



# Foothills County

## Notice of Public Meeting

### Proposed Amendments to Foothills County Fee Bylaw 21/2025

The Council of Foothills County will hold a public meeting regarding proposed amendments to the County's Fee Bylaw 21/2025 on Wednesday December 10, 2025 at 1:30 P.M. A complete copy of the Fee Bylaw amendments may be reviewed at the Foothills County Administration Office during regular business hours or on the County's website at [www.foothillscountyab.ca](http://www.foothillscountyab.ca).

Public meetings are conducted in a hybrid format whereby participants may attend Council Chambers in person at the Foothills County Administration Building, 309 Macleod Trail S, High River, AB or by way of electronic communications using the Zoom Video Conferencing/Conference Calling platform. Alternatively, if you would like to watch the proceedings without participating, live stream and video recordings of all public hearings/meetings are available by following the YouTube links found on our website at [www.foothillscountyab.ca](http://www.foothillscountyab.ca).

At the meeting, Council will hear from County staff, from any person who claims to be affected by the proposed amendments, and from any other person who wishes to make representation AND that Council agrees to hear. A five-minute time limit has been imposed on submissions and presentations to Council. Permission for additional time may be requested and may be granted at the discretion of the Chair.

Participation may be conducted using one of the following methods:

Foothills County will utilize Zoom as the video conferencing and conference call platform for public participation during this public meeting. You may attend by video conference or by telephone (conference call). To participate, you must first register by email to [publichearings@foothillscountyab.ca](mailto:publichearings@foothillscountyab.ca) and include the following information:

- **Date and Time of the Public Meeting you are attending**
- **How you will attend the Public Meeting** (i.e., in-person, by video conference, or by telephone (conference call))
- **Name** (you must use the same spelling when registering and when signing in)
- **Email Address**
- **Mailing Address** (in order to receive written notice of the decision)
- **Phone number** (for contact purposes in case there are technical difficulties during the meeting)
- **Your purpose for attending** (e.g., resident in support of, or in opposition to, the proposed Fee Bylaw amendments, etc.)

**The deadline for registration for this public meeting is indicated below.** Once registered, an email with detailed instructions will be sent to you within 48 hours of the scheduled meeting date and time.

If you are unable to participate in person or electronically, you may submit a letter in advance of the public meeting. Letters can be submitted by email to [publichearings@foothillscountyab.ca](mailto:publichearings@foothillscountyab.ca), mail/courier, fax or dropped off at the Foothills County Administration Building. Letters must include the date and time of the public meeting you are commenting on, your full name, mailing address, email address, and legal description. **The deadline to submit a letter is indicated below. Letters received after the deadline may not be considered by Council.**

Written requests to adjourn or reschedule a public meeting accompanied by payment of the required \$1,000.00 fee can be sent by email to [publichearings@foothillscountyab.ca](mailto:publichearings@foothillscountyab.ca), by Fax (403) 652-7880, by regular mail/courier to Foothills County, Box 5605, High River, Alberta, T1V 1M7, or dropped off at the Foothills County Administration Building, 309 Macleod Trail S, High River, AB. Requests must be received a minimum of 2 days in advance of the scheduled public meeting date to allow for circulation to all parties.

**Please note that all submissions will be considered to be part of a file that can be viewed by the public at any time.**

For further information, please contact the Planning Department at: (403) 652-2341 or Email: [planning@foothillscountyab.ca](mailto:planning@foothillscountyab.ca).

Dates of Publication: November 26, 2025 and December 3, 2025



PUBLIC MEETING  
FEE BYLAW AMENDMENT  
DECEMBER 10, 2025 - TO BE HEARD AT 1:30 P.M.

Deadline for registration to participate in this meeting or to submit a letter is 4:30 P.M. on Sunday, December 7, 2025

The Municipal Government Act allows Council to pass bylaws regarding services provided by the municipality, which includes establishing the fees charged for providing those services. Foothills County has consolidated the fees charged for providing goods and services into a Fee Bylaw, which is generally reviewed and amended annually. The County’s current fees, rates and charges are found in Fee Bylaw Schedules A to O as contained in Fee Bylaw 21/2025.

Staff have reviewed Fee Bylaw Schedules A to O and are proposing a number of amendments, which are summarized below. On October 29<sup>th</sup>, 2025, Council granted 1<sup>st</sup> reading to Bylaw 67/2025 to authorize these proposed amendments. Prior to further consideration of the proposed amendments, Council will hold a Public Meeting on the matter.

**A complete copy of the proposed Fee Bylaw Amendments may be reviewed at the Foothills County Administration Office during regular business hours, or can be found on the front page of the County’s website at *www.foothillscountyab.ca*, or can be emailed by sending a request to *planning@foothillscountyab.ca*.**

SUMMARY OF PROPOSED FEE BYLAW SCHEDULE AMENDMENTS

Schedule A – Planning Services Fees:

- delete note 7 as the Calgary Metropolitan Region Board no longer exists;
- delete the \$5000 Fee for a Regional Evaluation Framework submission to the Calgary Metropolitan Region Board, as this board no longer exists;
- restructuring of some fees into a new Administrative Fees section as follows:
  - addition of definitions for Adjournment, Postponement and Recess;
  - addition of a note to clarify that when an Adjournment, Postponement or Recess request is denied that the fee will be refunded in full;
  - moving the current development permit appeal fees and subdivision appeal fee to this new section;
  - revisions to clarify that requests to Council to waive the 6-month reapplication waiting period apply to both land use and development permit applications that have been refused;
  - revision to the Appeal Fee line item for all appeals to a Development Officers decision, to no longer allow for the refund of this \$100 appeal fee; and
  - addition of a new \$575 appeal fee for an Appeal of a Compliance Order issued as per Sections 545 and 546 of the Municipal Government Act, as there is currently no fee for these types of appeals.

Schedule B – Safety Codes Services Fees:

- increase the filing fee from \$75 to \$100 for building permits;
- increase the per sq. ft. building permit application fees by 5¢ to 10¢ per sq. ft.;
- increase the building permit application fee for Fireplaces from \$140 to \$154;
- increase the building permit application fees for Hydronic Heating, Swimming Pool, Minimum Fee and Foundation Start Work Early from \$150 to \$165;
- increase the building permit application fees for Existing Secondary Suite Preliminary Inspection Fee and Change of Use Permit Inspection Fee from \$160 to \$176;
- increase safety codes permits fees by approximately 10% for Plumbing Permits, Gas Permits, Electrical Permits, Septic Permits, Gas Installations, and permits for other than new residential; and
- increase Permit Penalties by approximately 10%.

Schedule D – GIS and Mapping Services Fees:

- delete the \$100 Fee for Area Structure Plan Maps required to meet the Calgary Metropolitan Region Board Submission Requirements, as this board no longer exists.

Schedule E – Road Allowance & Municipal Lands Rates and Fees:

- increase the initial and final application fees for both New Licence and Purchase from \$350 to \$400;

Schedule F – Assessment and Taxation Rates and Fees:

- textual/clerical revisions;
- remove the \$50.00 fee for Business Tax, as the County does not have a Bylaw for business tax;
- amendments to the Taxation section as follows:
  - addition of a note to clarify that the fees apply when services are requested by non-owners of property;
  - removing the Administration Office Fees for Tax Certificates and Tax Searches, as these will no longer be done in-house starting in 2026; and
  - increase the Credit Card Surcharge from 2.11% to 2.4%, as this is the current cost recovery for a credit card surcharge.

Schedule H – Scott Seaman Sports Rink Facility Rates and Fees:

- 3% increase in the ice rental fees, with the exception of the School Rate, which remains unchanged; and
- addition of a \$20 Special Room Rate for Schools needing a room for an activity that does not require the set-up of any tables or chairs.

Schedule J – Foothills Cemetery Fees:

- revise Note 4 to clarify Monument Work Permits scope and timing;
- Plot/Niche Licence Fee increases for Non-Resident/Non-Landowner to help ensure the longevity of interment spaces for residents as defined by the Cemeteries Bylaw;
- new fee section for Memorial Programmes, which includes a \$500 per inscription fee for Highlands Lookout and Highlands Field of Honour;
- new \$250 Plot/Niche Licence Return Application Fee to aid in reflecting the processing; and
- revise the Historical Resident (Previous Resident) definition to provide clarity on adult status.

Schedule K – County Cemeteries Fees:

- revise Note 1 to properly identify Plot and Niche Licence Fees;
- replace Note 3 to provide clarity on the scope of Monument Work Permits and timing of application submission;
- revise Note 4 to provide clarity on the work and who is able to perform the work;
- new fee section for Memorial Programmes, which includes a \$500 Memorial Wall per inscription fee;
- new \$250 Plot/Niche Licence Return Application Fee to aid in reflecting the processing; and
- revise the Historical Resident (Previous Resident) definition to provide clarity on adult status.

Schedule N – Airport Fees:

- Increase the Annual Sublease fee from \$0.271/ft<sup>2</sup> to \$0.276/ft<sup>2</sup>.