic Aviation Council and the Aviation Council and focus on the need for more regional airport representation on the Strategic Aviation Council.
- **Work Required:** There needs to be a cultural shift to occur to view regional airports as an opportunity and not money pit for tax dollars. Municipalities need to advocate for this change to occur.

Suggestions to consider – Proposed by MLA Getson

- MLA Getson suggested looking at US model and creating inviting / welcoming small airports that provide services like courtesy cars that encourage pilots to stay and explore the surrounding community.
- Building a community around regional airports with like minded residents and businesses will help support airport expansion. Limit non complementary developments near airports.
- Regional airports need to work together to support the industry. Forming an association or similar group may assist with challenges like insurance.
- Strong support for aviation in schools and with kids will help build the industry and Regional airports are encouraged to participate however they can. MLA Getson references a current program available for high school students (if the local school board decides to participate) to enroll in Aviation Programs allowing for hours to be built towards private pilot license on completion thru the school system
- Connecting all aviation enthusiasts to support the industry would be positive. Connecting with air cadets was an example provided.
- MLA Getson highlighted the new aviation grant that GOA has announced to contribute up to 30K towards training new pilots.
- Incubator opportunities may exist.

- Look at Pegasus Imagery at Villeneuve airport [Pegasus Imagery expands to Villeneuve Airport - YEG Corporate \(flyeia.com\)](#)
- Are there opportunities for Drone companies to come to your regional airports? There was mention of Tata India?
- **Work Required:** Municipalities should go through these suggestions and determine which opportunities may fit with their regional airport strategy. Once we each have that information, we can prioritize on those requiring Provincial support and these can be forwarded to MLA Getson.

Provincial / Federal Legislation

- There appears to be some safety code challenges with creating opportunities for suites in hangers. Insurance can also be an issue for things like courtesy vehicles.
- **Municipal Ask:** Amend the Safety Codes act to allow for hanger suites. Support municipalities find solutions to insurance issues.
- **Work Required:** Municipalities need to highlight where the blockers currently exist in the safety codes legislation / insurance and MLA Getson will champion / work with the Province and the Federal Government to try and overcome the challenges.

Provincial Business / Industrial project tracker

- The Minister of Agriculture has previously spoken of an Agri-business project tracker which contains potential projects and opportunities that may be developed in Alberta. The question to MLA Getson is does the Province have the same sort of project tracker for aviation related projects? Which Ministry would this fall under?
- **Municipal Ask:** Can a business / industrial project tracker be developed by the province to help connect industry with regional airports? How can municipalities work more effectively with the Province to attract aviation related businesses to our regional airports?
- **Work required:** Municipalities should be creating an inventory of what their regional airports have to offer. This would be helpful to the Province if and when such a project tracker were to exist for general aviation.

Search and Rescue / Fire / Air Ambulances

- There was a discussion on how important a role the regional airports play in search and rescue / fire and air ambulance services. Is the Province utilizing the regional airports to their fullest capacity to service all Albertans in emergency services?
- **Municipal Ask:** Is there a larger role for regional airports to play in search and rescue / fire / air ambulances?
- **Work required:** What are the regional airports currently being used for with respect to emergency services?? What role do we think they should play in emergency services and what provincial amendments are required to make that happen? Municipalities should try and pull


statistics on their airports for how many times airports are used for air ambulance services, fire services and search and rescue?

Economic Development (addition from a follow up Municipal meeting on November 22, 2023)

- Regional airports provide economic development opportunities, increased revenue and in some instances cost savings to Albertans (cost savings with respect to hail suppression).
- **Municipal Ask:** Request the Province work with Municipalities to define the economic benefits of regional airports and that information be used to access provincial funding for airport improvements that will generate additional opportunities.
- **Work Required:** Municipalities to provide an overview of their current airport development such as:
 - # of businesses, type of business and service provided,
 - # of flights
 - Fuel sales
 - Expansion opportunity
 - Airport management – full time airport management staff versus part time staff or volunteerism.
 - It was suggested, if possible, to break the statistics out into the following categories: Agriculture, oil and gas, forestry, general business and general recreation

Next Steps

- Municipalities have agreed to the Work Required (pending support of their Council's as we appreciate this project may be competing with the workload already set by Council's) and that we will meet some time in Q1 to discuss the results and prioritize issues for the next meeting with MLA Getson (from the November 22, 2023 municipal meeting).
- Future communication from this group is recommended to be coordinated and sent directly to MLA Getson.
- Setting up quarterly meetings was suggested to collaboratively strategize how to grow and support regional airports.
- Reeve Aalbers agreed that Mountain View County would help with initial coordination of this group of municipalities.

DEPARTMENT: Legislative Services Department	
	TOPIC: 2024 Parade Attendance
REPORT PREPARED BY: Garity Stanley REPORT PRESENTED BY: Sherri Barrett	

PURPOSE OF REQUEST

For Council to consider entering the Foothills County float in local parades for 2024.

BACKGROUND

In 2023 Foothills County participated in five parades (High River, Diamond Valley, Okotoks, Blackie and Longview).

Administration would like Council to consider which parades they would like to attend in 2024. A doodle poll will be sent to determine the availability of Councillors at each of the parades.


REQUEST OF COUNCIL

Proposed Motion:

That Council request that Administration enter the Foothills County float in the following local parades: High River Little Britches parade (May 18, 2024), Diamond Valley parade (June 1, 2024), Okotoks parade (June 15, 2024), Blackie Canada Day parade (July 1, 2024) and the Little New York Daze parade in Longview (July 20, 2024).

APPENDICES

None

COUNCIL ADMINISTRATIVE REPORT Department: Community Services TITLE: FCSS Community Services Committee		
Author: Amanda Midgley, FCSS Coordinator Report Presented by: Councillor Barb Castell	DATE: April 3, 2024	
	FCSS Community Services Committee Report	

PURPOSE:

For Council to review 2024 FCSS grant application approvals made by the FCSS Community Services Committee.

BACKGROUND:

Family Community Support Services (FCSS) is a unique 80/20 funding partnership between the Government of Alberta and participating municipalities. Contributions are made through the provincially funded program whereby the Province of Alberta provides 80% of the budget, and that Foothills County is required to match the grant by providing at least 20% of the funding toward support of qualified programs. The FCSS Program receives its mandate from the FCSS Act and Regulation.

Under FCSS, communities design and deliver social programs that are preventative in nature to promote and enhance well-being among individuals, families, and communities. The programs developed are intended to help individuals within their communities to adopt healthy lifestyles, thereby improving the quality of life and building the capacity to prevent and/or deal with crisis situations should they arise. Programs depend on community resources, often involving volunteers in management and delivery.

The FCSS Community Services Committee meets to review all applications submitted to Foothills County FCSS and provides a report to Council.

SUMMARY OF APPROVALS:

Blackie Community Library:

Moved by Rob Siewert that the Blackie Community Library be granted \$700 for the Triple Enhancement Program. The Blackie Library received \$500 in 2023.

CARRIED

Foothills Country Hospice:

Moved by Barb Castell that the Foothills Country Hospice be granted \$16,400 for the volunteer training and recognition program. The Foothills Hospice received \$16,420 in 2023.

CARRIED

Foothills Land Trust:

Moved by Rob Siewert that the Foothills Land Trust be granted \$1,000 for the volunteer program. The Foothills Land Trust received \$1,150 in 2023.

CARRIED

Millarville Historical Society:

Moved by Barb Castell that the Millarville Historical Society be granted \$2,000 for community/volunteer event. The Millarville Historical Society received \$2,000 in 2023.

CARRIED

Millarville Racing & Ag Society:

Moved by Rob Siewert that the Millarville Ag & Racing Society, be granted \$13,500 for the volunteer appreciation event and community awareness program. The Millarville Ag & Racing Society received \$13,500 in 2023.

CARRIED

Okotoks & District Seniors Club:

Moved by Barb Castell that the Okotoks & District Seniors Club be granted \$15,000 for the program facilitator position. The Okotoks & District Seniors Club received \$15,000 in 2023.

CARRIED

Sheep Creek Arts Council:

Moved by Rob Siewert that the Sheep Creek Arts Council, be granted \$1,500 for the seniors and youth program. The Sheep Creek Arts Council received \$1,500 in 2023.

CARRIED

Sheep River Library:

Moved by Barb Castell that the Sheep River Library be granted \$1,200 for volunteer training and recognition. The Sheep River Library received \$1,200 in 2023.

CARRIED


Valley Neighbours Club:

Moved by Rob Siewert that the Valley Neighbours Club be granted \$1,000 for club programming. The Valley Neighbours Club received \$1,000 in 2023.

CARRIED

RECOMMENDATION:

That Council accept the FCSS Community Services Committee grant report as presented.

DEPARTMENT:	
	TOPIC: Request to Fund Playground Upgrade – Heritage Heights School
REPORT PREPARED BY: Morgan Nesom REPORT PRESENTED BY: CAO Ryan Payne	

PURPOSE OF REQUEST

To consider the Heritage Heights request to have a portion of its costs for Playground Upgrade be paid for by Foothills County.

BACKGROUND

Heritage Heights School is looking for funding for their playground upgrade.

REQUEST OF COUNCIL

Proposed Motion:

- Option 1:*
That Council acknowledge the presentation and funding request from Heritage Heights School and approve the request for funding for the amount of \$.
- Option 2:*
That Council acknowledge the presentation and funding request from Heritage Heights School, and deny the request for funding.

APPENDICES

Appendix A: Heritage Heights School Playground Upgrade Presentation



HERITAGE HEIGHTS SCHOOL PLAYGROUND UPGRADE

- PROJECT OVERVIEW
- BENEFITS
- PROJECT PLAN
 - DESIGN
 - BUDGET
 - SCHEDULE
 - RESOURCES
- FUNDING
PROPOSAL



PROJECT OVERVIEW

HHSFA, in collaboration with Heritage Heights School Administration, has developed a plan to upgrade and enhance the existing playground for the enjoyment of the school and surrounding communities.

The Playground Upgrade project includes 4 sub-components:

- Replacement of the existing pour-in-place (PIP) rubber surfacing to meet CSA Safety Requirements
- Creation of an additional swing area
- Addition of inclusive equipment
- New Gaga Ball Pit

The addition of inclusive equipment will be included in the existing footprint of the playground; while including additional swings will require a new area to be created adjacent to the existing playground footprint.

Construction start date is yet to be finalized as it is dependent upon securing adequate funding. Our hope is to construct over the summer months for use in the Fall.

PROJECT BENEFITS- COMMUNITY

"Inclusive play does not mean that every element of play is accessible to every child. It means incorporating a broad diversity of elements into the playground design—both ground level and elevated, physical play as well as sensory, imaginative, cognitive and social play—so that the combination of experiences is rewarding for each child. It's about maximizing playability and enjoyment for as many users as possible."

<https://www.blueimp.com/inclusive-play-guide/>



PROJECT BENEFITS - COMMUNITY

Enhanced Accessibility - Accessible to children of all abilities, fostering an inclusive environment that accommodates diverse needs.

Community Bonding - Gathering point for children and families of various abilities, encouraging social interaction and fostering a sense of community unity.

Foster Friendships - Children of all abilities can play together, breaking down barriers and facilitating the formation of friendships that transcend differences.

Parental Involvement - Parents and caregivers can be actively involved in supporting and promoting an inclusive environment, creating a more engaged and supportive community.

Positive Community Image - Enhances the community's image, showcasing its dedication to equality and fostering an environment where everyone feels valued and included.



PROJECT BENEFITS - COMMUNITY SUPPORT

“A new playground would not only benefit the students during school hours but also provide a welcoming and inclusive space for families and community members during evenings and weekends. It has the potential to strengthen the bonds within our community by creating opportunities for parents and neighbors to connect and support one another.”

John Evans, President Norris Coulee Homeowners Assoc.

“We appreciate the importance of fostering an environment that promotes physical health, mental well-being, and social growth and the proposed upgrades will undoubtedly contribute to the overall positive atmosphere of this school in our community”

Anton Suberlak – President The Shannons HOA



[This Photo](#) by Unknown Author is licensed under [CC BY-SA-NC](#)

PROJECT BENEFITS- SCHOOL

"Unstructured play allows children the freedom to explore, create and discover without predetermined rules or guidelines. It's been shown to foster cognitive development while boosting physical development and social and emotional development. It specifically helps creativity and imagination, problem-solving abilities and social skills."

<https://helpmegrowmn.org/HMG/HelpfulRes/Articles/WhyUnstructure/index.html>



PROJECT BENEFITS - STUDENTS

Social Inclusion – Encouraged interaction between children of all abilities and fosters friendships & social bonds among diverse groups of students

Sensory Stimulation – Provides a variety of sensory-rich experiences to accommodate different sensory needs and supports sensory integration for children with sensory processing challenges.

Cognitive Development – Stimulates cognitive skills through diverse play experiences and enhances problem-solving abilities and creativity

Emotion Well-Being – Boosts self-esteem and confidence by allowing children to engage successfully, while reducing feelings of isolation and helping to combat potential stigmas.



PROJECT BENEFITS - TEACHERS

Enhanced Classroom Dynamics – Promotes positive relationships among students which translates into improved classroom dynamics, while supporting a more inclusive and accepting classroom culture

Collaborative Learning Opportunities – Facilitates collaborative learning experiences among students with varying abilities and encourages teachers to design activities that promote teamwork and collaboration

Promotes Differentiated Instruction – Supports the implementation of differentiated instruction strategies and enables teachers to cater to individual learning needs within a varied and dynamic play environment

Promotes Inclusive Mindset – Encourages teachers to develop and maintain an inclusive mindset which contributes to a school culture that values diversity and inclusion.



PROJECT
BENEFITS –
TEACHER
SUPPORT

“I wholeheartedly believe that the proposed improvements of this playground will have a transformative impact on our school community. It will not only provide a safe and engaging space for children to explore, imagine, and create but also serve as a tangible expression of our shared commitment to diversity, inclusion, and holistic education.”

Angela Clarke, Kindergarten – Grade 6 Learning Coach, Heritage Heights School

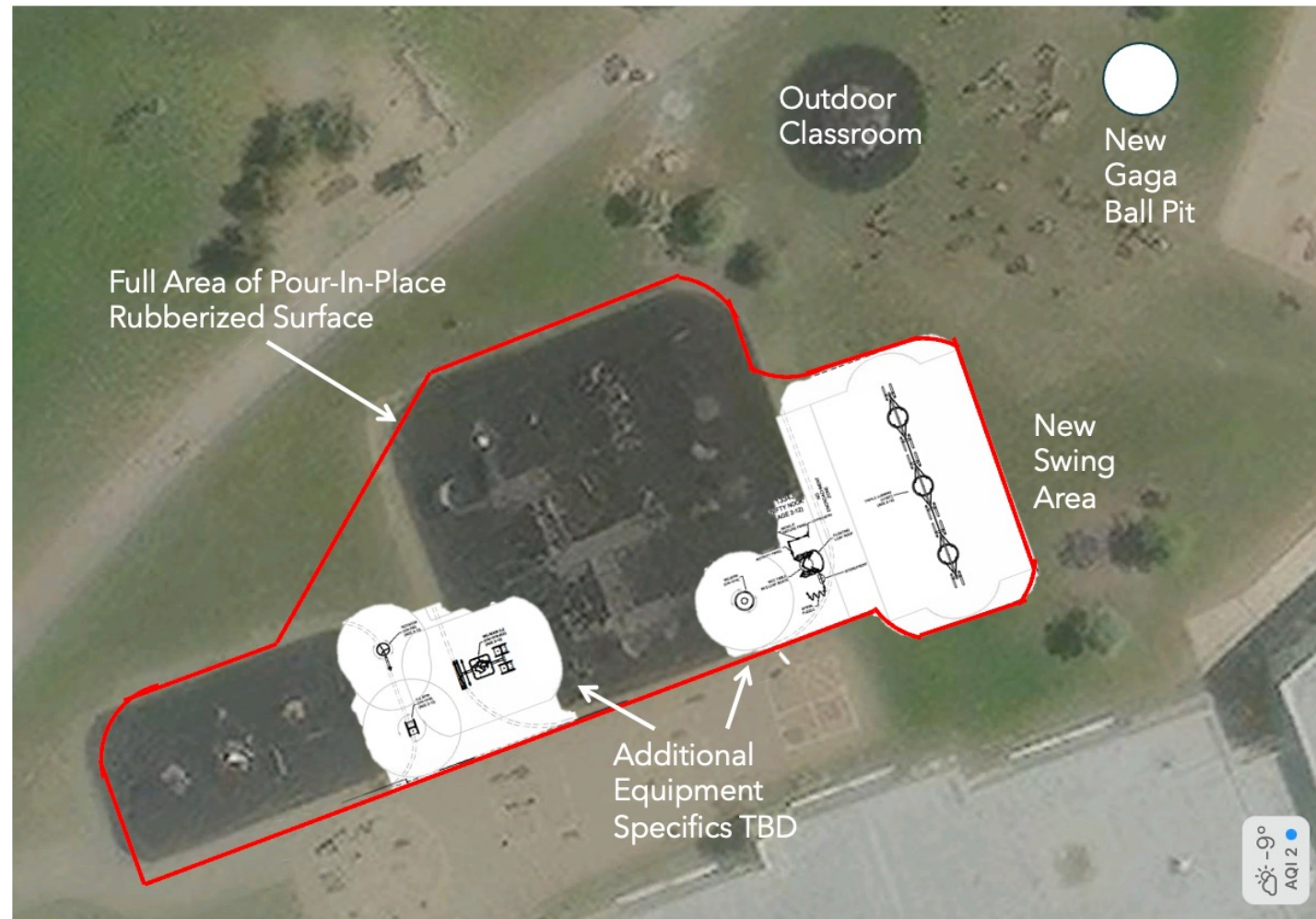


“Engaging in outdoor play not only fosters a deeper connection to the environment but also cultivates essential life skills such as compassion, empathy, and collaboration. Ensuring all students have safe access to equipment that meets them at their level, provides an opportunity for teachers to explore innovative teaching methods that harness the potential of outdoor spaces.”

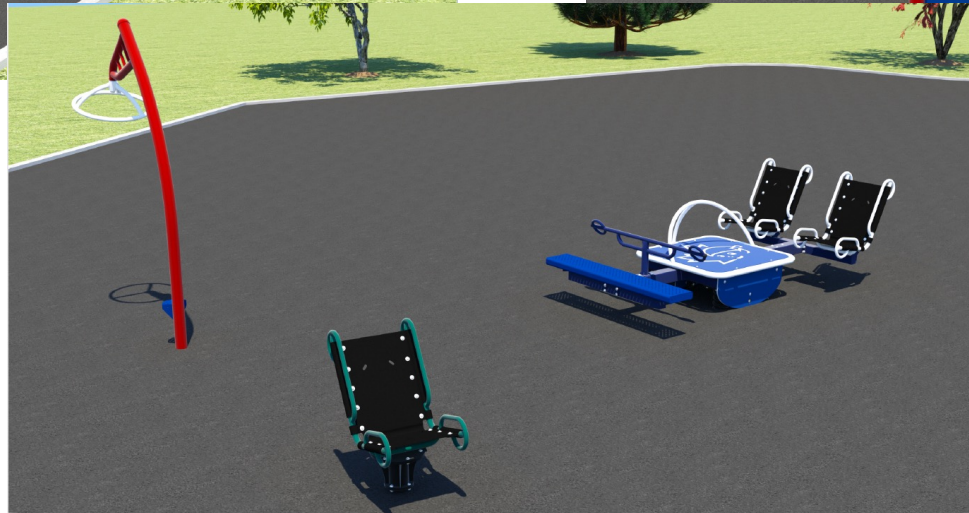
Elisa McKellar, K-9 Physical Education Teacher, Science 7-9
Heritage Heights School



PROJECT PLAN - DESIGN



PROJECT PLAN - DESIGN



Sample - Additional
Inclusive Equipment &
Disc Swings



Sample - Gaga Ball Pit

PROJECT PLAN - BUDGETED COSTS

Project Costs	COST
Additional Swings (Equipment New Swing Area) - PHASE 1	\$30,581
Excavation & Site Prep (New Swing Area) - PHASE 1	\$4,257
Base Prep (New Swing Area) - PHASE 1	\$7,096
Gaga Ball Pit (incl. installation) - PHASE 1	\$14,767
Removal of existing Pour-In-Place Rubberized Surface - PHASE 2	\$16,660
FallSAFE Rubberized Surface - PHASE 2	\$121,110
ProForm Tapered Rubber Edging - PHASE 2	\$8,820
Additional Inclusive Equipment - PHASE 2	\$40,000
Assembly & Installation - Inclusive Equipment & Swings	\$10,979
Project Costs (Fencing, Landscaping, Freight & Contingency)	\$34,886
GST	\$14,400
PROJECT TOTAL (estimated) \$303,556	

PROJECT PLAN - SCHEDULE



Secure Funding

- DRB Grant - if successful notification Spring 2024
- Kal-Tire Replay Grant - if successful notification Spring 2024
- CFEP Grant - if successful notification November 2024



Phase 1 Construction

- New Swing Area
- New Gaga Ball Pit
- Summer 2024



Phase 2 Construction

- Install Additional Equipment
- Replace PIP Surface
- Summer 2025

Construction dates are dependent upon securing adequate funding.

Should our organization be able to secure 50% of the funds by June 2024, we would consider constructing Phase 1 - Additional Swings & Gaga Ball Pit in July & August of 2024. The remainder of the project would then be constructed in July & August 2025.

Full access to the entire existing playground area is required for 3 weeks to complete the full project, therefore, any construction must occur in the summer months when students are not present at the school.

PROJECT PLAN - RESOURCES



Heritage Heights School Fundraising Association

- *Secure Funding*
- *Project Coordination with BDI Play Design - (prime contractor) & Foothills County for permits*

Heritage Heights School & Staff

- *Planning & Administration support*
- *Teacher & Student Consultation*
- *Foothills School Division Maintenance Department Consultation*

Parent & Community Volunteers

- *Local Construction Contractors*
- *In-Kind Volunteer Hours & Equipment*
- *Support & Sponsorship*

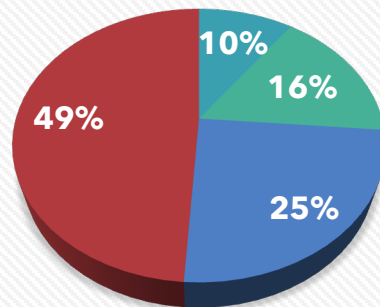
PROJECT PLAN - BUDGETED REVENUE

Project Revenue	COST
Heritage Heights School Fundraising Assoc.	\$30,000
AGLC Gaming Funds - Earned June 2023	\$50,000
Grants Applied For:	
Dunbow Recreation Board	\$45,000
KalTire Replay	\$30,000
Additional Grants (TBD) &/or Donations	\$178,556
PROJECT TOTAL (estimated) \$303,556	

*Updated March 4, 2024

PROJECT PLAN - FUNDING

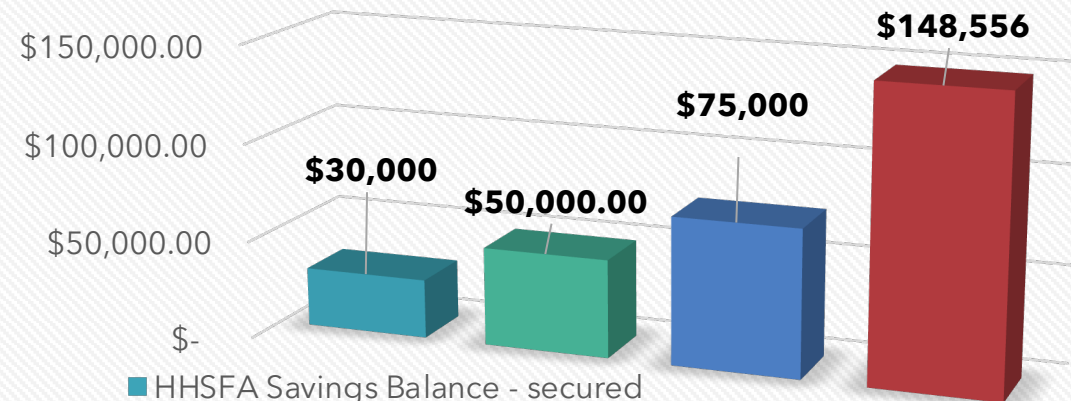
Funding Plan




- HHSFA Savings Balance - secured
- Current Casino Funds Balance - secured
- Grants Applied For - Dunbow Rec Board & KalTire Replay
- Remaining Balance - Grants &/or Donations TBD

*Updated March 4, 2024

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COMMUNITY SERVICES DEPARTMENT	
	TOPIC: Foothills Regional Airport Emergency Response Plan
REPORT PREPARED BY: Jeff Porter REPORT PRESENTED BY: Deputy Reeve Waldorf	

PURPOSE OF REQUEST

For Council’s review and approval of the Foothills Regional Airport Emergency Response Plan (ERP).

BACKGROUND

The former High River Regional Airport lacked an emergency response plan. Once Foothills County assumed sole ownership of the Airport priority was given to the development of one to meet TSB and NAV Canada standards as well as to close any loopholes from an insurance and emergency response perspective. The following motion was made at the March 25th, 2024, Foothills Regional Airport Board meeting:

Resolution: 23
Moved by: Myron Stadnyk

That the Board approve the Emergency Response Plan for the Foothills Regional Airport and recommend Foothills County Council adopt the plan as presented.

CARRIED

REQUEST OF COUNCIL

Request Councils approval of the Foothills Regional Airport Emergency Response Plan.

APPENDICES

APPENDIX A:

Foothills Regional Airport Emergency Response Plan

FOOTHILLS

Regional Airport



306 Gordon Jones Way - Foothills, AB

SW 19-18-28 W4

Airport ID: CEN4

REVISION 1 - February 2024

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DISTRIBUTION LIST

Distributed To
Foothills County - Chief Administrative Officer (CAO)
Foothills County - Director of Community & Emergency Services
Foothills County – Director of Emergency Management (DEM)
Foothills County – Manager of Ag, Parks/Rec & Cemeteries
Foothills Fire Department
High River Fire Department
RCMP High River Detachment
Foothills Regional Emergency Service Commission (FRESC)
Alberta Health Services - EMS
Foothills Regional Airport Manager
Kanata Aviation

RECORD OF AMENDMENT

#	Date	Section	Page	Subject	By
1	January 2024	All	All	ERP Creation & Implementation	MP

ACCEPTANCE

Foothills County Administration approves the implementation of this Emergency Response Plan (ERP) for the Foothills Regional Airport - CEN4 dated January 2024 as revised by Foothills County Emergency Management and authorize trained non-airport personnel to act as an incident commander or team leader as identified in this plan.

Reeve, Delilah Miller

CAO, Ryan Payne

DATE

DATE

1.0 INTRODUCTION - GENERAL PROVISIONS

1.1 INTRODUCTION

The Foothills Regional Airport, as the responsible authority, ensures that staff identified in the Emergency Response Plan are equipped and trained to handle a variety of emergency response situations as identified in this plan. Emergency Service responders (Fire, AHS Ambulance, RCMP, Foothills Patrol, etc.) ensure their staff are equipped and trained to handle a variety of emergency response situations and will also participate in airport training exercises in preparation specifically for responding to the Airport. This plan has been developed:

- for emergency operations at/or in the vicinity of the Foothills Regional Airport in consultation with air operators, and community organizations that may be of assistance during.
- in accordance with the Canadian Aviation Regulations 302.201, Division II- Airport Emergency Planning; and
- to be compatible with the Foothills County Emergency Response Plan, the Incident Command System (ICS) under which the County, emergency response agencies, and the province operate.

ICS has been summarized as a “first-on-scene” structure, when the “First Responder” on scene has charge of the scene until the incident has been declared resolved, a superior ranking responder arrives on scene and assumes command, or the Incident Commander appoints another individual as Incident Commander.

1.2 DESCRIPTION OF AIRPORT

The Foothills Regional Airport (CEN4) is located in Foothills County 2.8 km south of the Town of High River, surrounded by country residential properties and agriculture lands. The eastern boundary runs parallel with Primary Highway 2 with the western boundary parallel with Secondary Highway 2A and the Northern Boundary parallel with a small canal way (Little Bow Canal). CEN 4 as an elevation of 3447’ MSL and consists of a 3100’ X 75’ paved runway, and a 2726’ x 55’ gravel runway. There are multiple private and commercial hangars around CEN4. The undeveloped areas within CEN4 boundary consists of grass and/or bare gravel.

The Foothills Regional Airport is owned and maintained by Foothills County and operates 24/7. It serves private and chartered fixed wing service and private and commercial helicopter operations. Air traffic “control” is uncontrolled airspace through the established mandatory frequency (MF). There is a GPS approach to Runway 25 and 07 and IFR departures of each runway.

1.3 POTENTIAL EMERGENCIES

The following is a list of potential emergencies that have been identified:

- I. Fire
- II. Explosion
- III. Aircraft Collision
- IV. Gas Leak/ Line Break
- V. Fuel/Chemical Spill
- VI. Natural Disasters – Tornado, Severe Thunderstorms, Blizzard

Any or a combination of the above could lead to an emergency response. The degree of response would be determined by the nature of the emergency.

1.3.1 STRUCTURAL FIRE

When a fire cannot be extinguished quickly by staff is discovered:

- a) Activate the nearest fire alarm.
- b) Call **911** and provide the following information:
 - i. Location of the emergency (911 Address).
 - ii. Area in which the fire is located.
 - iii. Any potential hazards (bulk fuel tanks, etc.).
 - iv. Your name and phone number from which you are calling.

Upon being notified of a fire emergency, occupants must:

- a) Evacuate the building using the designated escape routes.
- b) Provide aid or assistance anyone requiring it.
- c) Assemble at the designated Muster Point(s)
- d) Take head count.
- e) Do not re-enter the building until the “all clear” to re-enter the building.

1.3.2 WILDLAND FIRE

In the event of a **wildfire** in the area:

- a) Follow guidance of local authorities
- b) If trapped, call **911** and give your location, but be aware that emergency response could be delayed or impossible. Turn on lights to help rescuers find you.
- c) Inform Airport Manager of potential threat and determine if NOTAM or airport closure is required.
- d) Listen for local emergency alerting systems for current information and instructions.

- e) If possible, locate and don an N95 face mask to keep harmful particles out of the air you breathe, as required.

1.3.3 EXPLOSION

If an explosion occurs:

- a) Activate the nearest fire alarm.
- b) Evacuate the building using designated escape routes.
- c) If safe to do so, provide assistance to anyone requiring it.
- d) Assemble at the designated "muster point."
- e) Conduct head count
- f) Call **911** and provide the following information:
 - i. Location of the emergency (911 Address).
 - ii. Your name and phone number from which you are calling.
 - iii. Area in which the explosion occurred.
 - iv. Any potential hazards (Ignition sources, primers, bulk fuel, etc.)
- g) Follow all guidance given by emergency services.

1.3.4 AIRCRAFT COLLISION

If an aircraft collision occurs:

- a) Investigate to determine if the crash site is "on airport" or "off airport" and activate protocol as outlined in section 2.
- b) Determine type of aircraft involved and number of casualties on board.
- c) Call **911** and provide the following information:
 - i. Location of the emergency.
 - ii. Your name and phone number from which you are calling.
 - iii. Type of Aircraft
 - iv. Number of casualties on board.
 - v. Any potential hazards (power lined, gas lines, fuel storage tanks, highway traffic, etc.)
- d) Reference sections 2 and 4 for procedure and checklists.

1.3.5 GAS LEAK/LINE BREAK

If a natural gas leak or line break occurs:

- a) If safe to do so, turn off the gas supply.
- b) Ensure the area is well-ventilated.
- c) Eliminate all sources of ignition. **DO NOT** turn electrical switches on or off.
- d) Do not use a phone or cell phone inside the building.
- e) Leave the building by the quickest possible route.

- f) Gather at the Muster Point and take head count.
- g) Call **911** and provide the following information:
 - i. The location of the Emergency (Provide 911 address)
 - ii. Your name and phone number from which you are calling from.
 - iii. Any potential hazards
- h) Follow all instructions given by emergency services.
- i) Contact the Airport Manager and inform of the situation and determine if a NOTAM or airport closure is required.

1.3.6 FUEL/CHEMICAL SPILL

If a fuel or chemical spill occurs:

- a) Always wear or don appropriate PPE. (i.e., gloves, goggles, apron, etc.) and ensure adequate ventilation is maintained when working with or around chemicals, fuel, and/or hazardous materials.
- b) Report **any** fuel or chemical spills to the Airport Manager and inform them of the following:
 - i. Where the spill is located
 - ii. What product is involved in the spill.
 - iii. Quantity of spilled product.
 - iv. Any special information concerning the spill (unconscious people, odors, etc.)
- c) If safe to do so, contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.)
- d) Secure the area and alert other affected personnel. If toxic fumes are present, evacuate the area.
- e) Contain or remediate spill in accordance with the instructions described in the SDS.

2.0 ACTIVATION OF THE AIRPORT EMERGENCY RESPONSE PLAN

2.1 PHASES OF ACTIVATION - ON SITE

The Airport Emergency Response plan will follow the following two phases:

1. **ACTIVATION:** is the process by which the public, airport staff, flight services, or a pilot call's **911** for an emergency. This action will enact the emergency plan. It is important to ensure a coordinated response by following these guidelines and checklists to ensure many complex factors are addressed.

Upon early stages during the activation, the Airport Manager or designated airport representative will issue a NOTAM or Airport Closure and monitor the Mandatory Frequency 123.00mhz to warn incoming traffic.

2. **CANCELLATION:** is required once the emergency event has been completed. This will require the NOTAM or Airport Closure to be rescinded with notification to Flight Services and the Airport Manager. Once the Emergency is secured, all checklist items (for airport staff) will be completed, and the status of the inspection be relayed to the Airport Manager for approval prior to commencing operations. Items required by outside agencies (i.e.: RCMP advising the coroner, if required) will be completed as part of the Airport Staff Checklist and reported to the Airport Manager.

2.2 MANAGEMENT SYSTEM

All agencies, regardless of role, will follow the Incident Command System (ICS) to ensure a coordinated response. Either a single or unified command model will be implemented based on the emergency needs.

The plan also contains a comprehensive post-emergency policy, which contains the following items:

- I. A post-emergency debriefing session scheduled as closely as possible after the incident, with all participants.
- II. A recording of the items and discussion points in the debrief which will then be captured in the airport SMS.
- III. Any items that were considered as deficient, to be discussed with the aim of changing the ERP to correct these issues and change to the ERP will be reviewed and tested prior to incorporating into the revised ERP.

2.3 COMMAND LOCATION

Upon ERP activation, the agency identified as the Incident Commander will establish a command location that is within visual range of the emergency scene, but distal to ensure safety of staff.

The Airport Personnel office is the identified location for the Incident Commander. This location will be the centralized rendezvous point for the staff reporting on behalf of agencies unless a formalized staging area is identified. This location may change due to the type and location of the emergency, and resources available during initial stages of an event. A landside vehicle rendezvous point is identified on the Airport ERP Grid Map as 306 Gordon Jones Way.

2.4 COMMUNICATIONS

All airside operations will be coordinated through the Incident Commander, who will be responsible to maintain communications of frequency 123.00mhz. Individual agencies such as AHS ambulances, Foothills Fire Department, Foothills Patrol, and RCMP will communicate on a designated Common Event Talk-group (CET) Channel while maintaining effective communication with the Incident Commander.

An airside radio capable of transmitting and receiving aircraft communications shall be kept in good repair and tested daily by an airport representative. The airside radio and record of test dates, results and tester name(s) shall remain in the Airport Personnel Office. This radio should also be equipped with a spare battery or 120V power source adaptor for prolonged operations.

Initial Communications between Airport Operator and responding agencies will normally be made face-to-face or via cell phone.

2.5 AIRSIDE OPERATIONS

All emergency vehicles during a response on the airside of the airport during an emergency will ensure the following:

- i. Activation of emergency lights
- ii. Communication with the Incident Commander
- iii. Airport is CONFIRMED under a NOTAM or closure based upon the emergency's needs as determined by Incident Commander at site.

All vehicles and apparatus are to be limited to those dealing with the emergency on the airside of the airport during the emergency activation. Foothills Patrol, Fire, or RCMP will control public access, depending on the nature and location of the emergency and resource availability.

All emergency vehicles responding will be directed to, or will choose, depending on the nature and location of the emergency, one of the following airside access point at 306 Gordon Jones Way.

2.6 DESIGNATED PASSENGER HOLDING AREA

If required, the transportation of un-injured individuals, crew, passengers, or other staff members from an accident site will be provided to the Airport Terminal building or any other location deemed necessary by the Incident Commander to accommodate the appropriate number of people.

2.7 PROLONGED OR EXTENDED CIRCUMSTANCE:

An emergency event that has stressed the airport resources may be assisted by the activation of the Foothills County Emergency Management Plan. This plan allows for additional resources from other communities and assistance from other agencies including the Provincial Government.

The Foothills County Emergency Management Plan is recommended to be activated during any event that required shelter or housing for displaced people due to an emergency.

2.8 INCIDENT COMMANDER

The incident commander is an individual from an agency identified to have the primary interest of command during an emergency event. This individual should have the expertise of emergency events and have a proven ability to work with others in stressful situations.

This individual should also be familiar with their own agency plans, responsibilities, and objectives including the Airport Operations Manual and Emergency Response Plan.

During an emergency response, this member should be tasked with no other duties other than those of command and control of the emergency event.

The Incident Commander will be provided with means of clear identification (green vest), radio, phone, and Airport ERP. These items shall be accessible from a pre-determined location in the Airport Managers' office.

2.9 RESPONSE UPON EMERGENCY LOCATION TRANSMITTER (ELT) NOTIFICATION

When the airport receives notification that an ELT has been activated, the Airport Operator will inspect the runway and the Airport perimeter. If applicable, activate Part 1 (1) Crash on Airport or Part 1 (2) Crash off Airport.

2.10 LOCATED AIRCRAFT

During an emergency event, all efforts will be focused on preserving life and reducing suffering of affected people. The responding agencies will take every effort to complete the following:

- i. Confirm location of the emergency to all responding agencies, including Flight Services
- ii. Provide a complete status report.
- iii. If an aircraft is involved, preserve the scene until Transport Canada has had the opportunity to inspect.
- iv. If an aircraft is involved, notify the appropriate agency to disable, or reset the Emergency Transmit Locator.

2.11 SPECIAL AVIATION EVENT

Special Aviation events may be held at the Airport. Prior to Special Events:

- i. The Airport Manager and/or Committee will review the ERP and identify any additional requirement or considerations.
- ii. A schedule of responsibilities, and roles for that event will be made available in addition to the Foothills Regional Airport Emergency Plan.
- iii. Consult with Foothills County Emergency Management.

3.0 TRAINING

3.1 EXERCISES

The Foothills Regional Airport will use the following schedule to exercise the emergency plan. Exercises will also attempt to involve a representative of those that use the Airport and community organizations identified in the Airport ERP. Each exercise should be recorded as to the nature, duration, and specific topic covered. Each participant in the exercise will provide name, position, agency, and contact details. All records will be maintained for a period of not less than ten (10) years by the Foothills Regional Airport and available upon request of Transport Canada.

60 days prior to the exercise, the Foothills Regional Airport will notify Transport Canada by contacting the Civil Aviation Safety Inspector assigned to CEN4.

Upon completion of the exercise, a debrief will be conducted. This debrief will be recorded in minutes and will include issues such as, but not limited to: Airport Emergency Response Plan review including Grid Plan, deficits or improvements, updates required, or plans for future exercises.

Upon completion of the exercise debrief, the Foothills Regional Airport will incorporate changes if required into the Airport Emergency Response Plan, prior to the next exercise. These changes will be recorded as amendments in the cover of each manual and updates will be delivered to those positions, offices, and agencies on the Airport Emergency Response Plan distribution list. Partial exercises will be held to assess proposed plan changes to correct deficiencies.

3.2 EXERCISE SCHEDULE

Year 1- Table Top
Year 2- Table Top
Year 3- Full Scale Exercise
Year 4- Table Top

4.0 INCIDENT CHECKLISTS

4.1 (1) CRASH ON AIRPORT – FIRE DEPT CHECKLIST

“On Airport” aircraft crash procedures will be for all aircraft crash situations within the Foothills Regional Airport boundaries.

FIRE DEPARTMENT CHECKLIST

Duties	Completed
1) Fire vehicles are to enter the airport via the Emergency access gate at the Terminal Building at 306 Gordon Jones Way.	
2) The fire officer in charge will establish contact with Airport Operation Specialist and proceed via advised access route to the location indicated.	
3) The fire officer in charge shall assume role of Incident Commander (I/C) for the firefighting phase, relieving the first on-site responder, or establishing Unified Command. Once the fire situation is under control the role of Single Command I/C remains with the RCMP. Transfer of Command responsibility brief the new I/C on current situation. <ul style="list-style-type: none"> resources requested. any information received. advise site Airport Incident Command Personnel of change of Command. provide name & location of the new I/C. 	
4) Request additional assistance through established communication procedures.	
5) Provide Transport Canada with pertinent information.	
6) The IC will ensure personnel do not move wreckage. *Unless necessary for life saving reasons.	

4.1 (2) CRASH ON AIRPORT – RCMP CHECKLIST

“On Airport” aircraft crash procedures will be for all aircraft crash situations within the Foothills Regional Airport boundaries.

RCMP CHECKLIST

Duties	Completed
1) Notify other agencies in accordance with assigned alert/call-out procedures.	
2) RCMP vehicles are to enter the airport via the Emergency access gate at 306 Gordon Jones Way. In the event that the airport is remaining operational, obtain clearance from the Airport Operator to proceed to crash site.	
3) Establish contact with the Incident Commander or Unified Command, and when the fire situation is under control, designate an RCMP officer as the Incident Commander. Transfer of Command responsibility: <ul style="list-style-type: none">• Receive briefing on current situation.• Resources Requested.• Any information received.• advise site Airport Incident Command Personnel of change of Command.• provide name & location of the new I/C.	
4) Establish a security control zone around the crash site.	
5) Arrange traffic control	
6) Provide for the protection and removal of any deceased, under the direction of the coroner.	
7) Safeguard the property of the deceased and injured, as well as all voice data recordings and logs.	

4.1 (3) CRASH ON AIRPORT – AIRPORT MANAGER CHECKLIST

“On Airport” aircraft crash procedures will be for all aircraft crash situations within the Foothills Regional Airport boundaries.

AIRPORT MANAGER CHECKLIST

Duties	Completed
1) Contact Airport Operator and/or additional airport staff, as required.	
2) If first on scene, assume role of Incident Commander (IC) until relived by Fire or RCMP. Transfer of Command responsibility: <ul style="list-style-type: none"> Brief the new Incident Commander on current situation. Resources Requested. Any information received. advise site Airport Incident Command Personnel of change of Command. provide name & location of the new I/C 	
3) Establish a temporary Incident Command Post in the Airport Personnel office of the Terminal Building.	
4) Contact appropriate authority to issue a NOTAM or Airport Closure, if required.	
5) Contact Transport Canada	
6) Liaise with airport personnel	
7) Contact Transportation Safety Board	
8) Liaise with RCMP	
9) Liaise with Fire Department	
10) Confirm that the affected aircraft operators have been notified, if required.	
11) Direct all media outlets to RCMP or designated Information Officer for inquiries.	
12) Check runways and movement areas for debris and/or damage prior to re-opening the airport.	
13) Schedule and Conduct situation report briefings during and after event.	

4.1 (4) CRASH ON AIRPORT – AHS CHECKLIST

“On Airport” aircraft crash procedures will be for all aircraft crash situations within the Foothills Regional Airport boundaries.

ALBERTA HEALTH SERVICES EMS CHECKLIST

Duties	Completed
1) Upon notification from dispatcher, place specific request for assistance.	
2) When necessary, transport medical staff/triage doctor to crash site. Ambulances are to enter the airport airside area via main access gate next to the airport terminal at 306 Gordon Jones Way.	
3) Establish contact with the Incident Command Post and the Incident Commander. If required, participate in Unified Command or as Ops medical branch director.	
4) Coordinate triage and transportation of injured hospital using ambulances or other assigned vehicles.	
5) If required, the Triage Officer will be identified by wearing a vest marked “triage officer”.	
6) The Triage Officer is responsible for determining the care and movement of people through the triage area, ensuring that: <ul style="list-style-type: none"> • The casualty is properly tagged. • The casualty is identified where possible • The order of movement of patients from the triage area. • Incoming medical assistance is updated and directed to where they will be most effective. • Incoming stretcher bearers will be directed to on-site medical teams or will function under the Triage Officers’ direction. 	
7) Update Airport Incident Command Post or the Operations Section Chief on the progress of triage and transportation.	

4.2 (1) CRASH OFF AIRPORT – FIRE DEPT CHECKLIST

“Off Airport” aircraft crash procedures will be for all aircraft crash situations beyond the Foothills Regional Airport boundaries, where RCMP will initiate security and access control to the crash site.

FIRE DEPARTMENT CHECKLIST

Duties	Completed
1) Proceed to the scene of the crashed aircraft and commence fire suppression and rescue operations as required.	
2) Determine the exact nature and scope of the incident and relay details through dispatch to other response agencies.	
3) Assume command authority for firefighting operations. RCMP, upon arrival will assume overall command and establish an Incident Commander (IC).	
4) Coordinate activities with the RCMP, AHS EMS, and Airport Personnel at the mobile command post.	

4.2 (2) CRASH OFF AIRPORT – RCMP CHECKLIST

“Off Airport” aircraft crash procedures will be for all aircraft crash situations beyond the Foothills Regional Airport boundaries, where RCMP will initiate security and access control to the crash site.

RCMP CHECKLIST

Duties	Completed
1) Notify other agencies in accordance with the RCMP notification flow chart.	
2) Proceed to crash site and establish a security control zone and mobile incident command post in accordance with RCMP manual of disaster procedures.	
3) Establish Incident Command, appoint an Incident Commander and broadcast the name and location of the incident command post (ICP)	
4) Establish contact with the Airport Manager.	
5) Identify and safeguard aircraft debris for the Transportation Safety Board.	
6) Notify next of kin, if required.	
7) Direct members of the media to a staging area.	

4.1 (3) CRASH OFF AIRPORT – AIRPORT MANAGER CHECKLIST

“Off Airport” aircraft crash procedures will be for all aircraft crash situations beyond the Foothills Regional Airport boundaries, where RCMP will initiate security and access control to the crash site.

AIRPORT MANAGER CHECKLIST

Duties	Completed
1) Contact Airport operations and other staff as required.	
2) Establish contact with the crash site Incident Commander.	
3) Ensure available airport resources have been tasked to assist with the RCMP and/or Fire Department.	
4) Direct all media outlets to RCMP or designated Information Officer for inquiries.	
5) Contact Transport Canada and the Transportation Safety Board.	
6) Schedule and conduct situation report briefings during the event.	
7) Schedule and conduct a debriefing with airport staff and appropriate response agencies.	

4.1 (4) CRASH OFF AIRPORT – AHS CHECKLIST

“Off Airport” aircraft crash procedures will be for all aircraft crash situations beyond the Foothills Regional Airport boundaries, where RCMP will initiate security and access control to the crash site.

ALBERTA HEALTH SERVICES EMS CHECKLIST

Duties	Completed
8) Upon notification from dispatcher, place specific request for assistance.	
9) When necessary, transport medical staff/triage doctor to crash site.	
10) Establish contact with the Incident Command Post and the Incident Commander. If required, participate in Unified Command or as Ops medical branch director.	
11) Coordinate triage and transportation of injured hospital using ambulances or other assigned vehicles.	
12) If required, the Triage Officer will be identified by wearing a vest marked “triage officer”.	
13) The Triage Officer is responsible for determining the care and movement of people through the triage area, ensuring that: <ul style="list-style-type: none">• The casualty is properly tagged.• The casualty is identified where possible.• The order of movement of patients from the triage area.• Incoming medical assistance is updated and directed to where they will be most effective.• Incoming stretcher bearers will be directed to on-site medical teams or will function under the Triage Officers’ direction.	
14) Update Airport Incident Command Post or the Operations Section Chief on the progress of triage and transportation.	

5.0 ADDITIONAL RESOURCES

5.1 NOTAM

5.1.1 Introduction

NOTAM'S are issued in accordance with NAV Canada's *Canadian NOTAM Procedures Manual (TP973E)*. This section is intended to provide an overview of the process described in that manual.

NOTAM means **NOTICE TO AIRMEN** and contains information about change to facilities, services, procedures, hazards, etc., and of which timely knowledge is essential to personnel concerned with flight operations. NOTAM distribution is through NAV Canada data network to provide current information to flight crews. NAV Canada's Flight Information Center is the focal point for issuing NOTAMS, using standardized format and language.

5.1.2 General Criteria

In accordance with TP 973E, a NOTAM should be issued within 5 and 48 hours in advance of the change requiring NOTAM issue. Where there is less than 5 hours advanced notice, the Flight Service Stations concerned will broadcast the NOTAM immediately on appropriate air / ground radio frequencies.

A NOTAM is required for any change in the published information about the airport and/or its operating capabilities, such as:

- Significant changes in the serviceability of runways and associated approach or runway lighting system that could restrict aircraft operations.
- The presence or removal of obstructions which are hazardous to aircraft navigation. Hazardous obstructions are defined in TP 382E, *Standards Obstructions Markings*, Chapter 2, General Criteria.
- Military exercises or maneuvers and airspace reservations.
- Inaccuracies or omission in publications that might endanger aircraft operations.

5.1.3 Issuing a NOTAM

When a NOTAM is required, or if there is any uncertainty about the need for a NOTAM, Contact NAV Canada **1-866-992-7433**.

The Flight Service Station Specialist will require the following precise information:

- The name of the Airport.
- The facility or service to be affected.
- The nature of the change.
- The time at which the change will occur.

- The time at which the change will return to normal (if the change is temporary)

5.1.4 Persons Authorized

The Airport Manager, the Deputy Airport Manager, or an Airport Managers designate.

5.2 CONTACT INFORMATION

5.2.1 RESPONSE AGENCIES

CONTACT	PHONE	MOBILE
Emergency Services (Police, Fire, EMS)	9-1-1	
NAV Canada	1-866-992-7433	
Transportation Safety Board (TSB) Canada	1-800-387-3557	
Foothills County- Manager of Ag, Parks & Rec	403-603-5410	403-333-8126
Foothills County- Director of Community & Emergency Services		403-336-3579
Foothills Fire Department (non- emergency)	403-603-3571	
Foothills Regional Emergency Services Communications (FRESC) (non-emergency)	403-933-4535	
High River Fire Dept. (non-emergency)	403-652-3774	
RCMP High River (non-emergency)	403-652-2356	
Fortis Alberta	403-310-9473	
ATCO Gas	403-310-5678	
CANUTEC Hazmat Tech Assistance	1-613-992-4624	
CANUTEC Hazmat Emergency Only	1-613-996-6666	

5.2.2 Foothills Regional Airport

CONTACT	PHONE	MOBILE	OTHER
Airport Manager			
Kanata Aviation – Pedro Hernandez		587-899-6737	
After Hours Emergency Call-Out (24/7)			

5.2.3 Airport Tenants

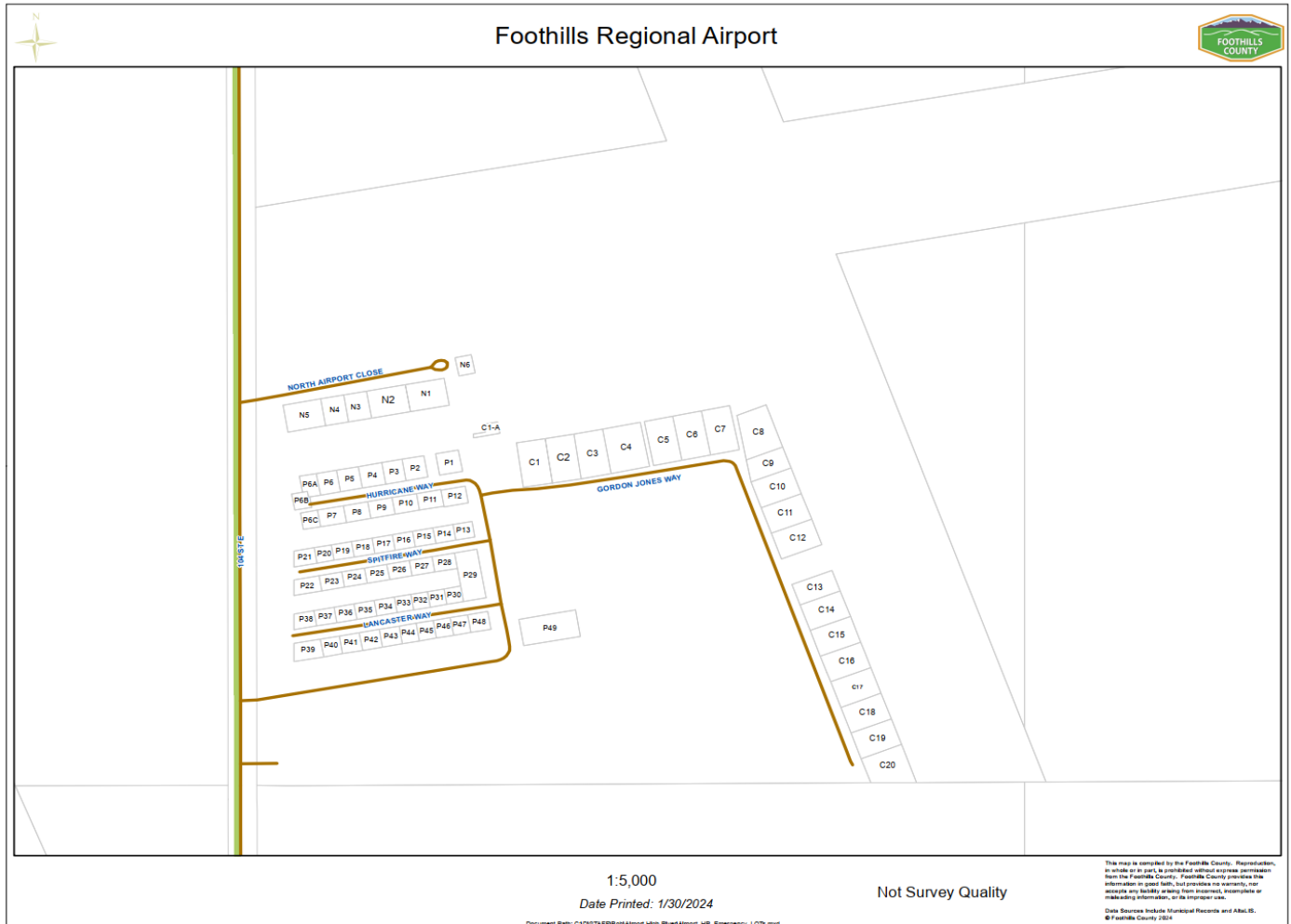
Airport Tenant info available through Foothills County if deemed necessary.

5.3 GRID MAPS / DRAWINGS

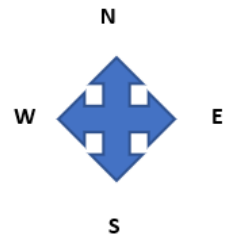
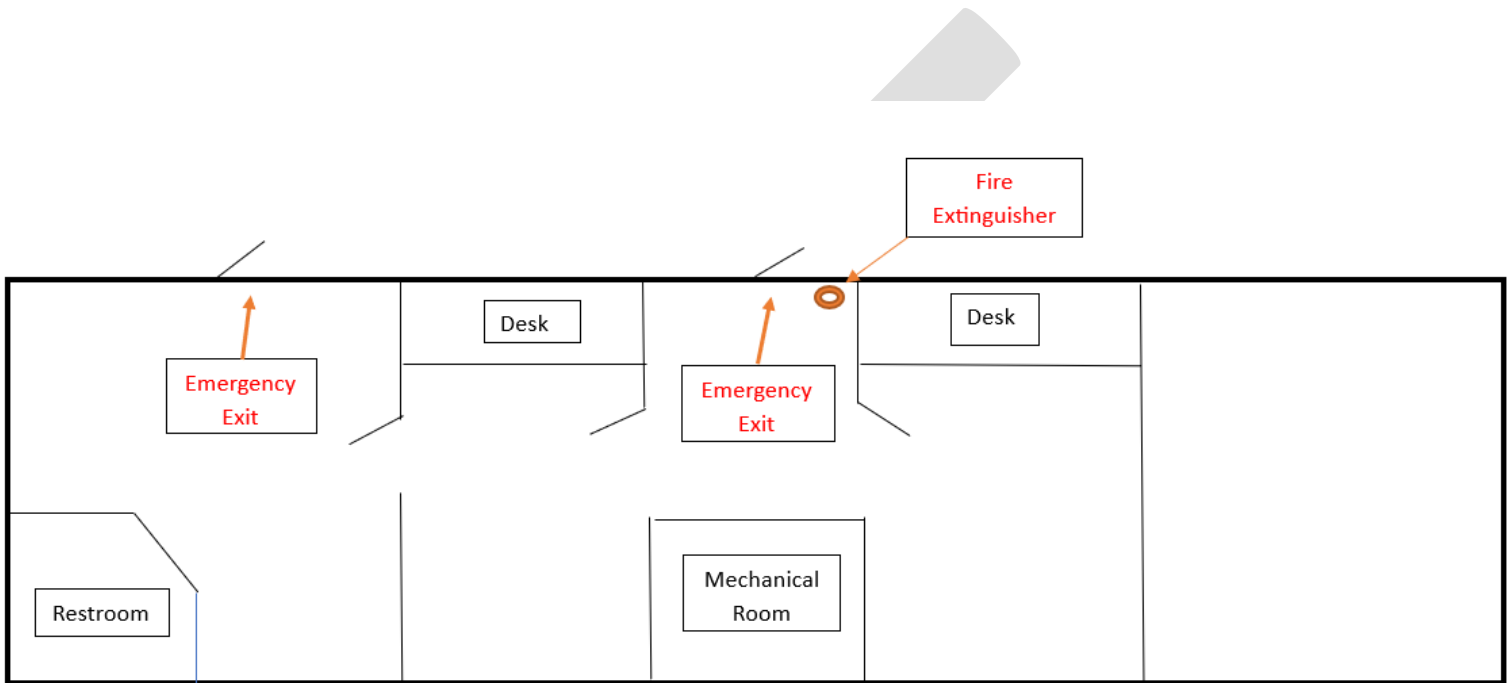
5.3.1 Emergency Management Plan Grid Map



5.3.2 Airport Lot Plan



5.3.3 Airport Terminal Building Layout



Muster Point is the gate to Hurricane Way southwest of the Terminal Building