

## **1. MAKE YOUR PRESENTATION TO THE BOARD IN PERSON OR VIA ZOOM VIDEO CONFERENCING/CONFERENCE CALLING**

You may either appear in person at the Foothills Administration Building or participate via Zoom Video Conferencing/Conference calling. In order to participate, you must first register by email to [appeals@foothillscountyab.ca](mailto:appeals@foothillscountyab.ca) and include the following information:

- **Name of Applicant, Application, or File Number, and Date and Time of the Appeal Board Hearing(s) you are attending**
- **Your Name** (you must use the same spelling when registering and when signing in through Zoom)
- **How you will attend the Hearing** (i.e., in-person, by video conference, or by telephone (conference call))
- **Email address**
- **Mailing address**
- **Phone number** (for contact purposes in case there are technical difficulties during the hearing)
- **Your purpose for attending** (i.e., appellant, agent, neighbouring landowner in support of, or in opposition to, the application, etc.)

**Deadline for registration is 4:30 p.m. on Tuesday, March 17, 2026.** Late registrations will not be accepted. Once registered, an email with detailed instructions will be sent to you within 48 hours of the scheduled hearing date and time.

If you wish to include a letter or written submission, it can be sent by email to [appeals@foothillscountyab.ca](mailto:appeals@foothillscountyab.ca), by Fax (403) 652-7880, by regular mail to Foothills County, Box 5605 High River, Alberta T1V 1M7, or dropped off in the mailbox at the front door of the Foothills Administration Building. Written submissions **must** be received by **4:30 p.m. on Tuesday, March 17, 2026.**

## **2. MAKE YOUR PRESENTATION TO THE BOARD VIA WRITTEN SUBMISSION**

If you are unable to participate in person or electronically, you may submit a letter in advance of the appeal board hearing. Letters must be received by **4:30 p.m. on Tuesday, March 17, 2026.** to allow for circulation to all parties. Letters can be submitted by email to [appeals@foothillscountyab.ca](mailto:appeals@foothillscountyab.ca), Fax (403) 652-7880, by regular mail to Foothills County, Box 5605 High River, Alberta T1V 1M7, or dropped off in the mailbox at the front door of the Foothills Administration Building. Letters must include the following information:

- **Name of Applicant, Application, or File Number, and Date and Time of the Appeal Board Hearing(s) you are making comment on**
- **Your Name** (you must use the same spelling when registering and when signing in)
- **Email address**
- **Mailing address**
- **Phone number** (for contact purposes in case there are technical difficulties during the hearing)

Letters received after the deadline will not be considered by the Board. **Please note that all submissions will be considered to be part of the file, which can be viewed by the public at any time.**

*Please note that the personal information collected is authorized under the Municipal Government Act and the Protection of Privacy Act (POPA), Section 4(c). Your comments and name will become a part of a public agenda. Inquiries about the collection of this information should be directed to the Foothills County Access to Information Coordinator, P.O. Box 5605, High River, Alberta T1V 1M7. Telephone 403-652-2341.*