

**FOOTHILLS COUNTY  
COUNCIL AGENDA**



Wednesday, June 10, 2026, 9:00 a.m.  
Foothills County Administration Office  
309 Macleod Trail South – High River

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	<b>Pages</b>
<b>A. GENERAL MATTERS</b>	
A.1 Call Meeting to Order	
A.2 Approval of the Agenda	
<b>B. MISCELLANEOUS MUNICIPAL ITEMS</b>	
B.1 Wild Caraway - Bylaw 14/2026 (2nd & 3rd Reading) Presented by: Manager of Agricultural Services Keith Kornelsen	4
B.2 160 Street West/306 Avenue West - Request for Extension of Dust Control Presented by: Acting Manager of Operations Iain McLean	10
B.3 2026 Capital Expenditure - Request to Purchase Tablets Presented by: Manager of Business Services Kelsey Allard, Acting Manager of Operations Iain McLean	12
B.4 2026 Terry Fox Ride for Hope - Request for Use of Municipal Roads Presented by: Deputy Director of Community and Emergency Services Peter Stapley  Postponed from June 3, 2026 Council Meeting	
B.5 Foothills County - Ann & Sandy Cross Conservation Area - Request to Close Undeveloped Road Allowances Presented by: Municipal Lands Administrator Donna Fowler	15
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C.2	11:00 a.m. - Tomlin - SE 05-21-29 W4M - Amend CR Presented by: Planning Officer Theresa Chipchase	87
C.3	1:30 p.m. - Loscher - SW 27-20-02 W5M - Redesignation (INR to A & FHP) Presented by: Planning Officer Elliott Salmon	105
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D.4	Keith - NE 15-17-28 W4M - Bylaw 17/2025 (2nd & 3rd Reading) Reeve Siewert, Deputy Reeve Oel, Councillor Alger, Councillor McHugh	173
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<b>E.</b>	<b>SUBDIVISION APPROVING AUTHORITY ITEMS</b>	
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<b>G.</b>	<b>MOTIONS ARISING FROM CONFIDENTIAL CLOSED SESSION</b>	
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<b>I.</b>	<b>OTHER MATTERS</b>	
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I.2	Accounts – June 10, 2026 Councillors Callister, Kendall, Alger	
I.3	Minutes – June 3, 2026	
I.4	Committee Reports	

I.5 Next Meeting – June 17, 2026

I.6 Adjourn

# COUNCIL ADMINISTRATIVE REPORT

Department: ASB (Public Works)

TITLE: Wild Caraway Bylaw



Presenter: Keith Kornelsen

DATE: June 10, 2026

**ATTACHMENTS:**

Wild Caraway Bylaw  
Letter from Chief Provincial Plant Health Officer  
Letter from the Minister of Agriculture and Irrigation

**PURPOSE:**

For Council to grant 2<sup>nd</sup> and 3<sup>rd</sup> readings to the Wild Caraway Bylaw.

**DISCUSSION:**

At the September 11, 2025 ASB meeting it was recommended to send the Wild Caraway Bylaw to Council for first reading.

The Weed Control Act gives Foothills County the authority to designate a plant as a noxious weed.

**Weed Control Regulation, Part 2 Designation of Weeds**

**Municipal designations**

**9(1) The local authority of a municipality may designate a plant as a noxious weed or a prohibited noxious weed within the municipality by bylaw.**

The ASB considers Wild Caraway to be a weed of concern in Foothills County and recommends it be regulated as a noxious weed within Foothills County even though it is not considered a regulated weed in the province of Alberta.

Council granted first reading of the Wild Caraway Bylaw at the April 1st Council meeting.

The Bylaw has been signed by Alberta Agriculture and Irrigation on the 29<sup>th</sup> of May by the Ministers representative.

**FINANCIAL IMPLICATION:**

None

**RECOMMENDATION:**

Grant 2<sup>nd</sup> and 3<sup>rd</sup> reading to the Wild Caraway Bylaw.

**OTHER RECOMMENDATIONS**

Council may recommend another option.

**BYLAW NO. 14/2026**

**A BYLAW OF FOOTHILLS COUNTY IN THE PROVINCE OF ALBERTA TO  
DECLARE WILD CARAWAY (CARUM CARVI) AS A NOXIOUS WEED WITHIN  
FOOTHILLS COUNTY.**

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**WHEREAS** the Council of Foothills County has the authority under the Weed Control Regulation, AR 19/2012 Section 9 of the Weed Control Act of Alberta to make bylaws designating plants within Foothills County as noxious weeds;

**AND WHEREAS** Wild Caraway is a concern in hay lands, pasture, and natural environmental areas;


**AND WHEREAS** Wild Caraway is not designated as a prohibited noxious or noxious weed in the Weed Control Regulation of the Province of Alberta and therefore, Foothills County cannot enforce its control;

**AND WHEREAS** Wild Caraway has been found in several parts of Foothills County.

**NOW THEREFORE NOW THEREFORE THE COUNCIL ENACTS AS FOLLOWS:**

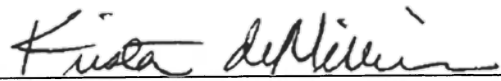
1. That the weed Wild Caraway (Carum carvi) be designated a noxious weed within Foothills County as per the Weed Control Regulation, AR 19/2012 Section 9.
2. This bylaw shall take effect on the date of the third reading.

Received first reading this 1st day of April, 2026.

  
\_\_\_\_\_  
Chief Elected Official

  
\_\_\_\_\_  
Chief Administrative Officer (Seal)

**APPROVED** this 29th day of May, 2026.

  
\_\_\_\_\_  
Alberta Agriculture and Irrigation

Received second reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Received third reading and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Chief Elected Official  
  
(Seal)  
\_\_\_\_\_  
Chief Administrative Officer

**Crop Assurance Branch/  
Primary Agriculture Division**  
Crop Diversification Centre North  
17507 Fort Road NW  
Edmonton, AB T5Y 6H3  
Telephone: (780) 909-6468  
[www.alberta.ca](http://www.alberta.ca)

May 29, 2026

Keith Kornelsen  
Agricultural Fieldman  
Foothills County  
309 Macleod Trail, Box 5605  
High River, Alberta T1V 1M7

VIA EMAIL: keith.kornelsen@foothillscountyab.ca

Dear Keith,

**Re: Weed Control Act – Municipal Designation of Wild Caraway**

Thank you for your May 28, 2026, e-mail requesting the Minister's approval, under section 9 of the Weed Control Regulation, of the Municipality's designation of Wild Caraway (*Carum Carvi*) as a noxious weed under Foothills County Bylaw No. 14/2026.

Pursuant to the authority delegated to me by the Minister of Agriculture and Irrigation under Ministerial Order 011/2025, I hereby approve the designation. Please find enclosed a copy of Bylaw No. 14/2026 with my signature.

I appreciate the municipality's proactive approach to reduce the spread of highly invasive plants and support the designation of Wild Caraway as a noxious weed within your jurisdiction. Thank you for your continued service to the people and agricultural lands in the Foothills County.

Sincerely,



Krista deMilliano, P.Ag.  
Chief Provincial Plant Health Officer, Agriculture and Irrigation

Enclosure



ALBERTA  
AGRICULTURE AND IRRIGATION

*Office of the Minister  
MLA, Highwood*

**Government of Alberta  
Agriculture and Irrigation**

*Agricultural Pests Act (s. 4(1)(a))  
Government Organization Act (s. 9)  
Interpretation Act (s. 21)*

**Ministerial Order  
(MO 011/2025)**

**Delegation of Authority under *Agricultural Pests Act*, *Weed Control Act*, and  
*Weed Control Regulation* to the Chief Provincial Plant Health Officer**

I, Jason Hale, Deputy Minister of Agriculture and Irrigation, pursuant to section 4(1)(a) of the *Agricultural Pests Act*, section 9 of the *Government Organization Act*, and section 21 of the *Interpretation Act*, delegate the powers, duties and functions conferred on the Minister of Agriculture and Irrigation under the following Acts or regulations to the employee in the Department holding the position of Chief Provincial Plant Health Officer:

1. *Agricultural Pests Act* (section 9(1));
2. *Weed Control Act* (section 8(1));
3. *Weed Control Regulation* (section 9).

This delegation of authority is subject to the following interpretation, limitations and restrictions:

- a. For clarity, references in this Order to any Act, regulation, section numbers, titles, or positions include changes due to renumbering or renaming, provided the provisions referenced are substantially of the same effect and the title or position retains substantially the same duties and responsibilities with respect to an applicable Act or regulation.
- b. For clarity, references in this Order to positions or to titles, include cases where a position is reclassified, re-organized, or re-named, so long as the position or title retains substantially the same duties and responsibilities with respect to an applicable Act or regulation.


- c. Any delegation under this Order shall, in respect of a person holding or acting in an enumerated position, apply to the individual as soon as they assume that position or begin acting in that position, and shall expire as soon as a person no longer holds or acts in that position, subject to the provision below.
- d. Notwithstanding the preceding paragraph, the Minister or Deputy Minister may revoke any delegation made under this Order, in writing, at any time.
- e. Nothing in this Order affects the authority of the Minister or the Deputy Minister to exercise any power, duty, or function under any enactment.

Dated this 28 day of July, 2025.



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Jason Hale  
Deputy Minister of Agriculture and Irrigation

<b>DEPARTMENT:</b> Public Works	
	<b>TOPIC:</b> Extension of Dust Control
<b>REPORT PRESENTED BY:</b> Iain McLean, Acting Manager of Operations	

**PURPOSE OF REQUEST**

The request seeks additional spot treatment (dust control) at County expense, beyond existing and approved section. This request is outside the normal scope of our application criteria and therefore requires Council consideration and direction.

**BACKGROUND**

Foothills County Public Works received a request from a resident at [REDACTED] 160 St W, requesting the extension of existing connected spot treatment on 160 St W, and 306 Ave W. This will connect the spot treatment on 160 St W, and 306 Ave W with Highway 549. Total additional application is approximately 600 meters.

The residents requesting feel that the product does allow for reduced grading, and a dust-free route to the highway.

**Considerations:**

- The existing dust control policy allows for 100 meters of dust control in front of a property of qualifying residents within 300 meters of a County road at no expense to the residents.
- Policy does allow Council to consider requests for relaxations or additional applications outside of the standard criteria.

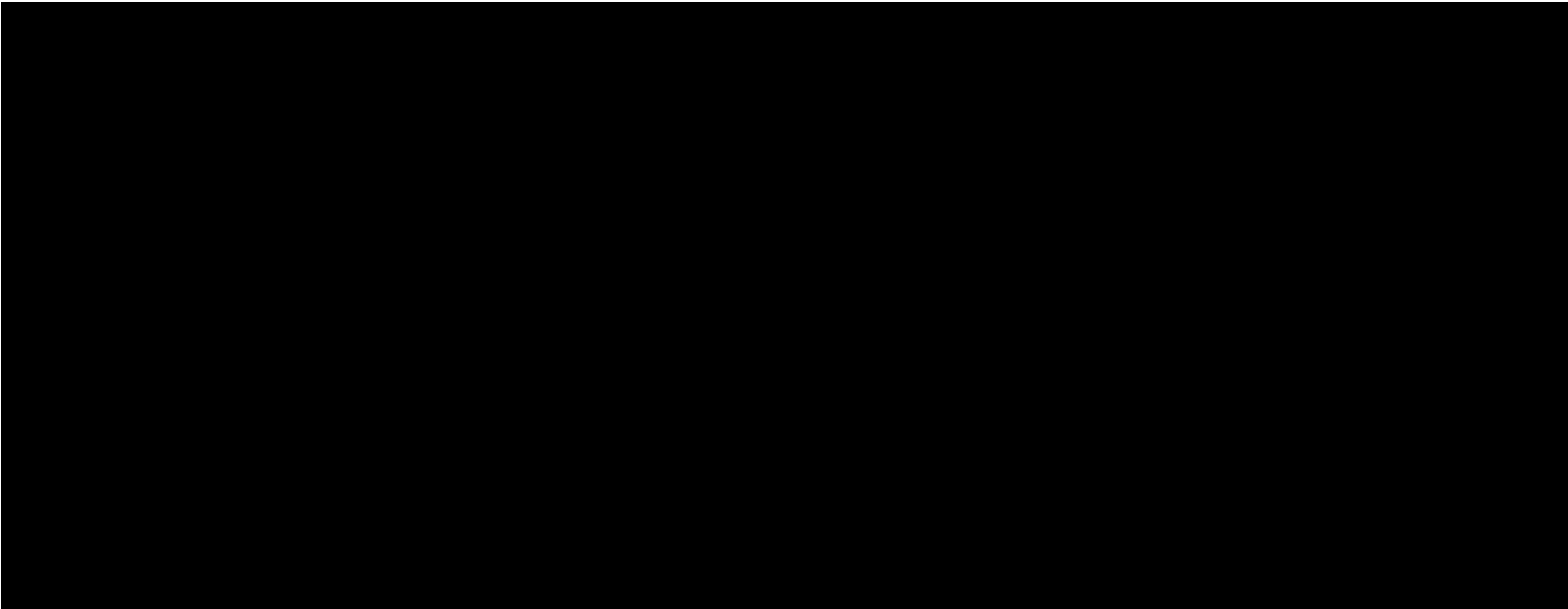
**REQUEST OF COUNCIL**

**Proposed Motions:**

- A. THAT Council approve an additional 600 meters of dust control spot treatment running west of 160 St W down 306 Ave W to the intersection of Highway 549 at the County's expense.
- B. THAT Council deny the request for an extension of dust control spot treatment running west of 160 St W down 306 Ave W at the County's expense, noting the additional dust control spot treatment may be requested at the residents' own cost in accordance with the Dust Control Policy.

**APPENDICES**

**Appendix A: Email Request**



Good morning, Ian... and thank you for the response. On the attached map, the road highlighted in green already has dust suppression applied; the portion in pink is what I'm respectfully requesting for your consideration.


There have been three new parcels created along this stretch of road in the last two years. Hopefully their allowable meters will get us down to the mail boxes.

As I mentioned in my previous email, I find that the road with the dust suppression doesn't require additional grading and holds up better than the gravel road. Hopefully that means savings for your department in the long haul.

I know the neighborhood does **not** desire to have a fully oiled road as it would simply attract motorcyclists, bikers, and vehicles using 160th St as a shortcut to get to the 549. The added dust suppression seems to be a good compromise solution to the dust problems at this end of the street.

Thanks again, Ian... appreciate you looking into this for us.



<b>PUBLIC WORKS DEPARTMENT</b>	
	<b>TOPIC: Public Works Tablet Purchase</b>
<b>REPORT PREPARED BY: Kelsey Allard</b> <b>REPORT PRESENTED BY: Kelsey Allard and Iain Mclean</b>	

**PURPOSE OF REQUEST**

To seek approval for Public Works/IT to order 10 tablets – to be used in the operations department for field workers to complete documents, timesheets, work order submissions, etc.

**BACKGROUND**

- \$20,000 was approved in the 2026 capital budget.
- Operations/public works require 10 tablets to be dispersed to crews over the summertime - as we shift to more digital forms and processes. The lead hands require a means to input/access these documents.
- These staff don't normally report to the shop, and don't have computer access. These tablets will aid in connection.
- IT has recommended and given us a trial tablet – which the operations Supervisors have tested and found successful.
- 10 tablets have been quoted at around \$12,000 (including chargers, cases and GST) well under the approved capital budget of \$20,000.
- As tech supplies fluctuate – this is an approximate cost and IT will look at the vendor with the most stock, at time of order (same cost).
- I have attached the quote- but IT has mentioned that stock may be available at another vendor quicker at the same cost.

**MOTIONS**

- That Council approve the purchase of 10 tablets for the Public Works department, as approved in the 2026 capital budget.



Thank you for choosing CDW. We have received your quote.

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# QUOTE CONFIRMATION

## Pricing and Availability Notice

Due to ongoing supply chain challenges, some hardware manufacturers cannot guarantee product availability or pricing until the product is shipped. While we make every effort to honor quoted pricing, if a hardware manufacturer increases its price to CDW after a quote is issued or order is accepted, we may need to update your quoted price to reflect that change irrespective of any timeframes or validity periods set forth in the quote, including up to the date of shipment. In the event of a price adjustment, we will notify you prior to shipment. Any price adjustment would only occur if the hardware manufacturer increases its pricing to CDW.

**CHRIS SCHNEIDER,**

Thank you for considering CDW Canada for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
1CKFXH9	6/2/2026	PW-FIELD-TABLETS	9677275	<b>\$12,199.23</b>

### IMPORTANT - PLEASE READ

Fees applied to item(s): 8392406

### QUOTE DETAILS

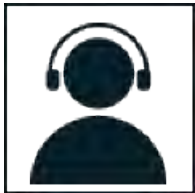
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">SAMSUNG GAL TAB ACTIVE 5 PRO</a> Mfg. Part#: SM-X358UZGAN45	10	8392406	\$1,098.95	\$10,989.50
<a href="#">StarTech 37W USB-C USB-A Wall Charger, Portable Charger with Power Delive</a> Mfg. Part#: 114NB-WALL-CHARGER	10	9131631	\$28.62	\$286.20
<a href="#">Tripp Lite USB Car Charger Dual-Port 39W Charging USB-C 27W, USB-A 12W</a> Mfg. Part#: U280-C02-39W-1B	10	6460182	\$29.10	\$291.00

### RECYCLING FEE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<b>AB LAPTOP RECYCLING FEE</b> Fee Applied to Item: 8392406	10	743934	\$0.30	\$3.00

<b>SUBTOTAL</b>	\$11,566.70
<b>SHIPPING</b>	\$48.61
<b>RECYCLING FEE</b>	\$3.00
<b>GST</b>	\$580.92
<b>GRAND TOTAL</b>	<b>\$12,199.23</b>

PURCHASER BILLING INFO	DELIVER TO
<b>Billing Address:</b> FOOTHILLS COUNTY ACCOUNTS PAYABLE BOX 5605 HIGH RIVER, AB T1V 1M7 <b>Phone:</b> (403) 652-2341 <b>Payment Terms:</b>	<b>Shipping Address:</b> FOOTHILLS COUNTY ATTN:CHRIS SCHNEIDER 309 MACLEOD TRAIL SW HIGH RIVER, AB T1V1M7 <b>Phone:</b> (403) 652-2341 <b>Shipping Method:</b> CANADA GROUND
	<b>Please remit payments to:</b>  CDW Canada Corp. P.O. BOX 57720 Postal Station A Toronto, ON M5W 5M5



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**Steven Brucki** | (866) 435-4890 | [steven.brucki@cdw.ca](mailto:steven.brucki@cdw.ca)

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**MISCELLANEOUS MUNICIPAL ITEM  
REPORT TO COUNCIL  
REQUEST TO CLOSE UNDEVELOPED ROAD ALLOWANCES**  
June 10, 2026

<b>Application information</b>		<b>File: Sandy Cross</b>
<b>LEGAL DESCRIPTION:</b> Multiple Undeveloped Road Allowances and Road Plans within the boundaries of Ann & Sandy Cross Conservation Area		
<b>LANDOWNER:</b> Foothills County		
<b>LICENCE APPLICANT:</b> Alberta Forestry & Parks		
<b>PROPOSAL:</b> Request to Close and Consolidate Undeveloped Road Allowances & Road Plans within the Ann & Sandy Cross Conservation Area (ASCCA)		
<b>DIVISION NO:</b> 4	<b>COUNCILLOR:</b> Suzanne Oel	
<b>FILE MANAGER:</b> Donna Fowler, Municipal Lands Administrator		

**LOCATION**

The Ann & Sandy Cross Conservation Area is a 4800 acre day use area and nocturnal preserve located within Twp 22 Rge 2 W5M, 1.6 km south of Hwy 22X, 2.4 km east of Hwy 22

**BACKGROUND**

Alberta Forestry & Parks circulated a referral request May 22, 2026, requesting Foothills County review and provide comments on a request to close and consolidate multiple undeveloped roads allowances and road plans within the borders of Ann & Sandy Cross Conservation Area (ASCCA), totaling 48.49 acres more or less.

After internal consideration, administration replied to Alberta Forestry & Parks requesting they follow the County procedures which satisfy the requirements as dictated by the MGA regarding closure of road allowances within our municipal boundaries, including Alberta Transportation & Economic Corridors (ATEC) on our response. ATEC replied clarifying that pursuant to the Highways Development and Protection Act they can accept Crown land road closure requests directly from Forestry and Parks, circulating the County for referral and circulating affected utility companies and landowners themselves (ATEC response is included as Appendix C).

**REQUEST OF COUNCIL**

Council may wish to consider providing one of the suggested motions proposed below:

- A. To acknowledge the request from Alberta Forestry and Parks to close multiple road allowances within Ann & Sandy Cross Conservation Area.

- B. To direct administration to write to the Ministry regarding the County's objection to the proposed road closure on the basis that Foothills County Residents have not been provided the opportunity to voice their concerns.
- C. To direct administration to undertake actions as directed by Council.

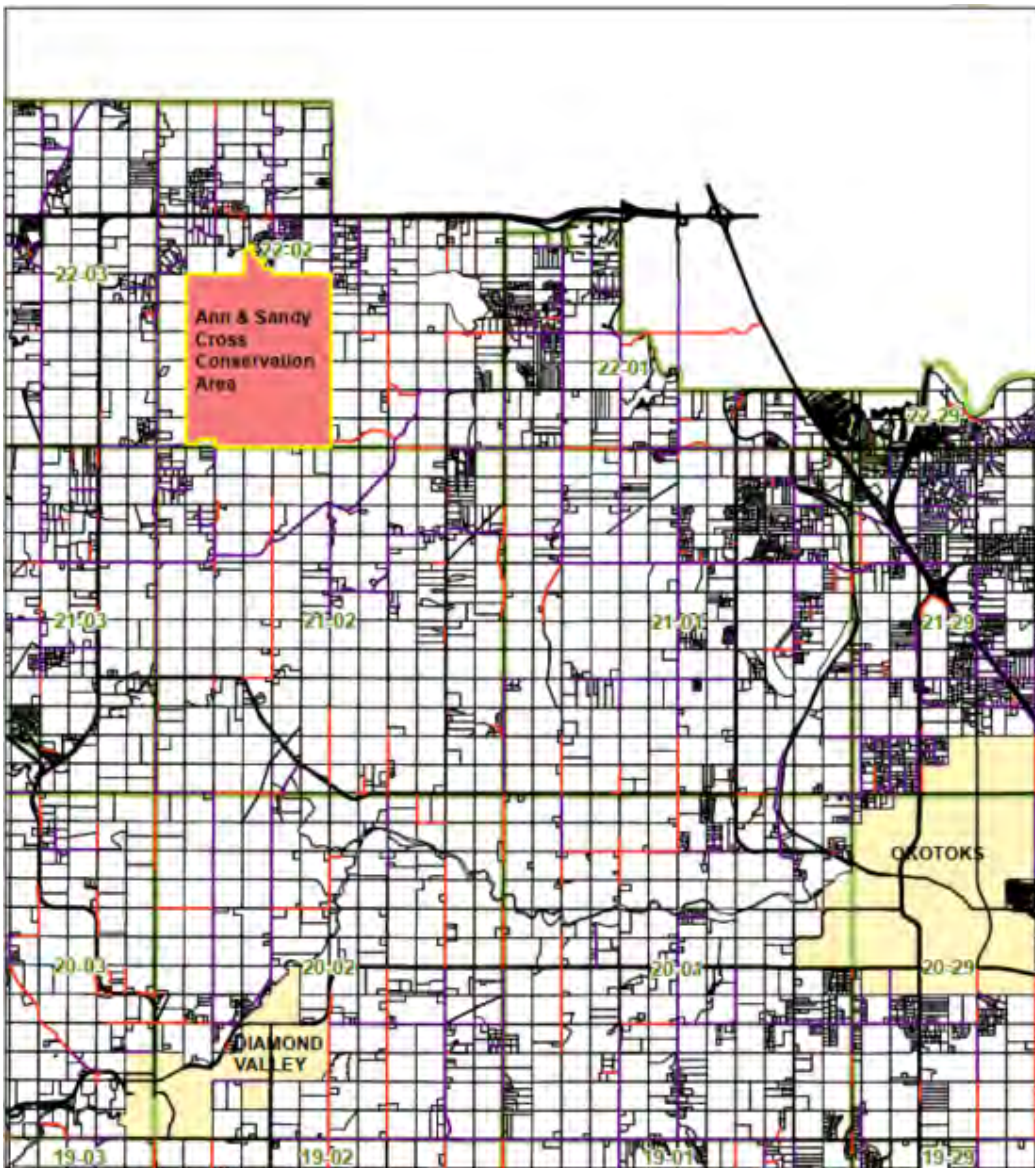
**APPENDICES**

**APPENDIX A – Location Maps & Orthophotos**

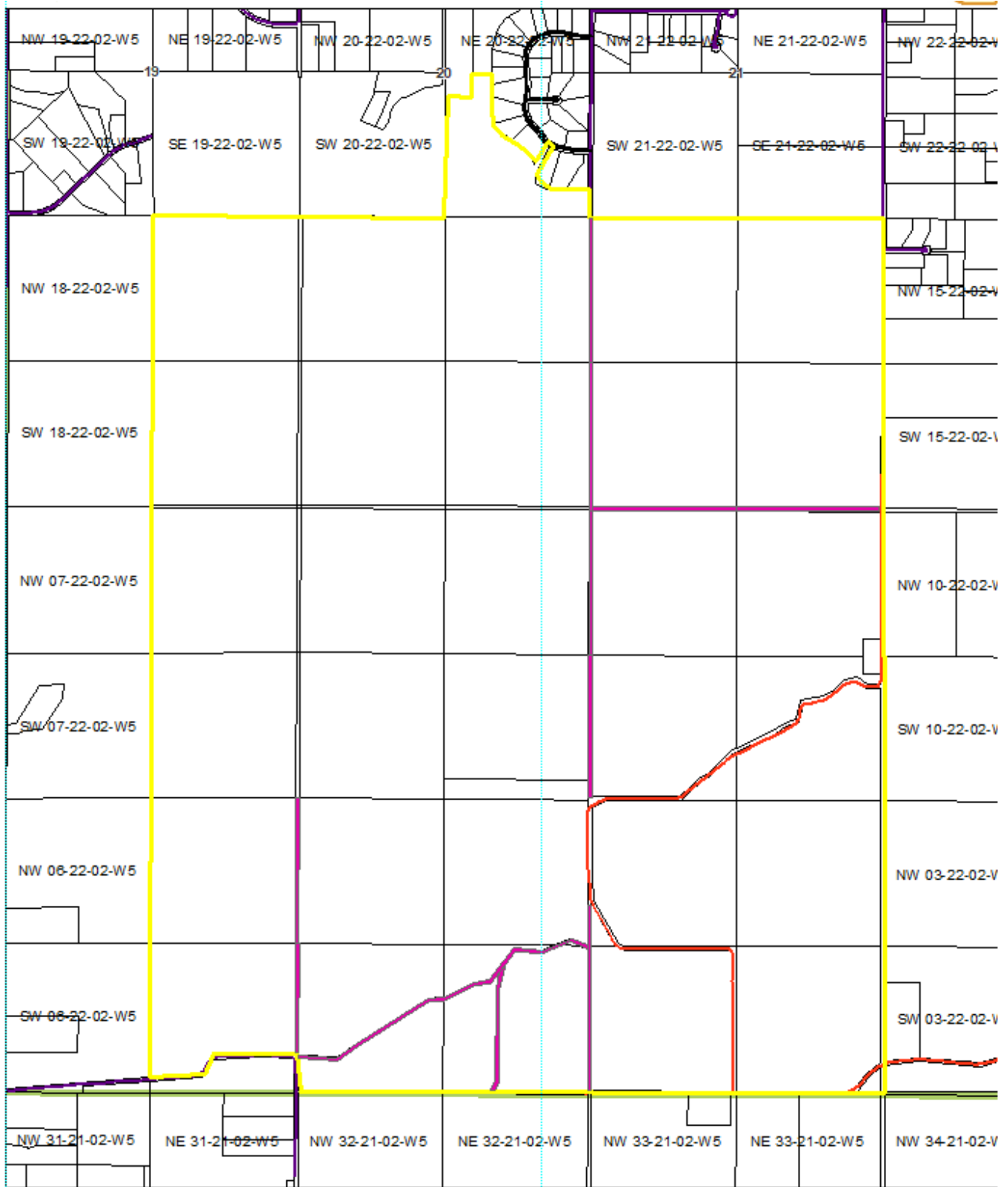
**APPENDIX B – Applicant Request Letter & Maps**

**APPENDIX C – Email including ATEC response and direction**

**APPENDIX A:  
LOCATION MAPS**



### Road Closure Areas in PINK



## APPENDIX B: REQUEST LETTER

**Donna Fowler**

---

**From:** Lands Cancellations <Lands.Cancellations@gov.ab.ca>  
**Sent:** May 22, 2026 4:07 PM  
**To:** Donna Fowler  
**Cc:** TEC Edmonton Road Closures  
**Subject:** Road Closures  
**Attachments:** Road Closure Descriptions-Foothills County Referral - 2026-05-22.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

You don't often get email from lands.cancellations@gov.ab.ca. [Learn why this is important.](#)

Good Morning Donna.

Forestry and Parks has received a request to close certain road allowances and road plans within Foothills County. The closures would result in the lands being consolidated with the adjacent titles which are held by Forestry and Parks.

Please review the attached closure description and maps and provide your response by June 12, 2026, advising whether the proposed closures are acceptable or identifying any concerns.

Thanks.

**Tanya Bertrand**  
Geomatics Technologist  
Public Lands Disposition Management  
Alberta Forestry & Parks  
Government of Alberta

2<sup>nd</sup> Floor South Petroleum Plaza  
9915 108<sup>th</sup> Street NW  
Edmonton, AB T5K 2G8

Tel 780-638-3616  
[Tanya.M.Bertrand@gov.ab.ca](mailto:Tanya.M.Bertrand@gov.ab.ca)

Find key [Public Lands Disposition Contacts](#)

The logo for the Government of Alberta, featuring the word "Alberta" in a stylized, cursive font with a small red and white flag icon to the right.

Classification: Protected A

## ROAD CLOSURE DESCRIPTIONS

### FIRST:

THE ROAD ALLOWANCE ADJOINING THE WEST BOUNDARY OF THE SOUTHWEST QUARTER SECTION 4 IN TOWNSHIP 22 RANGE 2 WEST OF THE FIFTH MERIDIAN CONTAINING 1.62 HECTARES (4.00 ACRES) MORE OR LESS

### SECONDLY:

THE ROAD ALLOWANCE ADJOINING THE WEST BOUNDARY OF THE NORTHWEST QUARTER SECTION 4 IN TOWNSHIP 22 RANGE 2 WEST OF THE FIFTH MERIDIAN, WHICH LIES GENERALLY TO THE SOUTH OF A SURVEYED LINE PROJECTED ACROSS THE ROAD ALLOWANCE, OF THE SOUTHWESTERLY BOUNDARY OF THE ROAD AS SHOWN ON ROAD PLAN 1182HJ.  
CONTAINING 0.515 HECTARE (1.27 ACRES) MORE OR LESS

### THIRDLY:

THE ROAD ALLOWANCE ADJOINING THE WEST BOUNDARY OF THE SOUTHWEST QUARTER SECTION 5 IN TOWNSHIP 22 RANGE 2 WEST OF THE FIFTH MERIDIAN, WHICH LIES GENERALLY TO THE NORTH OF A PROJECTED LINE ACROSS THE ROAD ALLOWANCE OF THE NORTHERLY BOUNDARY OF THE ROAD AS SHOWN ON ROAD PLAN 1009Q.  
CONTAINING 1.25 HECTARES (3.09 ACRES) MORE OR LESS

### FOURTHLY:

THE ROAD ALLOWANCE ADJOINING THE WEST BOUNDARY OF THE NORTHWEST QUARTER SECTION 5 IN TOWNSHIP 22 RANGE 2 WEST OF THE FIFTH MERIDIAN CONTAINING 1.62 HECTARES (4.00 ACRES) MORE OR LESS

### FIFTHLY:

THE ROAD ALLOWANCE ADJOINING THE WEST BOUNDARY OF THE SOUTHWEST QUARTER SECTION 9 IN TOWNSHIP 22 RANGE 2 WEST OF THE FIFTH MERIDIAN, WHICH LIES GENERALLY TO THE NORTH OF THE NORTHERLY BOUNDARY OF ROAD PLAN 7066BM.  
CONTAINING 1.58 HECTARES (3.90 ACRES) MORE OR LESS

### SIXTHLY:

THE ROAD ALLOWANCE ADJOINING THE WEST BOUNDARY OF THE NORTHWEST QUARTER SECTION 9 IN TOWNSHIP 22 RANGE 2 WEST OF THE FIFTH MERIDIAN CONTAINING 1.62 HECTARES (4.00 ACRES) MORE OR LESS

SEVENTHLY:

THE ROAD ALLOWANCE ADJOINING THE SOUTH BOUNDARY OF THE SOUTH HALF OF SECTION 16 IN TOWNSHIP 22 RANGE 2 WEST OF THE FIFTH MERIDIAN CONTAINING 3.23 HECTARES (7.98 ACRES) MORE OR LESS

EIGHTHLY:

THE ROAD ALLOWANCE ADJOINING THE WEST BOUNDARY OF THE WEST HALF SECTION 16, INCLUDING THE ROAD ALLOWANCE INTERSECTION AT THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER OF SECTION 16 IN TOWNSHIP 22 RANGE 2 WEST OF THE FIFTH MERIDIAN CONTAINING 3.28 HECTARES (8.11 ACRES) MORE OR LESS

NINTHLY:

ALL THAT PORTION OF ROAD PLAN 1009Q (FORMERLY TRANSFER REGISTERED AS 2402K) LOCATED WITHIN SECTION 5 TOWNSHIP 22 RANGE 2 WEST OF THE FIFTH MERIDIAN CONTAINING 3.56 HECTARES (8.8 ACRES) MORE OR LESS

(NORTHEAST QUARTER OF SECTION 5 - CONTAINING 0.243 HECTARES (0.6 ACRES) MORE OR LESS)

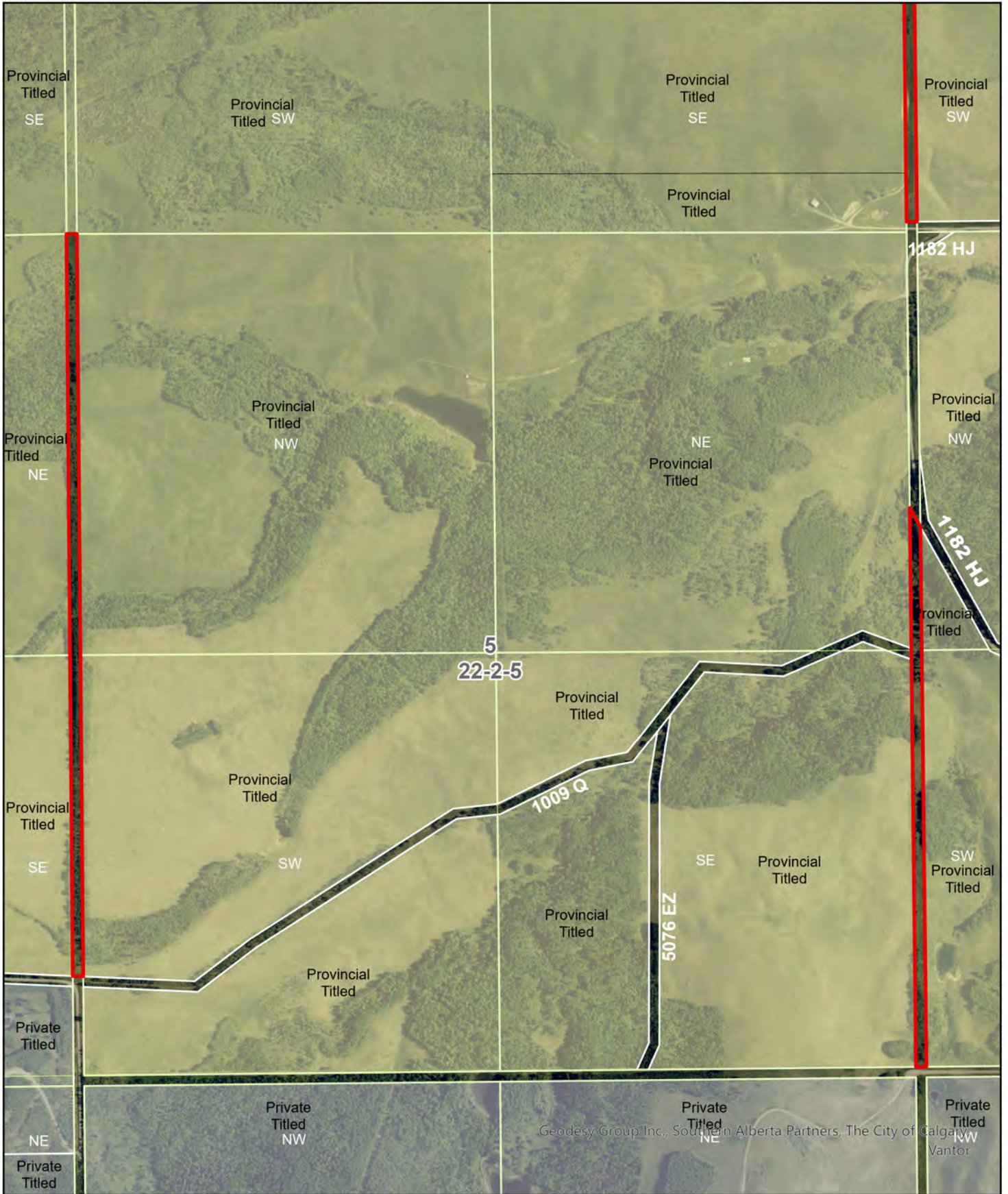
(SOUTHEAST QUARTER OF SECTION 5 - CONTAINING 1.534 HA (3.8 ACRES) MORE OR LESS)

(SOUTHWEST QUARTER OF SECTION 5 - CONTAINING 1.782 HA (4.40 ACRES) MORE OR LESS)

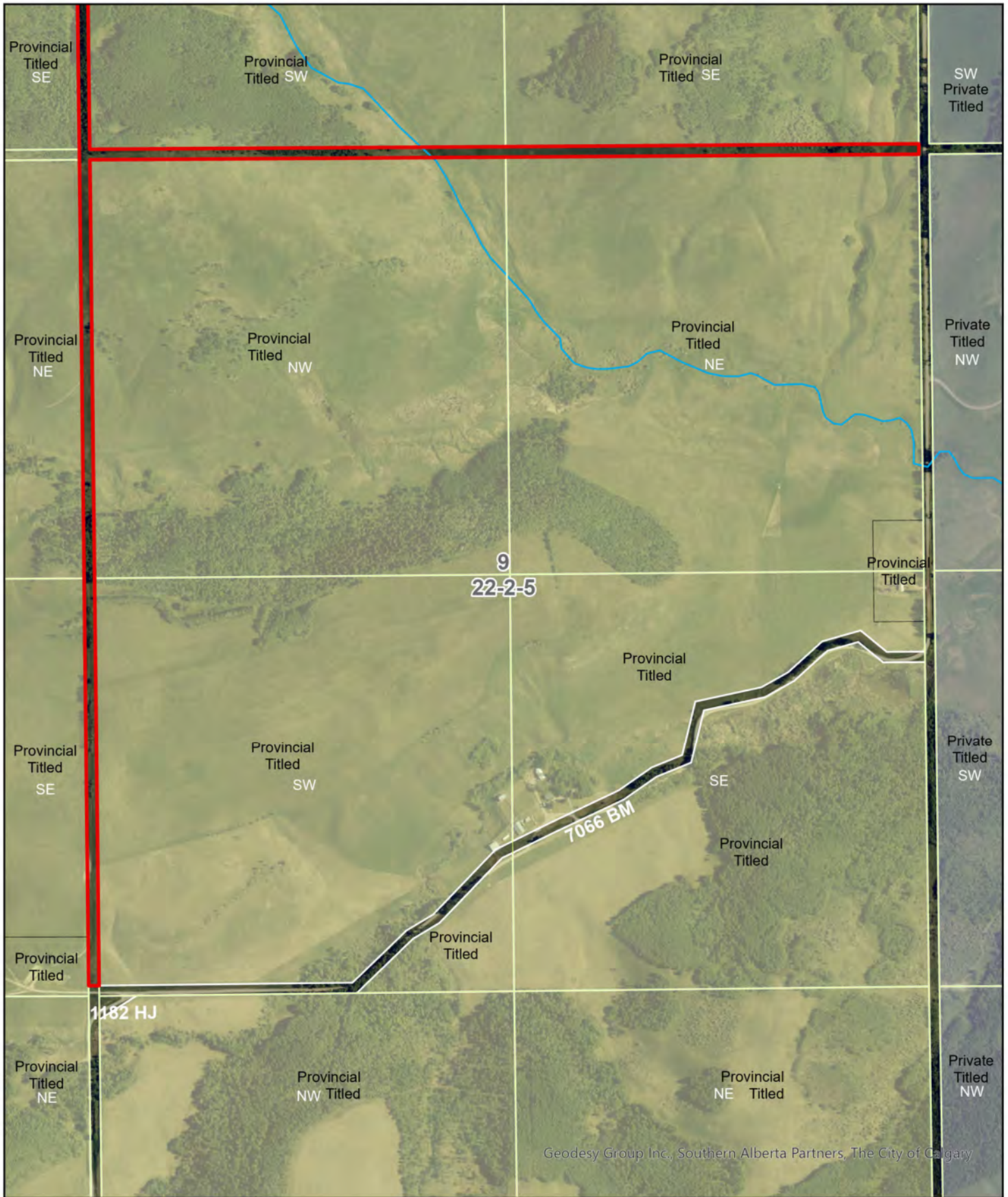
TENTHLY:

ALL THAT PORTION OF ROAD PLAN 5076EZ IN THE SOUTHEAST QUARTER SECTION 5 TOWNSHIP 22 RANGE 2 WEST OF THE FIFTH MERIDIAN CONTAINING 1.348 HA (3.34 ACRES) MORE OR LESS

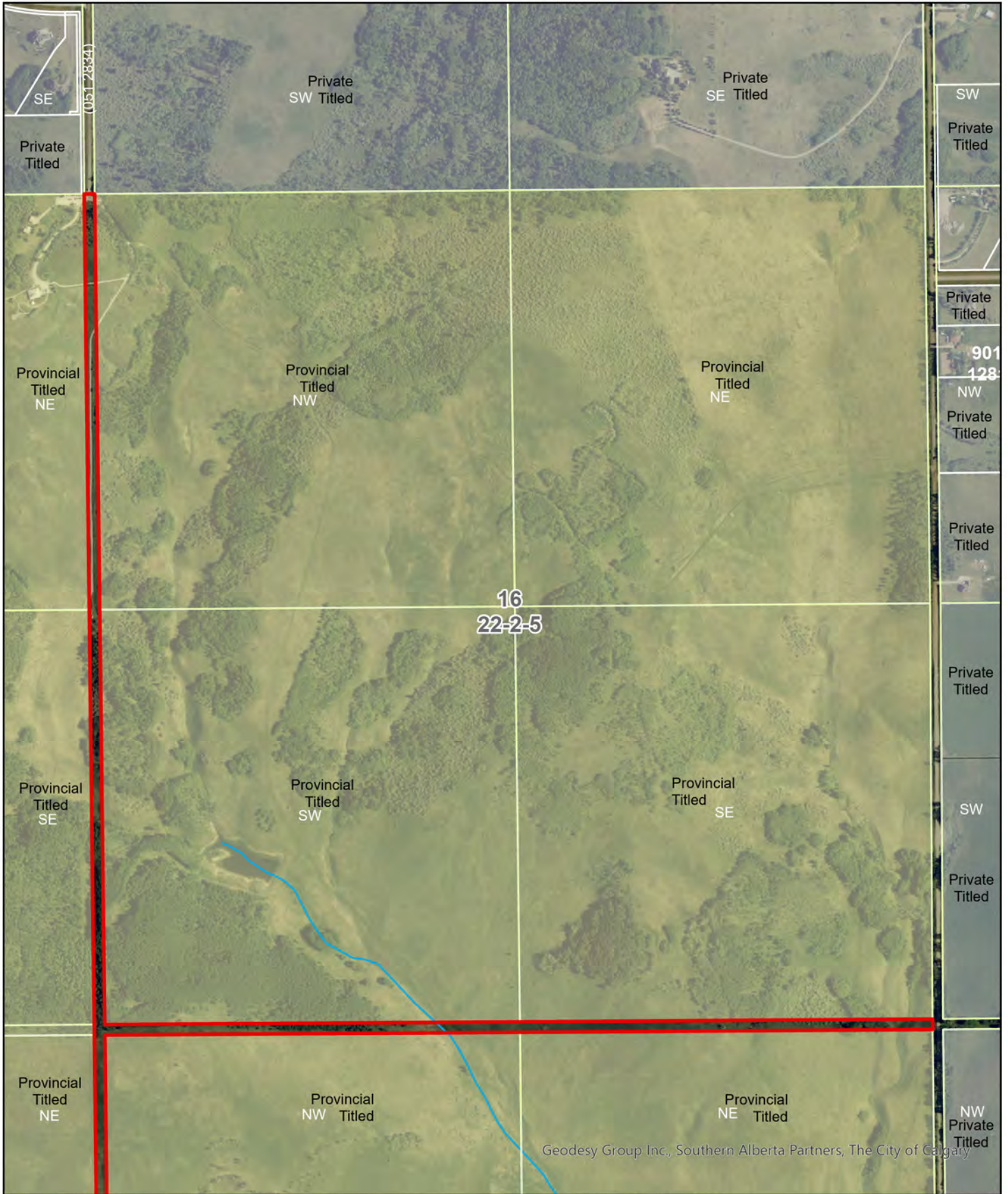
# Road Allowance Closure - Section 5



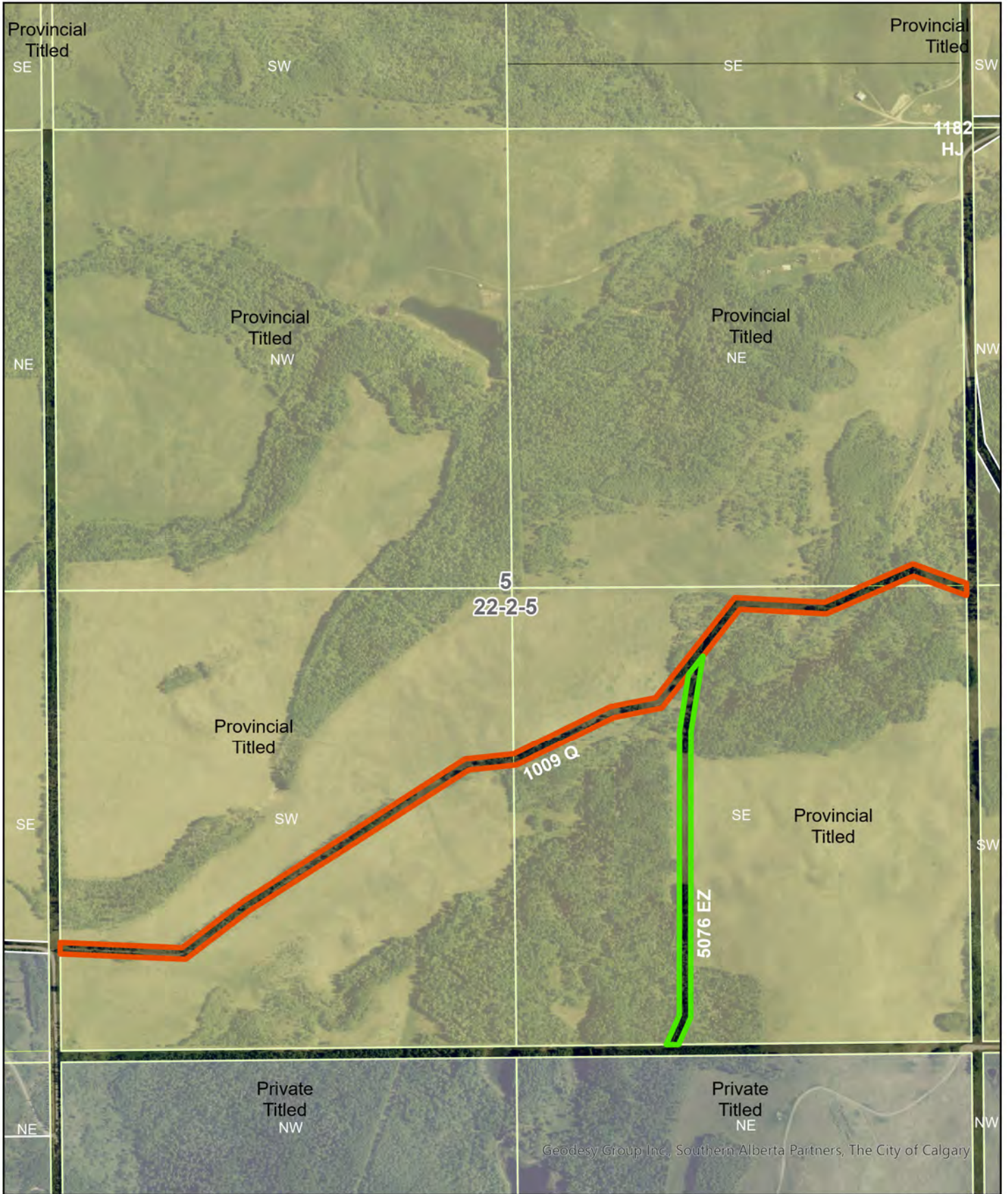
# Road Allowance Closure - Section 9



# Road Allowance Closure - Section 16



# Road Plan Closures



## APPENDIX C: ATEC RESPONSE

### Donna Fowler

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**From:** Laura Miller <Laura.Miller@gov.ab.ca> on behalf of TEC Edmonton Road Closures <TEC.Edm-rdclosures@gov.ab.ca>  
**Sent:** May 28, 2026 4:52 PM  
**To:** Donna Fowler; Lands Cancellations  
**Cc:** TEC Edmonton Road Closures  
**Subject:** Re: Road Closures

You don't often get email from tec.edm-rdclosures@gov.ab.ca. [Learn why this is important](#)

Good afternoon Donna,

This type of request would fall under a 'Crown road closure' which affect Crown lands or which are required for government business (capital projects, dispositions, Additions to Reserve, etc...). TEC accepts requests from provincial or federal government agencies, typically from the following:

1. Internally from TEC - holds title to all roads outside of cities
2. Forestry and Parks - holds title to provincial public lands
3. Canada - holds title to federal Crown lands

The Municipal Government Act legislates how municipal governments must close roads, while the Highways Development and Protection Act legislates how TEC must close roads. Sections 38 and 38.1 of the HOPA grant the Minister of TEC authority to close roads in which the title is vested in the Crown which would be essentially all roads except those within cities. The Minister of TEC may assume the direction, control, and management (DCM) of a road that is under the DCM of a municipality.

The government agencies must submit a formal request to TEC for review and decision. There is an internal Crown road closure review and decision process, which if successful, results in a Ministerial Order to close the road whereby TEC can take title, issue title, or revert the road to public land. Referrals are sent to the affected municipality(ies), affected landowners if applicable, and utility providers to ensure that all parties interests are addressed and to hear any objections to the closure. Any objections must be addressed by the government agency requesting the closure to try to find a resolution with the objector.

During the referral window, the municipality should examine the proposed closure and provide any comments/concerns/objections or a non-objection/support to TEC or the referring government agency.

Our webpage on [Crown land road closures | Alberta.ca](#).

HOPA:

## **Powers and Duties of Highway Authorities**

### **Cancellation of road plan**

**38(1)** In addition to the Minister's powers under section 20, the Minister may by order direct the cancellation of the whole or any part of a road plan in respect of a highway the title to which is vested in the Crown in right of Alberta.

**(2)** If an urban or a rural municipality has the direction, control and management of a highway or a portion of a highway that is the subject of an order under subsection (1), the highway or portion of the highway is no longer subject to the direction, control and management of the municipality.

### **Closure of unsurveyed highway**

**38.1(1)** In this section, "highway" means land that is used as a public highway or authorized by a highway authority to be used as a public highway, a bridge forming part of a public highway and any structure incidental to the public highway, but that has not been surveyed for use as a public highway, or in respect of which a road plan has not been registered.

**(2)** In addition to the Minister's powers under sections 20 and 38, the Minister may, by order, close the whole or any portion of a highway the title to which is vested in the Crown.

**(3)** If an urban or a rural municipality has the direction, control and management of a highway or a portion of a highway that is the subject of an order under subsection (2), the highway or portion of the highway is no longer subject to the direction, control and management of the municipality.

2014/01/01

Hopefully that clarifies the process, but if you have any additional questions or concerns, please let me know!

Kind regards,

**Laura Miller**  
Acting Road Closure Lead  
Technical Standards Branch  
Alberta Transportation and Economic Corridors

T: 780-427-7902  
E: [laura.miller@gov.ab.ca](mailto:laura.miller@gov.ab.ca)

# COUNCIL ADMINISTRATIVE REPORT

Department: Public Works



## TITLE: Plummers Road

Evaluation of Posted Speed (1<sup>st</sup> Curve East of Hwy. 762)

### Author:

Cyril Mitchell, RET

Technical Lead – Public Works

DATE: June 10, 2026

### Presenter:

Kallum Umscheid, T.T

Engineering Technologist

### ATTACHMENTS:

Bylaw 25/2026

## PURPOSE:

That Council provide second and third reading to Bylaw 25/2026 for the speed limit on Plummers Road from Hwy 762 to 1.0 km east of Hwy 762.

## BACKGROUND/DISCUSSION:

Local residents have raised concerns regarding the posted speed through several horizontal curves within the study area. These concerns are supported by field observations of vehicles departing the roadway, as well as a documented history of collisions, including multiple incidents involving wildlife, along this section of roadway.

Site Plan for Study Area is outlined below:



Administration has reviewed the request for a revised speed limit and completed an investigation to confirm. The following measures were undertaken within this assignment:

- Field measurements and observations were taken,
- Testing was completed using the Ball-bank Indicator testing to confirm recommended posted speed,

This information along with a desktop study to confirm curve length and radii were utilized to compare against Alberta Transportation and Economic Corridors’ Geometric Design guide recommended posted speeds.

Based upon the findings, it is recommended that the posted speed limit be posted as noted below:

For reference: Station 0+000 is the intersection of Hwy 762 and Plummers Road:

The posted speed is recommended to be 60 km/hr for the entire study area with the following exception:

1. First curve immediately east of Hwy 762, to be posted at 30 km/hr,

The following table outlines the recommended speed zones with the study area:

**Table 1: Recommended Regulatory Signs**

PLUMMERS ROAD PROPOSED SIGNAGE FOR POSTED SPEED				
Station	Sign	Location	Orientation	Comment
0+130	Speed 60 km/hr	RT	EB Traffic	Replace existing 80 km/h sign
0+500	Reduce Speed Ahead 30 km/hr	RT	EB Traffic	
0+600	Speed 30 km/hr	RT	EB Traffic	
0+900	Speed 60 km/hr	RT	EB Traffic	
0+900	Speed 30 km/hr	LT	WB Traffic	
1+000	Reduce Speed Ahead 30 km/hr	LT	WB Traffic	

As part of the suggested revised posted speed signage, the following shall apply:

1. Supply and Install the following highway signs and replace with the new signage as per the Table Below:

**Table 2: Recommended Warning Signage:**

PLUMMERS ROAD PROPOSED SIGNAGE UPGRADES				
Station	Sign	Location	Orientation Traffic	Comment
0+200	Deer Crossing Sign	RT	EB	
0+500	Curve Lt. (WA-1L)	RT	EB	Sharp Corner
0+900	Curve Rt. (WA-1R)	LT	WB	Sharp Corner
4+000	Deer Crossing Sign	LT	WB	New

Note: Exact location will be confirmed at the time of installation under direction by Public Works

## **FINANCIAL IMPLICATIONS:**

The following are cost for each of the above noted improvements:

- 1) Remove existing highway signs and replace with new signs within the study area:

Total Cost: \$2,500

- a) 10 Signs with posts at \$250 per sign and post assembly

## **SUGGESTED MOTIONS FOR CONSIDERATION:**

1. That Council provides 2<sup>nd</sup> and 3<sup>rd</sup> reading to Bylaw 25/2026 for the implementation and installation of a revised speed limit of 60 km/hr and 30 km/hr for the 1<sup>st</sup> Curve on Plummers Road between Hwy 762 and 1.0 km East of Hwy 762,
2. That Council acknowledge the request for the revised posted speed limits as presented above.



Figure 1: Type of Sign (RB-1) (Maximum 60)



Figure 2: Type of Sign (RB-5) (Maximum 30 Ahead)



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Figure 3: Type of Sign (RB-1) (Maximum 30)



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Figure 4: Type of Sign (WC-13) (Animal Crossing)



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Figure 5: Type of Sign (WA-1L) (Single Turn Left)



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Figure 6: Type of Sign (WA-1R) (Single Turn Right)

**BYLAW 25/2026**

**BEING A BYLAW OF FOOTHILLS COUNTY IN THE PROVINCE OF ALBERTA TO  
AUTHORIZE THE ERECTION OF TRAFFIC CONTROL SIGNS AND  
TO AUTHORIZE THE IMPOSITION OF A SPEED ZONE**

**WHEREAS** the Council of Foothills County in the Province of Alberta deems it expedient to impose a speed limit on a portion of a Municipal Roadway.

**AND WHEREAS** pursuant to the provisions of the Traffic Safety Act, being Chapter T-6, R.S.A 2000, and amendment thereto, the Council of Foothills County in the Province of Alberta, enacts as follows:

1. That Council authorize a 60 km/h zone and 30 km/h zone for the first curve on Plummers Road between Highway 762 and 1.0 km East of Highway 762 and the installation of corresponding speed limit signage (RB-1(60)) and (RB-1(30)).
  
2. This Bylaw shall have effect on the date of its third reading and upon being signed.

FIRST READING: May 20, 2026

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

SECOND READING:

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

THIRD READING:

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

PASSED IN OPEN COUNCIL assembled at the Town of High River in the Province of Alberta this \_\_\_\_ day of \_\_\_\_\_, 2026.

# COUNCIL ADMINISTRATIVE REPORT

Department: Public Works



**TITLE:** Bow River Bottom Trail East Review

**Author:**  
**Patrick Antle, C.E.T.**  
Engineering Technologist

**DATE:** June 10, 2026

**Presenter:**  
**Patrick Antle, C.E.T.**  
Engineering Technologist

**ATTACHMENTS:** Map of Location, Site Photos

## **PURPOSE:**

To have Council contemplate 2<sup>nd</sup> and 3<sup>rd</sup> readings to Bylaw 24/2026, to establish a posted speed limit of 30 km/h on Bow River Bottom Trail East

## **BACKGROUND/DISCUSSION:**

Administration was requested to undertake a review of Bow River Bottom Trail East to assess current roadway conditions and operating characteristics. The review focused on roadway classification, alignment, posted and advisory controls, and overall consistency with similar rural municipal roads.

Bow River Bottom Trail East is a municipal road classified as a rural collector. The roadway includes several horizontal curves with existing advisory speed signage. Administration conducted field observations and technical review along the section extending from Dunbow Road north to the river flats where the roadway turns west.

As part of this review, staff undertook ball-bank indicator testing in both travel directions for all curves within the reviewed segment. The results of this testing, combined with observed roadway geometry and roadside conditions, indicate that a lower operating speed would better align with the roadway's physical characteristics and advisory signage currently in place.

Based on these findings, Administration recommends establishment of a posted speed limit that reflects the existing alignment and advisory conditions, supported by appropriate regulatory and warning signage.

# COUNCIL ADMINISTRATIVE REPORT

Department: Public Works

TITLE: Bow River Bottom Trail East Review



## **RECOMMENDED OPERATING CONDITIONS:**

- Implement a posted speed limit of 30 km/h along Bow River Bottom Trail East.
- Install standard regulatory speed limit signage at appropriate locations.
- Install additional warning signage where warranted to reinforce driver awareness of roadway conditions.

These measures are intended to clearly communicate appropriate operating conditions to drivers and improve consistency with existing advisory signage.

## **FINANCIAL IMPLICATIONS:**

Costs associated with the recommended approach are limited to traffic control devices only.

- Speed limit and warning signage:
  - Estimated \$250 per sign location, including post installation.
- Delineator posts (if directed by Council):
  - Estimated \$75 per unit.

Final costs will depend on Council direction regarding the number and type of signs installed.

## **SUGGESTED MOTIONS FOR CONSIDERATION:**

1. That Council gives second and third reading to Bylaw 24/2026 to establish a posted speed limit of 30 km/h on Bow River Bottom Trail East and authorizes Administration to install associated regulatory and warning signage as well as delineators as required.
2. That Council acknowledges the request for a reduced speed limit on Bow River Bottom Trail East.

# COUNCIL ADMINISTRATIVE REPORT

Department: Public Works

TITLE: Bow River Bottom Trail East Review



Figure 1 – Map of Area

# COUNCIL ADMINISTRATIVE REPORT

Department: Public Works

TITLE: Bow River Bottom Trail East Review



**Figure 2 - Site Photo – Looking Northwest**



**Figure 3 - Site Photo – Looking Southeast**

# COUNCIL ADMINISTRATIVE REPORT

Department: Public Works

TITLE: Bow River Bottom Trail East Review



Figure 4 - Site Photo – Looking Northwest



Figure 5 - Site Photo – Looking Northwest



**Figure 6 - Type of Sign (WA-49) (Drop off)**



**Figure 7 – Type of Sign (WA-100) (Sharp Shoulders)**

**BYLAW 24/2026**

**BEING A BYLAW OF FOOTHILLS COUNTY IN THE PROVINCE OF ALBERTA TO  
AUTHORIZE THE ERECTION OF TRAFFIC CONTROL SIGNS AND  
TO AUTHORIZE THE IMPOSITION OF A SPEED ZONE**

**WHEREAS** the Council of Foothills County in the Province of Alberta deems it expedient to impose a speed limit on a portion of a Municipal Roadway.

**AND WHEREAS** pursuant to the provisions of the Traffic Safety Act, being Chapter T-6, R.S.A 2000, and amendment thereto, the Council of Foothills County in the Province of Alberta, enacts as follows:

1. That Council authorize a 30 km/h zone on Bow River Bottom Trail East and installation of the corresponding 30 km/h speed limit signage (RB-1(30)).
2. This Bylaw shall have effect on the date of its third reading and upon being signed.

FIRST READING: May 20, 2026

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

SECOND READING:

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

THIRD READING:

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

PASSED IN OPEN COUNCIL assembled at the Town of High River in the Province of Alberta this \_\_\_\_ day of \_\_\_\_\_, 2026.

# COUNCIL ADMINISTRATIVE REPORT

Department: Public Works and Engineering



**TITLE:** Stop Sign Removal - 314 Ave & 32 St - Bylaw 29/2026

**Author:**  
**Kallum Umscheid, T.T**  
Engineering Technologist

**DATE:**  
**June 10, 2026**

**Presenter:**  
**Patrick Antle, C.E.T**  
Engineering Technologist

**ATTACHMENTS:** Map, Location, Bylaw

## **PURPOSE:**

To have Council provide second and third reading to Bylaw 29/2026 to rescind Bylaw 16/2023 for the installation of stop signs at the intersection of 314 Ave E and 32 St E for northbound and southbound traffic, while maintaining the stop sign for westbound traffic.

## **BACKGROUND:**

The following motion was made at the May 27, 2026 Council meeting:

Bylaw 29/2026 was introduced into the meeting to rescind Bylaw 16/2023, being a bylaw for the authorization of the installation of STOP signs (RA-1) at the intersection of 314 Avenue East and 32 Street East (northbound and southbound traffic).

## **FINANCIAL:**

No cost to remove the signs. Signs and posts can be repurposed elsewhere in Foothills County.

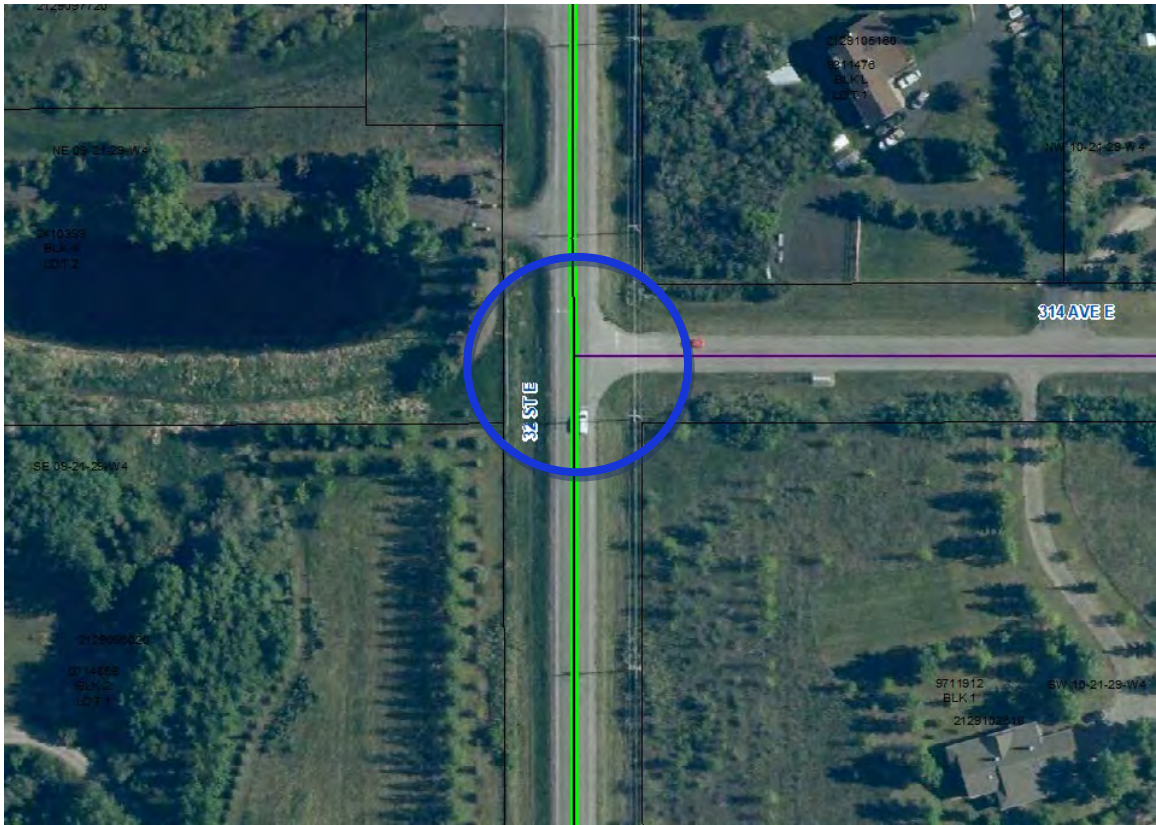
## **RECOMMENDATION:**

That Council provide second and third reading to Bylaw 29/2026 to rescind Bylaw 16/2023

## **APPENDIX:**

Appendix A: - Photographs of Location  
Appendix B – Bylaw 29/2026

**Fig. 1 – Location of current 3-way STOP**



**Fig 2. South of the Intersection looking North (Proposed STOP Sign to be removed)**




**Fig 3. East of intersection looking West (Sign to remain)**



**Fig 4. North of the intersection looking South (Proposed STOP Sign to be removed)**





<b>DEPARTMENT: Public Works</b>	
	<b>TOPIC: 690 Ave E &amp; 232 St E Corridor Review</b>
<b>REPORT PRESENTED BY: Wiaan Kruger, Director of Public Works</b> <b>Mike Gallant, Public Works Advisor</b> <b>Iain McLean, Acting Manager of Operations</b>	

**PURPOSE OF REQUEST**

To present the findings of the 690 Avenue / 232 Street E Corridor Review and seek Council direction on how Administration should proceed with advancing potential road improvements.

This report responds to Council direction under Resolution 849, which required Administration to develop plan options for improvements to this corridor.

**BACKGROUND**

The 690 Avenue / 232 Street E corridor serves an important function supporting heavy haul activity in the feedlot area. The County has ongoing concerns related to road condition, dust, structural capacity, and long-term maintenance requirements.

A desktop engineering review (MPE, February 2026) assessed the corridor and identified key considerations including utilities, drainage, right-of-way constraints, and constructability.

Building on that work, Administration reorganized the corridor into seven implementation segments to evaluate priorities, constructability, and dependencies.

The seven-segment approach separates the core east-west route (690 Avenue) from the north and south connector roads, allowing Administration to identify which portions of the corridor are realistic near-term candidates for improvement and which are dependent on external coordination.

Administration has structured the corridor into manageable segments to allow for phased implementation based on priority, cost, and feasibility.

While Segment 2 represents the highest technical priority, Segment 1 is identified as a practical and achievable early candidate due to fewer constraints and moderate readiness.

Advancing Segment 1 would allow the County to:

- confirm design standards for heavy-haul roads
- complete field and design work
- better understand construction costs
- position the project for delivery through internal construction crews

Administration notes that advancing any segment to construction readiness will potentially require additional engineering, utility review, Environmental approvals, Historical Resource approvals and budget planning.

At this stage, the report is intended to provide Council with a clear understanding of the corridor and establish direction for the next phase of work.

## **PROPOSED MOTIONS**

Option 1 – Receive for Information

That Council accept the 690 Avenue / 232 Street E Corridor Review report as information.

Option 2 – Advance Segment 1

That Council direct Administration to proceed with advancing Segment 1 (690 Avenue from 232 Street E to 264 Street E) to construction readiness, including detailed design, field review, and cost estimating, with the intent of completing the work through County construction crews in 2027.

## **APPENDICES**

Appendix A: 690 Ave E & 232 Str E Corridor Review Memo

Appendix B: 2026 02 06 TECHNICAL MEMORANDUM (MPE)



## MEMORANDUM

### *690 Avenue / 232 Street E Corridor Review – Internal Memo*

#### **1.0 Purpose**

This memorandum reorganizes the 690 Avenue / 232 Street E corridor review into seven implementation segments so Foothills County can assess priority, readiness, utility constraints, drainage considerations, right-of-way requirements, and partner coordination on a segment-by-segment basis.

The intent is to provide an internal working document for Administration. It is meant to help determine which segment should be advanced first and what information is still needed before the County can settle on its preferred construction approach and prepare its own estimate.

#### **2.0 Background**

Foothills County has ongoing concerns regarding 690 Avenue and the connecting north-south roads serving the feedlot area, including dust generation, structural adequacy for haul traffic, and the long-term maintenance burden of any upgrade that is completed.

The February 2026 MPE memorandum provides the foundational desktop review for this corridor, including utility constraints, right-of-way mapping, and preliminary segmentation. This memo builds on that work by reorganizing the corridor into implementation segments aligned with the County's preferred staged delivery approach and internal planning needs.

#### **3.0 Proposed Seven-Segment Approach**

For internal planning purposes, the corridor is organized into the following Seven implementation segments:

- Segment 1 – 690 Avenue from 232 Street E to 264 Street E (approx. 2 miles)
- Segment 2 – 690 Avenue from 264 Street E to 296 Street E (approx. 2 miles)

- Segment 3 – 232 Street E north of 690 Avenue (approx. 1 mile)
- Segment 4 – 232 Street E south of 690 Avenue to the Willow Creek boundary (approx. 1 mile)
- Segment 5 – 264 Street E south of 690 Avenue to the Willow Creek boundary (approx. 1 mile)
- Segment 6 – 296 Street E south of 690 Avenue to the Willow Creek boundary (approx. 1 mile)
- Segment 7 – 264 St E from 690 Ave E to 658 Ave E (approx. 2 miles)

This seven-segment structure reflects the way the County wants to review the corridor internally. It separates the east-west route from the three southbound connections and makes it easier to identify which pieces are realistic near-term priorities and which pieces depend on outside collaboration or may not be feasible.

**Original MPE Corridor Segment Extents (Reference)**



Figure 1. Original MPE corridor segment extent map used here as a reference for the seven implementation segments. The ACP option labels from the original exhibit are shown for context only.

Source: adapted from MPE Technical Memorandum #1, Appendix B, February 5, 2026.

## 4.0 Corridor-Wide Findings and Considerations

### 4.1 Utilities

The MPE desktop review identified known utility crossings and adjacent utility corridors within the project area, including gas lines, Telus trench lines, and overhead power. It also noted the possibility of unknown shallow utilities and confirmed that locates and hydrovac exposing would still be required before construction.

At a corridor level, the key takeaway is that utilities need to be reviewed early for every segment. The County does not need to move utilities everywhere at once, but it does need enough information to understand which segments have manageable conflicts and which segments may be delayed or complicated by utility issues.

### 4.2 Right-of-Way, Drainage, and Backsloping

MPE's cadastral review identified corridor right-of-way widths that are generally either 30.48 m or 20.12 m. That information remains useful, but the County is not assuming that every narrower segment automatically requires widening to a 30 m corridor.

There are practical ways to build an improved heavy-duty road within a 20 m road allowance. The real questions are whether the desired cross section can be accommodated, whether utilities create restrictions, whether ditching and drainage can function properly, and whether any tie-ins or backsloping create localized land concerns.

### 4.3 Cross-Boundary Considerations

Segments 4, 5, and 6 each extend only approximately one mile south of 690 Avenue before reaching the Willow Creek boundary. That creates an important strategic issue: the County can only improve its own portion of the route.

If any southbound segment is intended to support a broader haul connection toward Highway 533, Administration will need to understand whether Willow Creek would support hauling or upgrades on its side of the boundary and how the Town of Nanton may view any resulting traffic implications to the west.

### 4.4 Information Gaps

The work completed to date remains a desktop exercise. Detailed survey, geotechnical investigation, drainage review, design development, utility confirmation, and segment-specific construction planning have not yet been completed.

As a result, this memo should be read as an internal planning document that identifies what is known today and what still needs to be resolved before the County can finalize a road section and prepare its own construction estimate.

### 4.5 Corridor Snapshot

Table 1 summarizes the seven proposed segments at a high level using the desktop information available to date and the County direction provided during internal review.

Segment	Length	Function	Key issues	Internal note
1	2 mi	690 Ave west	Utilities still need review; likely manageable corridor fit	First priority candidate
2	2 mi	690 Ave east	Weakest east-west segment; utilities, drainage, and corridor fit to confirm	Second priority candidate
3	1 mi	232 St E north	Short connector segment; moderate complexity	Third priority candidate

4	1 mi	232 St E south to Willow Creek boundary	Cross-boundary dependency with Willow Creek / Nanton	Only proceed with collaboration
5	1 mi	264 St E south to Willow Creek boundary	Wetlands and cost of new road construction	Not feasible at this time
6	1 mi	296 St E south to Willow Creek boundary	Cross-boundary dependency; utilities / drainage still need review	Future consideration only
7	2 mi	264 St E from 690 Ave E to 658 Ave E	BF6548, Water Body, Vulcan County	Potential alternate haul route option for further investigation

## 5.0 Segment Profiles

### 5.1 Segment 1 – 690 Avenue (232 Street E to 264 Street E)

**Length.** Approx. 2 miles.

**Role in corridor.** This segment forms part of the primary east-west haul route serving the feedlot area.

**Existing / known conditions.** MPE screened this western 690 Avenue segment as being in better condition than the eastern section. It appears to be a stronger candidate for strengthening and targeted reconstruction rather than full corridor rebuild, subject to field confirmation.

**ROW / utility / drainage considerations.** Based on the desktop review, this segment appears to have fewer land-related constraints than the eastern 690 Avenue segment. Utility crossings are still present and ditching, drainage, and tie-in requirements still need to be confirmed.

**Preliminary County direction.** Treat this as a likely heavy rehabilitation / strengthening segment with localized reconstruction as needed, a durable base structure, and a dust-free wearing surface once the preferred section is confirmed.

**Work required before the County can budget construction.** Confirm existing road width and geometry, review ditching and culverts, verify utility conflicts, confirm whether the target cross section fits within the available corridor, and complete field and geotechnical review.

**Preliminary readiness.** Moderate to high. This appears to be one of the more manageable early segments once the final section is selected.

## 690 AVENUE

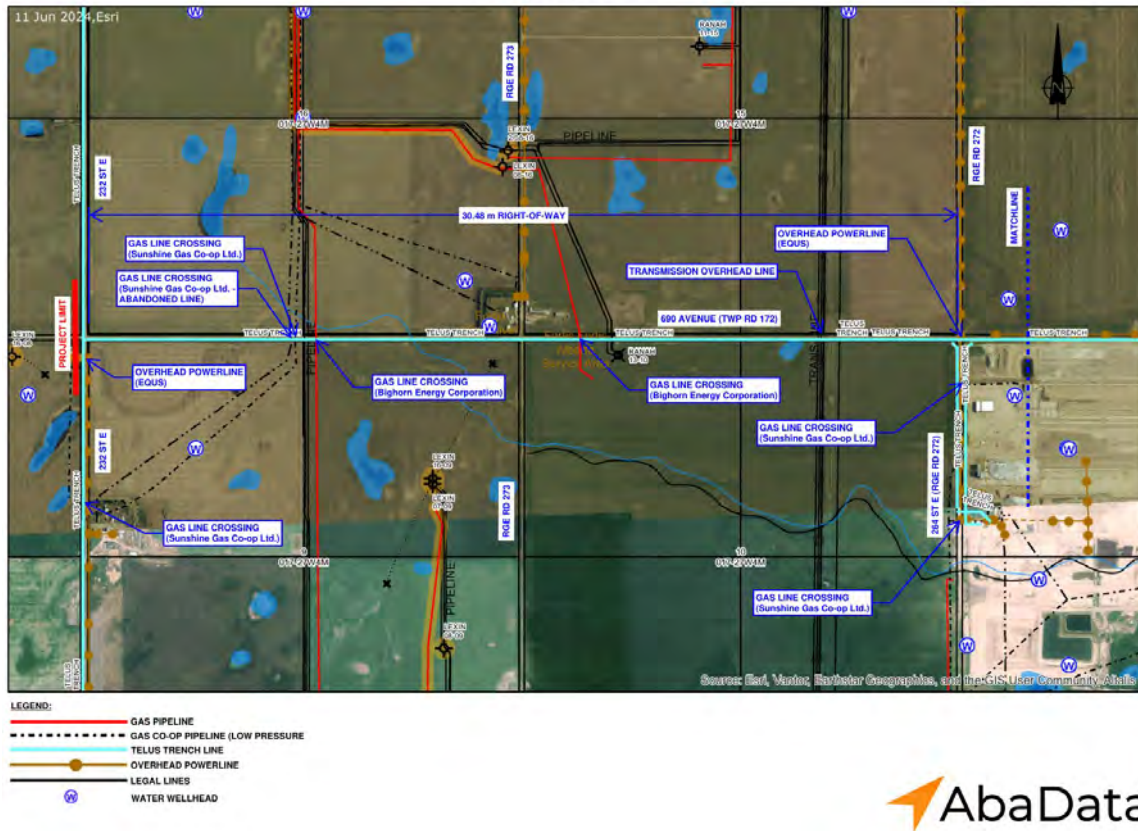


Figure 2. AbaData legal and utility mapping for the western 690 Avenue corridor, generally corresponding to Segment 1.

Source: reproduced from MPE Technical Memorandum #1, Appendix A, February 5, 2026.

### 5.2 Segment 2 – 690 Avenue (264 Street E to 296 Street E)

**Length.** Approx. 2 miles.

**Role in corridor.** This segment completes the main east-west route past the feedlot and is the most important first construction candidate based on internal review.

**Existing / known conditions.** MPE identified this eastern 690 Avenue section as the poorer part of the corridor. Based on the desktop work and County experience, this segment is the logical first place to focus because it likely needs the most substantial structural work on the core route.

**ROW / utility / drainage considerations.** This segment is within a narrower right-of-way area identified by MPE, but that does not automatically make it unworkable. The main issues to resolve are the desired cross section, utilities, drainage, ditch geometry, and whether localized land or backsloping will be needed at specific points.

**Preliminary County direction.** Treat this as the first-priority reconstruction segment. The County should use this section to determine the preferred heavy-duty road structure and dust-free surface approach for the overall program.

**Work required before the County can budget construction.** Confirm legal corridor width, review ditching and culverts, complete utility conflict review, determine the target cross section and road structure, identify any localized land requirements, and complete field and geotechnical review.

**Preliminary readiness.** Moderate. This segment is complex, but it is still the most important early step because it is part of the core east-west haul route and appears to be the weakest section.

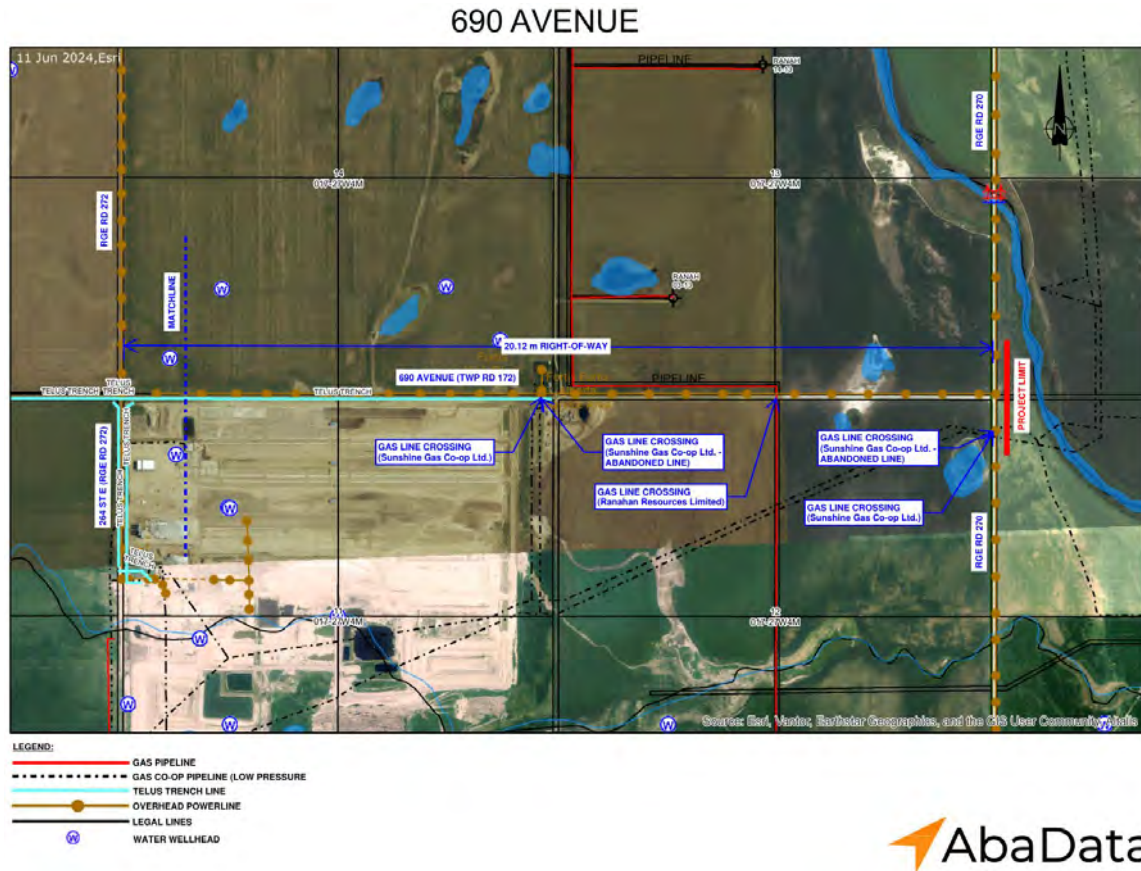


Figure 3. AbaData legal and utility mapping for the eastern 690 Avenue corridor, generally corresponding to Segment 2.

Source: reproduced from MPE Technical Memorandum #1, Appendix A, February 5, 2026.

### 5.3 Segment 3 – 232 Street E north of 690 Avenue

**Length.** Approx. 1 mile.

**Role in corridor.** This segment provides the north connection into the 690 Avenue corridor.

**Existing / known conditions.** MPE treated this as an added connector beyond the main 690 Avenue work. It appears to be a shorter and more straightforward segment than the major east-west work, but it still requires confirmation of width, drainage, and utility conditions.

**ROW / utility / drainage considerations.** The desktop review suggests fewer overall corridor constraints than the more complicated southern connections. Utility and drainage checks are still required, especially near the 690 Avenue tie-in.

**Preliminary County direction.** Treat this as a secondary connector segment to be advanced after the east-west priorities are better defined.

**Work required before the County can budget construction.** Confirm intersection requirements at 690 Avenue, determine the required finished width and ditching, verify utility conflicts, and complete field and geotechnical review so the County can scope the work accurately.

**Preliminary readiness.** Moderate to high. This is a realistic follow-on segment once the County has confirmed the preferred road section on the main corridor.

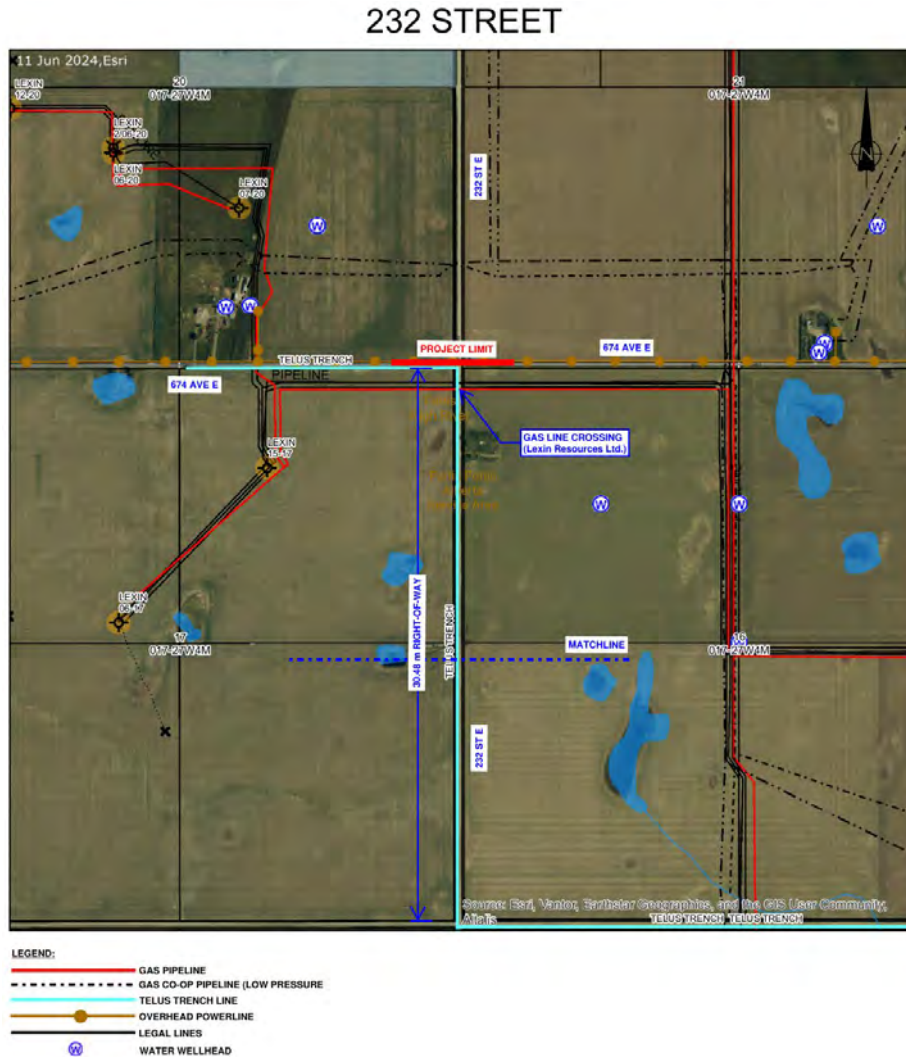


Figure 4. AbaData legal and utility mapping for 232 Street E north of 690 Avenue, generally corresponding to Segment 3.

Source: reproduced from MPE Technical Memorandum #1, Appendix A, February 5, 2026.

**5.4 Segment 4 – 232 Street E south of 690 Avenue to the Willow Creek boundary**

**Length.** Approx. 1 mile.

**Role in corridor.** This segment provides a southbound connection from 690 Avenue to the County boundary.

**Existing / known conditions.** This segment is now being treated as only the County portion south to the Willow Creek boundary rather than a longer connection all the way to Highway 533. That makes the physical segment shorter, but it introduces a significant strategic question about what happens beyond the County boundary.

**ROW / utility / drainage considerations.** Utilities, drainage, and corridor fit still need review along the County portion. More importantly, any broader haul use beyond this point depends on whether Willow Creek supports that connection and whether downstream effects toward Highway 533 and Nanton are acceptable.

**Preliminary County direction.** Do not advance this segment as a stand-alone haul route improvement unless there is collaboration with Willow Creek and a clear understanding of how the route would function beyond the boundary.

**Work required before the County can budget construction.** Confirm the County-side physical requirements first, then determine whether partner discussions with Willow Creek and Nanton support any further advancement.

**Preliminary readiness.** Low to moderate. Physically it is only a short segment, but strategically it depends on outside parties.

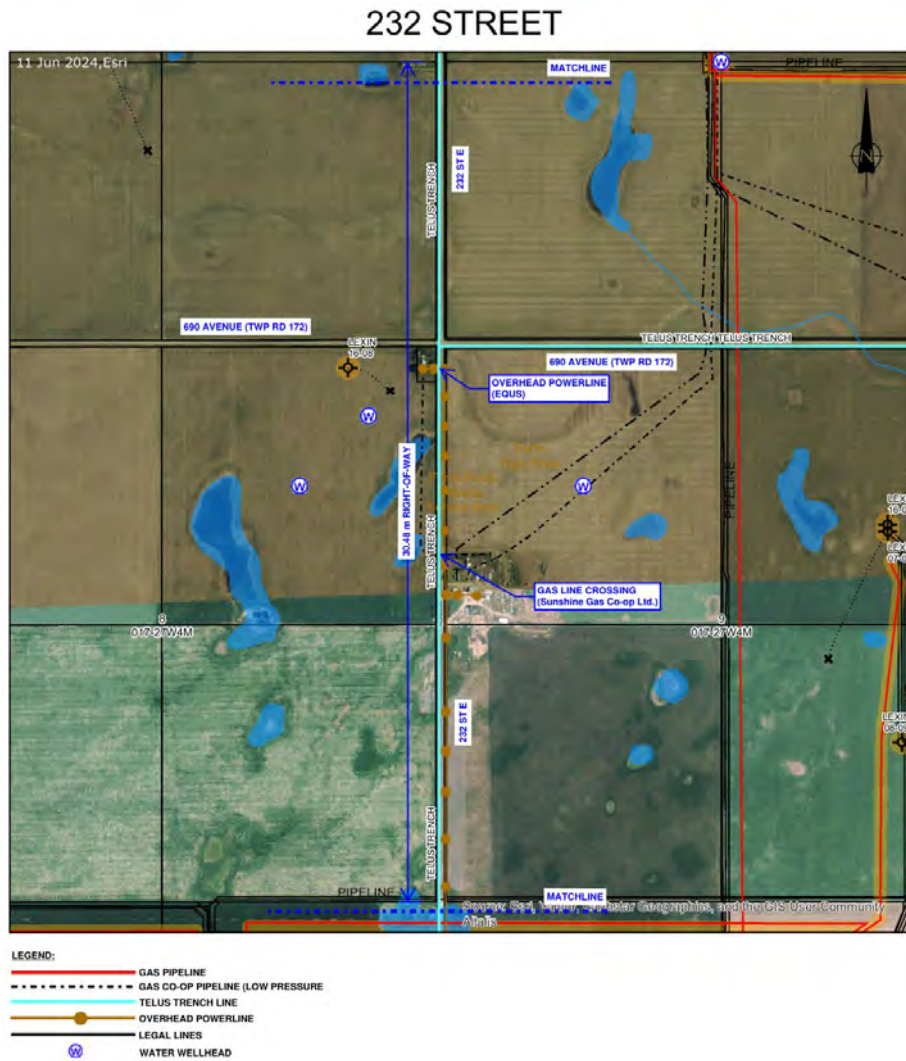


Figure 5. AbaData legal and utility mapping for 232 Street E south of 690 Avenue, generally corresponding to the County portion of Segment 4.

Source: reproduced from MPE Technical Memorandum #1, Appendix A, February 5, 2026.

### 5.5 Segment 5 – 264 Street E south of 690 Avenue to the Willow Creek boundary

**Length.** Approx. 1 mile.

**Role in corridor.** This segment would provide a southbound connection from 690 Avenue on 264 Street E.

**Existing / known conditions.** Based on internal review, this segment is not considered feasible at this time because of the cost and complexity associated with constructing a new road over wetlands.

**ROW / utility / drainage considerations.** Even though this is a short segment, the wetlands issue makes it fundamentally different from the other corridor pieces. Utility and drainage review would still be needed if it were ever reconsidered, but the primary issue is overall feasibility.

**Preliminary County direction.** No further advancement is recommended at this time. This segment should be identified as not feasible under the current corridor approach.

**Work required before the County can budget construction.** Retain the mapping and desktop information on file, but do not carry this segment forward for County budgeting or further development unless corridor strategy changes significantly.

**Preliminary readiness.** Not feasible at this time.



Figure 6. AbaData legal and utility mapping for 264 Street E south of 690 Avenue, corresponding to Segment 5.

Source: reproduced from MPE Technical Memorandum #1, Appendix A, February 5, 2026.

### 5.6 Segment 6 – 296 Street E south of 690 Avenue to the Willow Creek boundary

**Length.** Approx. 1 mile.

**Role in corridor.** This segment would provide a southbound connection from 690 Avenue on 296 Street E.

**Existing / known conditions.** Like Segment 4, this is now being treated as only the County portion to the Willow Creek boundary. It is therefore shorter than originally screened in the MPE work, but its value depends on what can occur beyond the boundary.

**ROW / utility / drainage considerations.** This segment still requires utility, drainage, and corridor-fit review. It also carries the same broader coordination question with Willow Creek and downstream traffic considerations toward Highway 533 and Nanton if the route is intended for hauling beyond the County boundary.

**Preliminary County direction.** Treat this as a future consideration only. It should not move ahead until the County has clarity on cross-boundary collaboration and on whether the route has a practical function beyond the boundary.

**Work required before the County can budget construction.** Confirm the County-side physical requirements and then decide whether there is enough strategic value to pursue partner discussions and further development.

**Preliminary readiness.** Low to moderate. The physical length is limited, but the strategic dependency is significant.

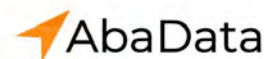
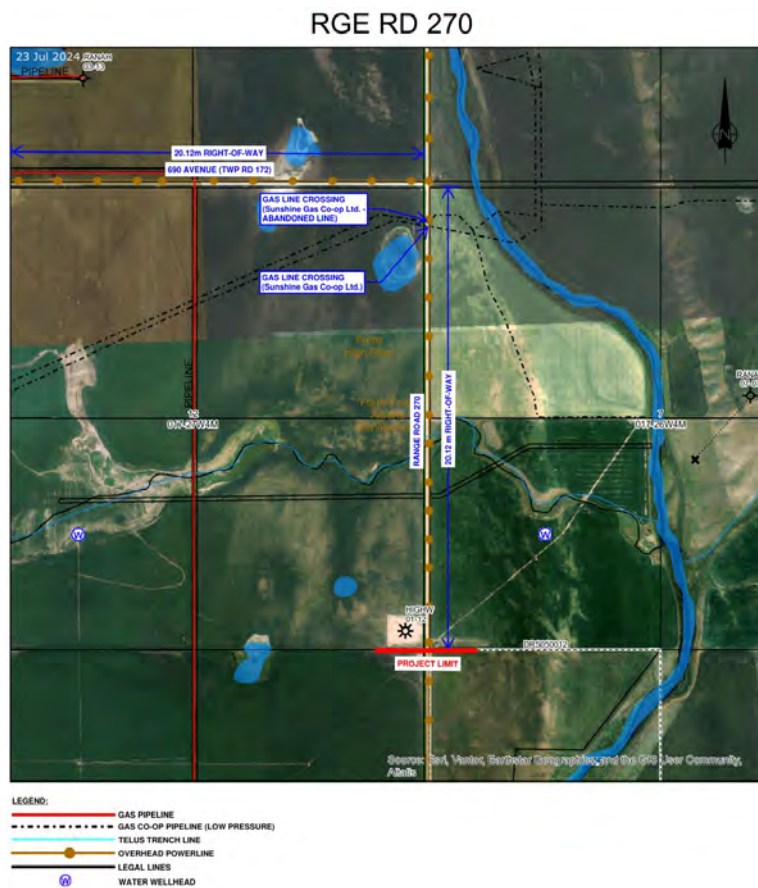


Figure 7. AbaData legal and utility mapping for 296 Street E south of 690 Avenue, corresponding to Segment 6.

Source: reproduced from MPE Technical Memorandum #1, Appendix A, February 5, 2026.

## 5.7 Segment 7 – 264 Street E Undeveloped Road Allowance to 658 Avenue E / Haul Route to Highway 804

### Length

Approx. 2 miles of undeveloped road allowance on 264 Street E from 690 Avenue E south to 658 Avenue E. From the intersection of 264 Street E and 658 Avenue E, the route would continue east along 658 Avenue E / Township Road 174 toward Highway 804. The distance from 264 Street E to Highway 804 is approximately 5 miles and should be confirmed through mapping.

### Role in Corridor

This segment was identified following meetings with Chinook Feeders representatives. Chinook Feeders indicated that constructing the undeveloped road allowance on 264 Street E from 690 Avenue E to 658 Avenue E could provide a preferred haul route option for their operation.

The main benefit of this option is that it may provide the shortest practical route to a paved highway while impacting fewer residents than other southbound options. Compared to the 232 Street E south route to Highway 533, this option appears to have fewer residences directly affected by haul traffic. There is understood to be one residence along 658 Avenue E that may be impacted, which could potentially be addressed through targeted dust control.

### Existing / Known Conditions

The 264 Street E portion between 690 Avenue E and 658 Avenue E is currently undeveloped road allowance and would require new road construction. Unlike the previous 264 Street E south option, this segment is being considered as a gravel road haul route connection rather than as a full upgraded road through a wetland area.

The route would rely on 658 Avenue E / Township Road 174 east toward Highway 804. Further review is required to confirm the condition, jurisdiction, and suitability of this east-west portion of the route.

### Known Utility / Constraint Notes

No detailed utility review has been completed for this new Segment 7 option. Utility information will need to be collected and reviewed as part of the next phase. This should include buried utilities, overhead power, gas lines, telecommunications, and any utility crossings along both the undeveloped 264 Street E road allowance and the 658 Avenue E / Township Road 174 haul route connection.

### Right-of-Way / Land Considerations

The key question is whether a practical gravel haul road can be constructed within the existing road allowance while properly accommodating drainage, ditching, road structure, and any required backsloping.

Further review is required to confirm:

- whether any landowner impacts exist;
- whether any environmental, historical or drainage constraints affect the road alignment;
- and whether construction can occur without requiring additional land.

### Bridge / Watercourse Considerations

A major consideration for this haul route is BF6548 on 658 Avenue E over the Little Bow River. Correspondence with the bridge inspector noted that the existing steel girder span bridge has allowable loading of 38 tonnes for a single truck, 44 tonnes for a semi truck, and 61 tonnes for a truck/train configuration. When compared to legal loading in

Alberta of 28 tonnes for a single truck, 49 tonnes for a semi truck, and 63.5 tonnes for a truck/train configuration, the bridge is close to legal loading for some configurations but is below legal loading for semi truck traffic.

The bridge inspector also noted that a previous Level 2 inspection identified cracks in the welds between the web of the steel girders and the supporting diaphragms. It is not currently known whether those cracks reduce the allowable loading of the bridge. A load rating assessment would likely be required to confirm whether the cracks affect bridge capacity and whether repairs could restore or maintain the required loading.

A very preliminary bridge replacement estimate provided through the bridge inspector was approximately \$2.5 million to \$2.7 million, including engineering, based on historical bridge cost information and assuming a similar bridge footprint of approximately 185 m<sup>2</sup>. Further review is required to confirm whether repair, rehabilitation, or replacement would be required if this route is pursued.

Another potential issue is the water body on Township Road 174 / 658 Avenue E on the Vulcan County side, east of the Brant Hutterite Colony. This will need to be investigated in collaboration with Vulcan County and the bridge inspector to determine whether the full route to Highway 804 is feasible.

### **Intermunicipal / External Coordination Considerations**

This route cannot be reviewed only from the County's perspective. The County would need to confirm whether the full haul route is acceptable beyond the County's portion of the road network. Coordination may be required with:

- Chinook Feeders;
- Vulcan County;
- the bridge inspector;
- potentially Alberta Transportation, depending on Highway 804 access and haul impacts;
- and affected residents along 658 Avenue E / Township Road 174.

Before this segment is advanced, the County should confirm whether the connecting road network east to Highway 804 can accommodate the proposed haul traffic and whether any improvements, approvals, or agreements would be required outside the County's direct jurisdiction.

### **Preliminary County Upgrade Direction**

This segment should be reviewed as a potential new gravel haul route option. The County's portion would likely involve construction of approximately 2 miles of new gravel road within the undeveloped 264 Street E road allowance, subject to confirmation of right-of-way, drainage, utility, environmental, and geotechnical conditions.

This option may be attractive because it could provide a shorter and less residentially disruptive route to a paved highway. However, the feasibility of the route depends heavily on the condition and capacity of BF6548, the condition and jurisdiction of 658 Avenue E / Township Road 174 east to Highway 804, and the water body constraint on the Vulcan County side.

### **Engineering Required to Make Shovel-Ready**

The following work would be required before this segment could be considered for budgeting or construction:

- complete a field review of the undeveloped road allowance;
- complete a desktop and field review of drainage, wetlands, historical resources and watercourse constraints;

- collect utility information and complete a utility conflict review;
- confirm the required road cross section and road structure for a gravel haul route;
- review BF6548, including whether a load rating assessment is required;
- confirm whether bridge repair, rehabilitation, or replacement would be needed;
- review the water body on Township Road 174 / 658 Avenue E on the Vulcan County side;
- coordinate with Vulcan County regarding the feasibility of the full route to Highway 804;
- confirm whether Highway 804 access and haul route impacts are acceptable;
- identify any required environmental approvals;
- and prepare a preliminary cost estimate for the County's portion of work.

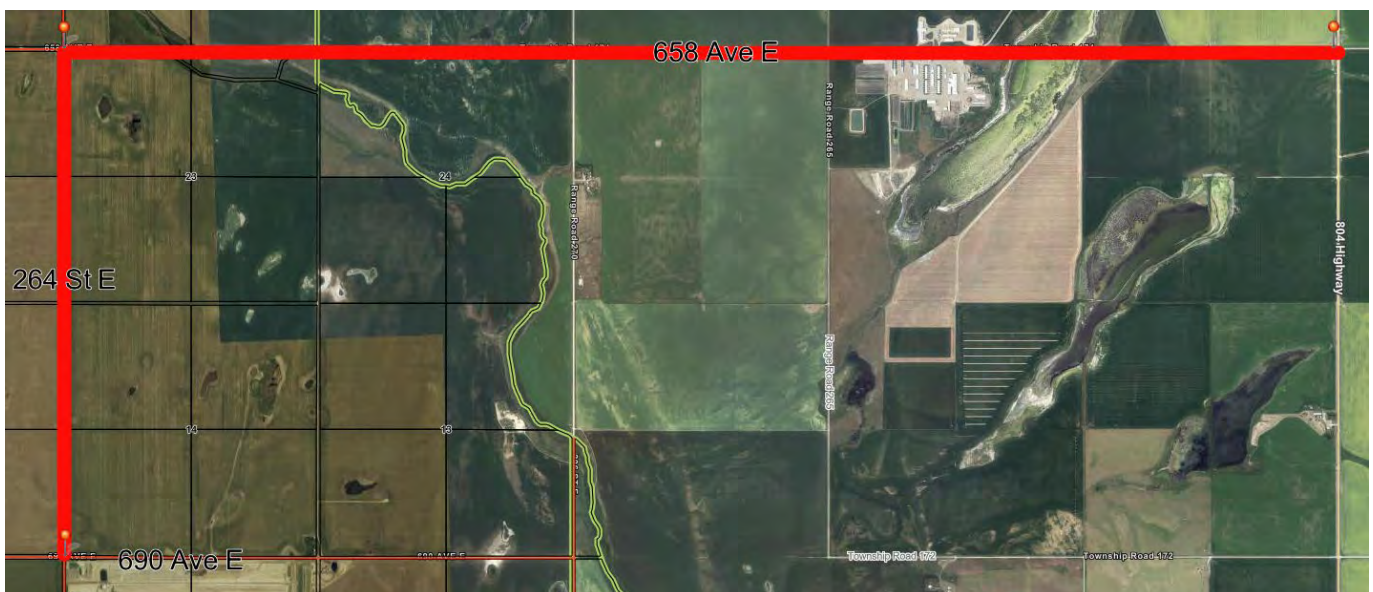
### Preliminary Readiness

Low to moderate. This segment may have strong operational benefits and may impact fewer residents than the 232 Street E south route, but it is a new route option and has not yet had the same level of desktop review as the other segments. The undeveloped road allowance, bridge capacity, watercourse constraints, utility information, and intermunicipal considerations all need further review.

### Recommended Next Action

Segment 7 should be carried forward as a potential alternate haul route option for further investigation. The next step should be a focused feasibility review that confirms the undeveloped road allowance, drainage and environmental constraints, utility conflicts, BF6548 bridge requirements, the water body constraint on Township Road 174 / 658 Avenue E, and the acceptability of the route through to Highway 804.

This segment should not be advanced to construction planning until the bridge and intermunicipal route feasibility questions are answered.



## 6.0 Corridor-Wide Enabling Work and Key Technical Decisions

Before the County can prepare its own segment-level construction estimates, the following corridor-wide items should be addressed:

- Confirm the desired road cross section, including target finished width, shoulder / edge support approach, ditch configuration, and how the County wants to work within narrower road allowances.
- Determine the preferred road structure and dust-free surface approach for heavy-haul use so that all segment reviews are based on the same design intent.
- Review utilities across all segments at a screening level so Administration understands which conflicts are manageable, which require early coordination, and which may affect timing or constructability.
- Review drainage, ditching, culverts, and low areas to confirm that the preferred section can be accommodated without creating long-term maintenance problems.
- Complete field review and geotechnical screening on the priority segments so the County can move from desktop discussion to practical construction planning.
- For the southbound segments, confirm whether there is any realistic path for collaboration with Willow Creek and whether hauling toward Highway 533 and Nanton is a practical long-term strategy.

**Key point.** The most important technical decision at this stage is the County's desired road cross section and road structure. Until that is determined, segment-level County construction estimates will remain preliminary.

## 7.0 Preliminary Sequencing for Discussion

Based on the current internal direction, the following sequence is recommended for discussion:

- Segment 2 first – This appears to be the weakest and most important part of the core east-west haul corridor and should be used to establish the County's preferred heavy-duty section.
- Segment 1 second – Once the County has direction on the main reconstruction segment and preferred section, Segment 1 becomes the next logical east-west priority.
- Segment 3 third – This is a shorter north connector that can follow after the main east-west priorities are better defined.
- Segment 4 only if there is collaboration – The County-side physical work is only part of the issue; advancement only makes sense if there is support from other parties beyond the boundary.
- Segment 6 as future consideration only – Similar to Segment 4, this segment depends on cross-boundary value and should not be treated as a near-term priority.
- Segment 5 not recommended – This segment is not feasible at this time because of wetlands-related road construction cost and complexity.

## 8.0 Recommended Next Steps

- Confirm that the County wishes to retain the seven-segment structure set out in this memorandum.

- Confirm the preferred heavy-duty road cross section and road structure for the east-west corridor.
- Advance corridor-wide review of utilities, drainage, and right-of-way fit for the priority segments.
- Undertake field and geotechnical review on Segments 2 and 1 first, followed by Segment 3.
- For the southbound segments, determine whether partner discussions with Willow Creek and Nanton should occur before any additional County effort is spent.

## 9.0 Conclusion

The earlier MPE work remains useful, but this corridor is easier to manage internally as seven separate implementation segments rather than as bundled options. That structure better reflects how the County needs to think about priority, constructability, and next steps.

At this stage, Segment 2 should be treated as the first priority, followed by Segment 1 and then Segment 3. Segment 4 and Segment 6 both require cross-boundary collaboration before advancement would make sense, and Segment 5 is not considered feasible at this time due to wetlands-related construction cost and complexity.

This memorandum is intended to give Administration a clear internal framework for moving the corridor discussion forward and identifying what technical decisions still need to be made before County budgets and construction planning can be finalized.

## 10.0 References

- MPE Engineering Ltd. – Technical Memorandum #1, *690 Ave Rehabilitation*, dated February 5, 2026
- AbaData legal and utility mapping (as reproduced in MPE Technical Memorandum #1, Appendix A)

## TECHNICAL MEMORANDUM #1 690 Ave Rehabilitation

**To: Mike Gallant**

**From: Kelvin Mitchell**

**cc:**

**Re: 690 Ave Rehabilitation**

**Date: February 5, 2026**

**File: 2210.073**

**Pages: 1-4 (Appendices Not Incl.)**

**Email: Mike.Gallant@FoothillsCountyAB.ca**

Rev. No.	Date	Revision Description	Prepared By	Reviewed By
0		Draft	KSM	

### 1.0 PURPOSE & SCOPE

MPE, a division of Englobe, has been retained by Foothills County (County) to complete a feasibility desktop study-level assessment on road construction of 690 Ave/ Twp Rd 172 to support the current and future development of the corridor. The study focuses on the options and scope of adjacent roads to be constructed to adhere to the Asphalt Road Structure in the County’s standards.

The purpose of this feasibility memo is to support the County in strategic planning to develop 690 Ave/ Twp Rd 172 between 232 Street/ Rge Rd 274 and 269 Street/ Rge Rd 270. The assessment of developing 690 Ave/ Twp Rd 172 from gravel surface to adhere to the County’s Industrial Road standard will identify existing shallow and deep utility conflicts, right-of-way constraints, and construction staging opportunities.

All concepts consideration has been in general conformance with following reference documents:

- Alberta Transportation and Economic Corridors, Highway Geometric Design Guide
- Foothills County Road Construction Standard

This memorandum summarizes the findings and is intended to inform Foothills County decision-marking prior to advancing the project to preliminary design.

## **1.0 EXISTING UTILITIES – PUBLICLY AVAILABLE INFORMATION & CONFLICT RISKS**

Legal ROW and utilities data (AbaData) has been reviewed and is presented on the Legal & Utilities Drawings in Appendix A. Consideration must be given to known utilities, unknown utilities, and bridge files located within the project area. We have analyzed the available information, and the following sections summarize our comments regarding these known utilities, unknown utilities, and bridge files.

- 1.1** Known utilities: Information has been gathered from AbaData and displayed in Appendix A. Sunshine Gas Co-op Ltd. and Bighoen Energy Corporation utilities cross 690 ave approximately 0.5 mile east of 232 St. E. Ranahan Resources Limited utilities cross 690 ave approximately 1.25 miles east of 232 St. E., as well as approximately 0.5 miles west of 296 St. E. Ranahan's utility runs eastbound along the north side of 690 ave for approximately 0.5 miles from the east side of the feed lot. There are Telus utilities in various locations of potential conflict. There are overhead power lines adjacent to 690 ave, portions of 232 St. E, and 296 St. E. There are Sunshine Gas Co-op crossings on 232 St. E. approximately 0.4 miles south of 690 ave and on 296 St. E. approximately 0.2 miles south of 690 ave. There is a Lexin gas crossing at the north project limit of 232 St. E. Three more gas line crossings exist along 232 St. E. heading towards HWY 533.
- 1.2** Unknown utilities: There is a realistic possibility of encountering unknown shallow utilities such as, Enmax, Atco, Shaw, and Telus. Utility locates and hydrovac exposing will be required prior to the start of work.
- 1.3** Bridge files: There is a bridge file (BF 918) located approximately 0.47 miles north of 690 Ave on 296 St. E a bridge file (BF 8472) located approximately 3 miles south of 690 Ave on 296 St. E. Based on the proposed project limits, there are no bridge file concerns.

## **2.0 LEGAL CADASTRAL & EXISTING RIGHTS-OF-WAY (ROW)**

In reviewing the property line and ROW information, it was noted that the ROW width within the project area is either 30.48 m or 20.12 m. The ROW is 30.48 m throughout the project except along 690 Avenue from 264 St. E. / RGE RD 272 to 296 St. E. / RGE RD 270; southbound on 264 St. E. / RGE RD 272; southbound on 296 St. E. / RGE RD 270; and for 4 miles north on 232 St. E. from Highway 533. Refer to Appendix A: Legal & Utilities Drawings. The existing road widths appear to be approximately 8 m at all project locations except for the 2-mile segment of 690 Avenue between 232 St. E. and 264 St. E.

- 2.1** Conflicts occur in locations where the existing road width is approximately 8 m. The project segments with a 20.12 m ROW will need to be widened where the existing roadway narrows to 8 m. This includes the segment along 690 Avenue from 264 St. E. / RGE RD 272 to 296 St. E. / RGE RD 270, where additional width is required to accommodate road subgrade reconstruction. A 30 m ROW is necessary to support the construction of the industrial/commercial road structure, which consists of 250 mm of GBC, 130 mm of ACP, and a finished roadway width of 10.3 m.
- 2.2** The 20.12 m ROW between 264 St. E. and 296 St. E. will require additional land acquisition to expand the corridor to a 30 m ROW. This increase in width is necessary to accommodate the 10.3 m industrial road reconstruction upgrade.

### 3.0 UPGRADE OPTIONS & SCOPE OF WORK

Three work scope options have been prepared for review and discussion. Each option progressively increases the overall project extent and includes a two-mile roadway segment where subgrade reconstruction is recommended, with roadway preparation, granular base course (GBC), and asphalt concrete pavement (ACP) improvements proposed for the remaining segments. Option 1 addresses the most urgent and highest-priority needs, while each subsequent option expands the scope of work accordingly.

- 3.1 Option 1 consists of a 4-mile roadway segment along 690 Avenue, comprising 2 miles of rehabilitation and 2 miles of full reconstruction. A 2-mile portion of the corridor is currently in poor condition and requires complete reconstruction. The remaining 2 miles are in comparatively better condition; for this segment, we recommend base preparation, compaction, placement of new granular base course (GBC), and application of new asphalt concrete pavement (ACP).
- 3.2 Option 2 includes the roadway segments along 690 Avenue identified in Option 1, as well as 1-mile segments north and south of 690 Avenue on 232 St. E., and 1-mile segments south on 264 St. E. and 296 St. E. This option adds four additional 1-mile segments where base preparation, granular base course (GBC), and asphalt concrete pavement (ACP) are recommended as the repair strategy.
- 3.3 Option 3 includes the recommended repairs from Options 1 and 2, as well as an additional 4-mile segment south on 232 St. E. to Highway 533. This additional 4-mile segment is recommended to receive base preparation, granular base course (GBC), and asphalt concrete pavement (ACP) as the proposed repair strategy.

### 4.0 CLASS 5 (ORDER-OF-MAGNITUDE) COST ESTIMATES

The following ranges reflect the assumptions outlined above and are intended for preliminary screening purposes only. Final costs will vary based on the selected surfacing design. The estimated cost for road subgrade reconstruction, granular base course (GBC), and asphalt concrete pavement (ACP) is \$2,400,000 per mile. The estimated cost for GBC (with subgrade preparation) and ACP is \$1,600,000 per mile. Below are the estimated costs for each of the three (3) road rehabilitation options shown in Appendix B.

Option 1: \$8,000,000  
Option 2: \$14,400,000  
Option 3: \$20,800,000

#### 4.1 Key assumptions (screening)

- The cost estimate is based on the industrial/commercial structure shown in Schedule C of the Foothills County road construction standards (2024).
  - 130mm ACP.
  - 250mm GBC (incl. subgrade prep).
- An industrial/commercial road width of 10.3m was assumed.
- No allowance has been made for overhead or shallow utility locating or hydrovac.
- Any required land purchase costs were not considered.
- No allowance was made for environmental approvals or related coordination.
- No allowance has been made to manage unsuitable material.
- Engineering fees are not included.

## **5.0 GRANT & FUNDING OPPORTUNITIES (ALBERTA)**

There are four components within STIP:

- Local Road Bridge Program (LRB)
- Resource Road Program (RRP)
- Community Airport Program (CAP)
- Local Municipal Initiative (LMI)

Applications are due on November 30 for funding in the following year. As such, a STIP funding application is not practical given the anticipated 690 Avenue rehabilitation schedule in 2026, but it may be considered for future opportunities if the County chooses.

## **6.0 NEXT STEPS**

Meet with the County to discuss the following.

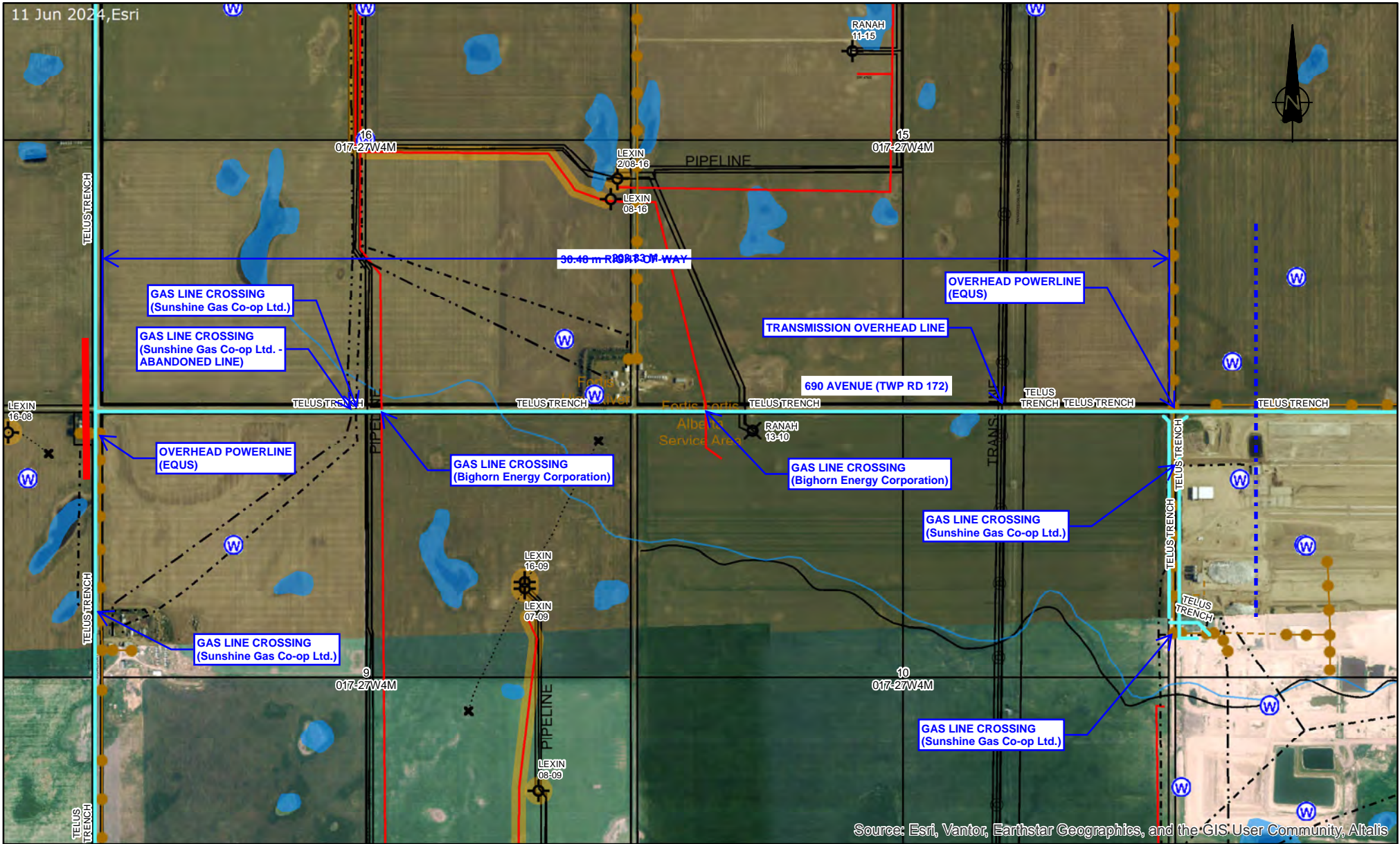
1. Review utilities conflicts.
2. Discuss road ROW's and additional land purchase.
3. Discuss road dimensions and structure preferences, and associated construction concerns.
4. Staging opportunities.

**APPENDIX A**

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Legal & Utilities Drawings

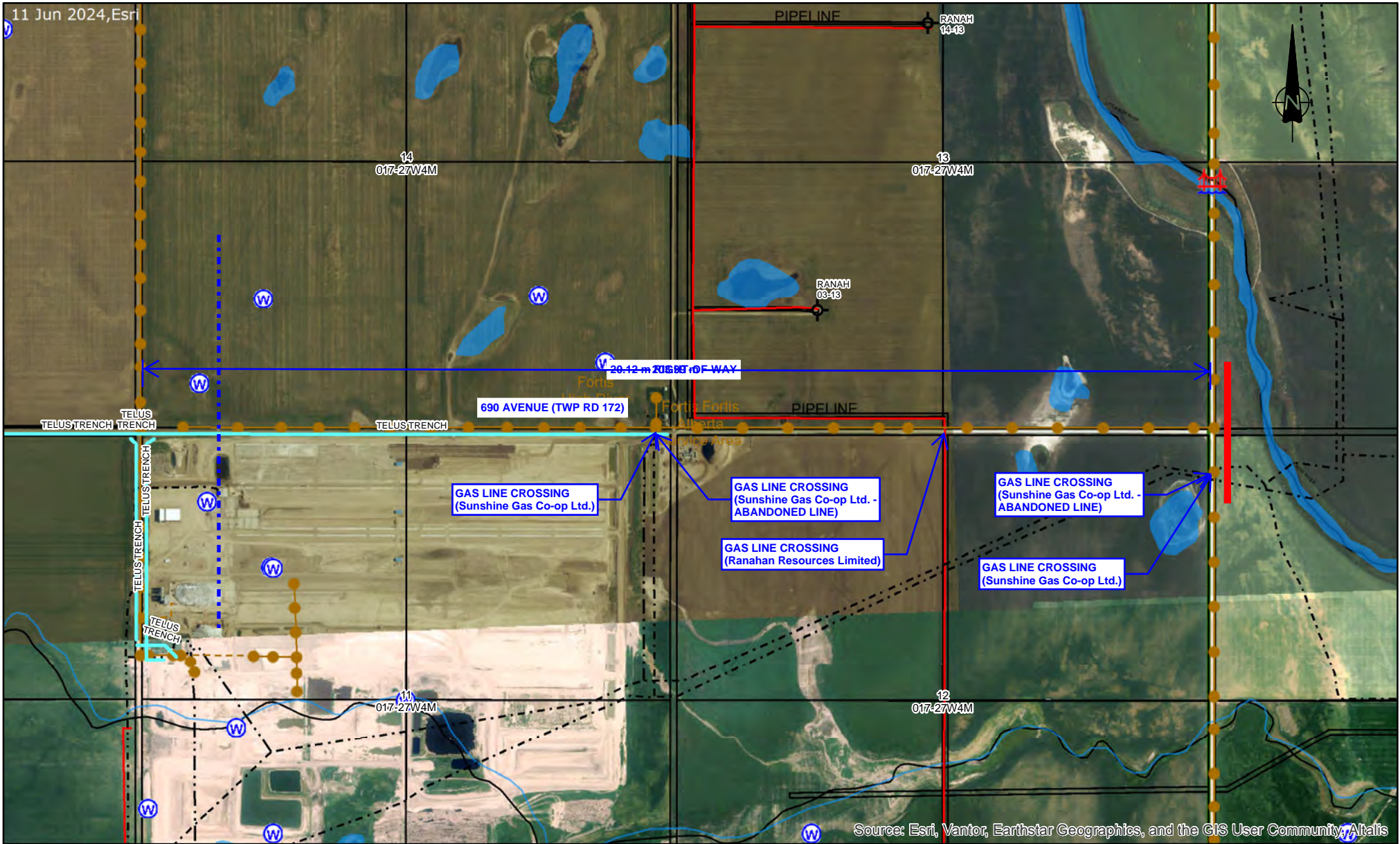
# 690 AVENUE



Source: Esri, Vantor, Earthstar Geographics, and the GIS User Community, Altalis

- LEGEND:**
- GAS PIPELINE
  - - - GAS CO-OP PIPELINE (LOW PRESSURE)
  - TELUS TRENCH LINE
  - OVERHEAD POWERLINE
  - LEGAL LINES
  - ⊙ WATER WELLHEAD

# 690 AVENUE

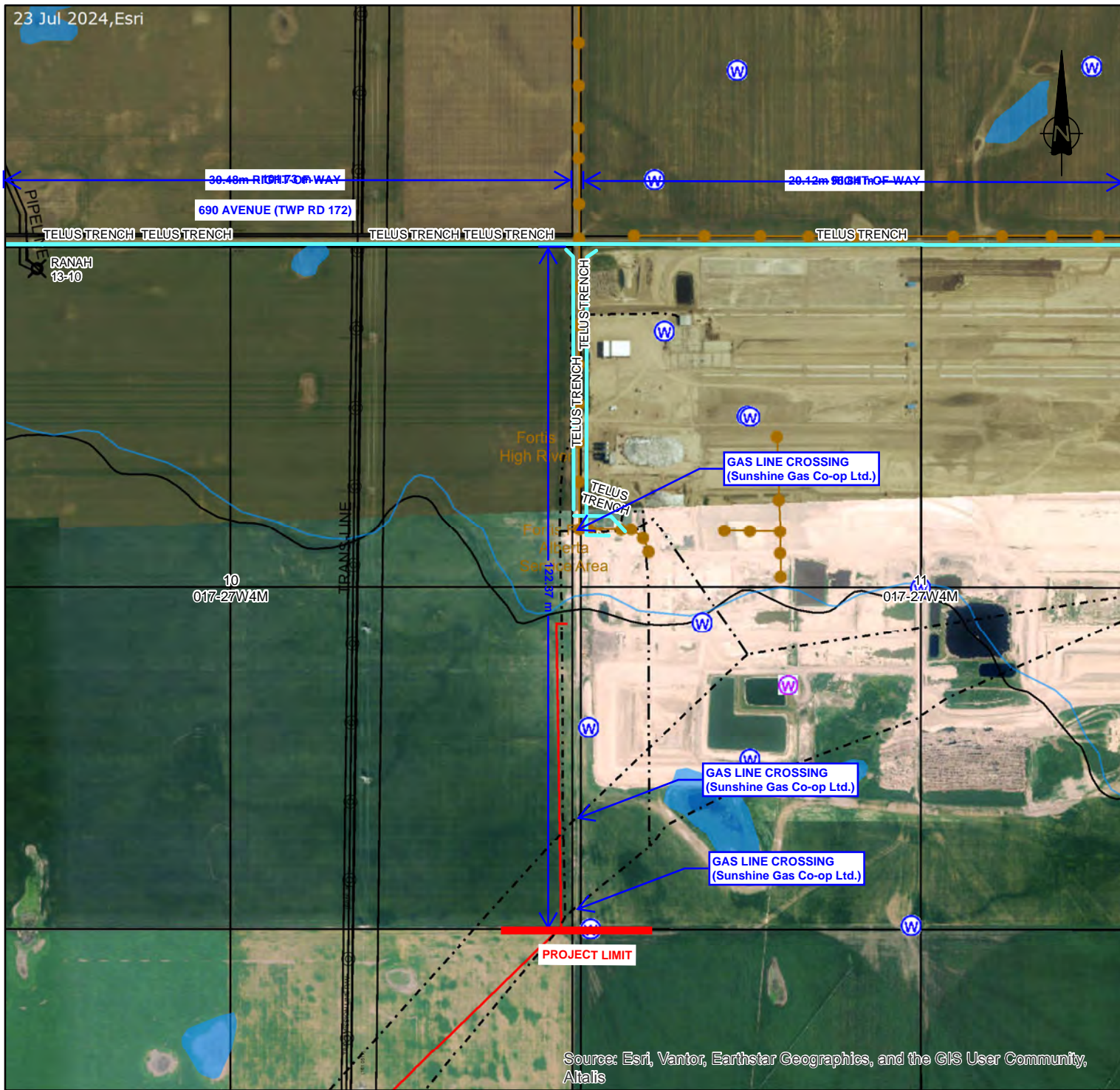


## LEGEND:

- GAS PIPELINE
- GAS CO-OP PIPELINE (LOW PRESSURE)
- TELUS TRENCH LINE
- OVERHEAD POWERLINE
- LEGAL LINES
- WATER WELLHEAD

# 264 ST E (RGE RD 272)

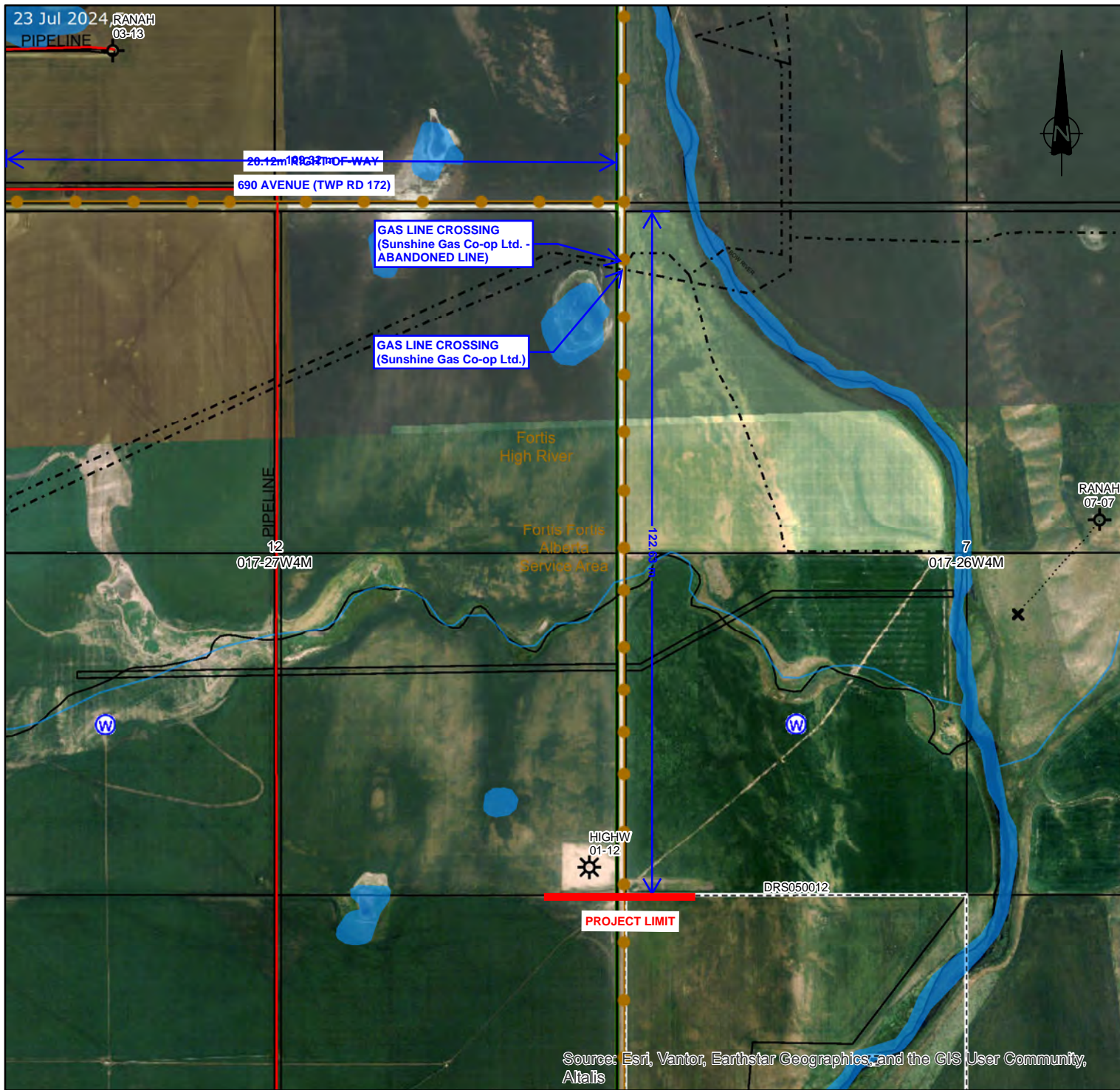
23 Jul 2024, Esri



**LEGEND:**

- GAS PIPELINE
- - - GAS CO-OP PIPELINE (LOW PRESSURE)
- TELUS TRENCH LINE
- ● — OVERHEAD POWERLINE
- LEGAL LINES
- (W) WATER WELLHEAD

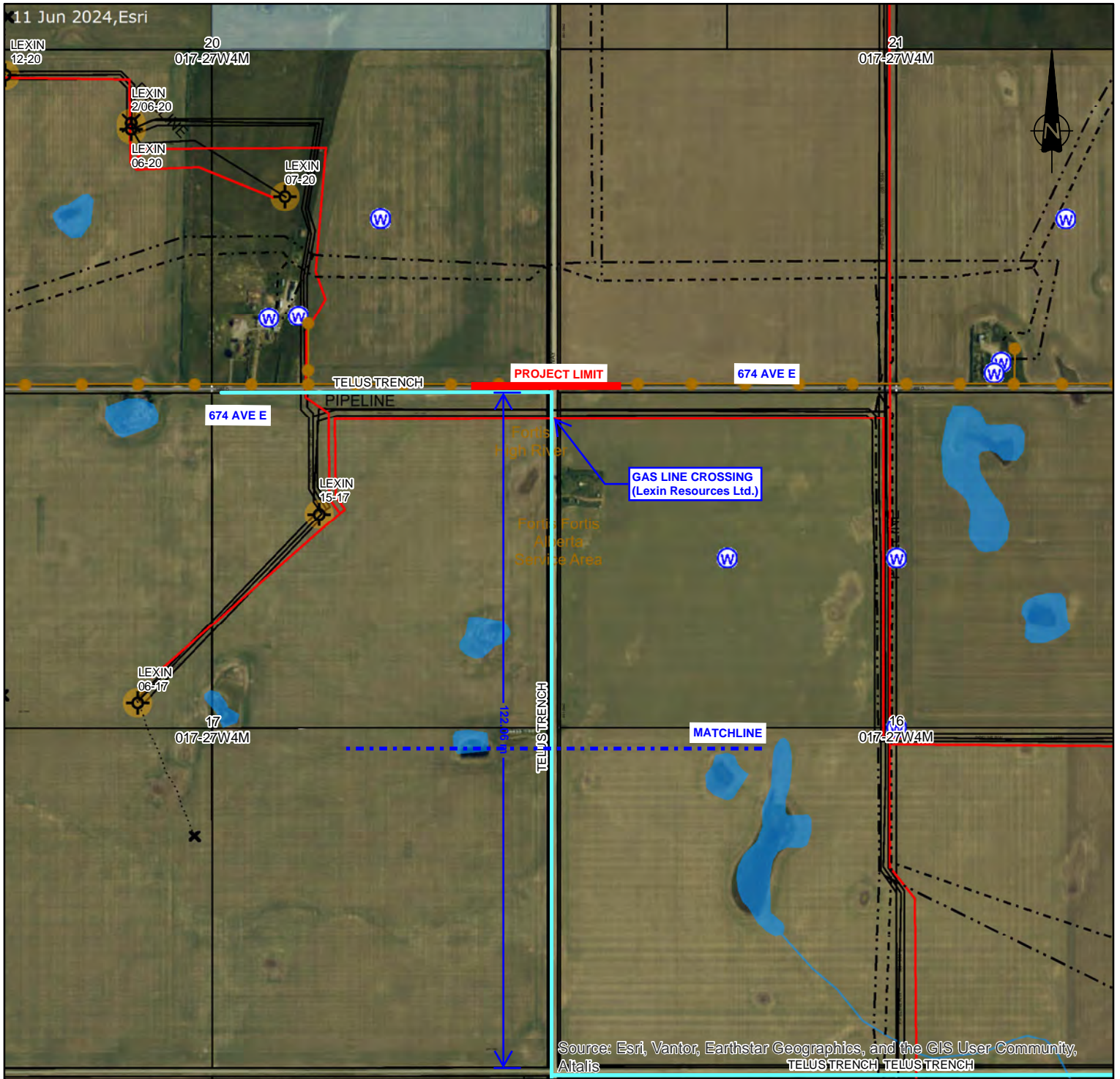
# RGE RD 270



**LEGEND:**

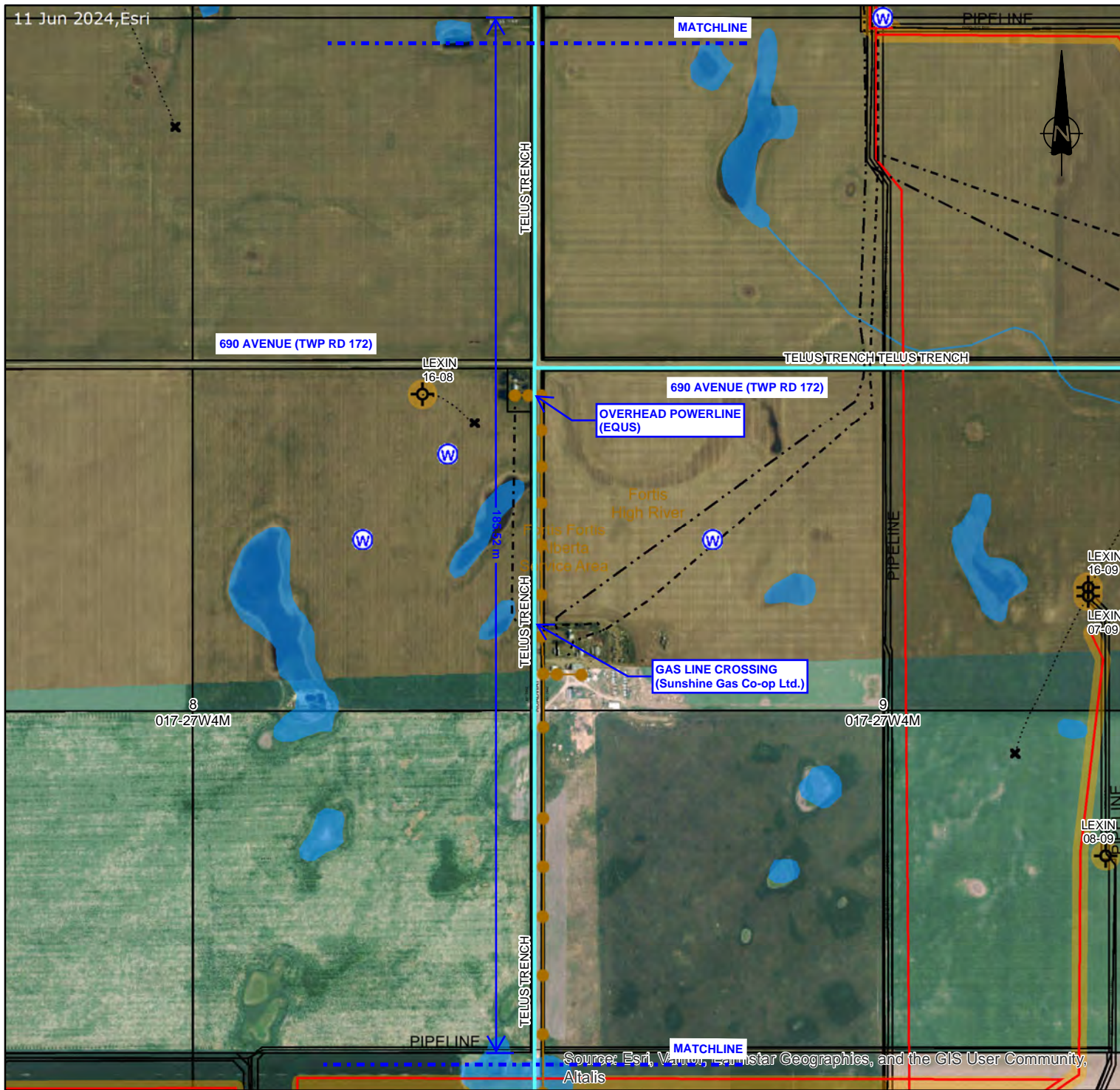
- GAS PIPELINE
- - - GAS CO-OP PIPELINE (LOW PRESSURE)
- TELUS TRENCH LINE
- OVERHEAD POWERLINE
- LEGAL LINES
- (W) WATER WELLHEAD

# 232 STREET



- LEGEND:**
- GAS PIPELINE
  - - - GAS CO-OP PIPELINE (LOW PRESSURE)
  - TELUS TRENCH LINE
  - OVERHEAD POWERLINE
  - LEGAL LINES
  - ⊙ WATER WELLHEAD

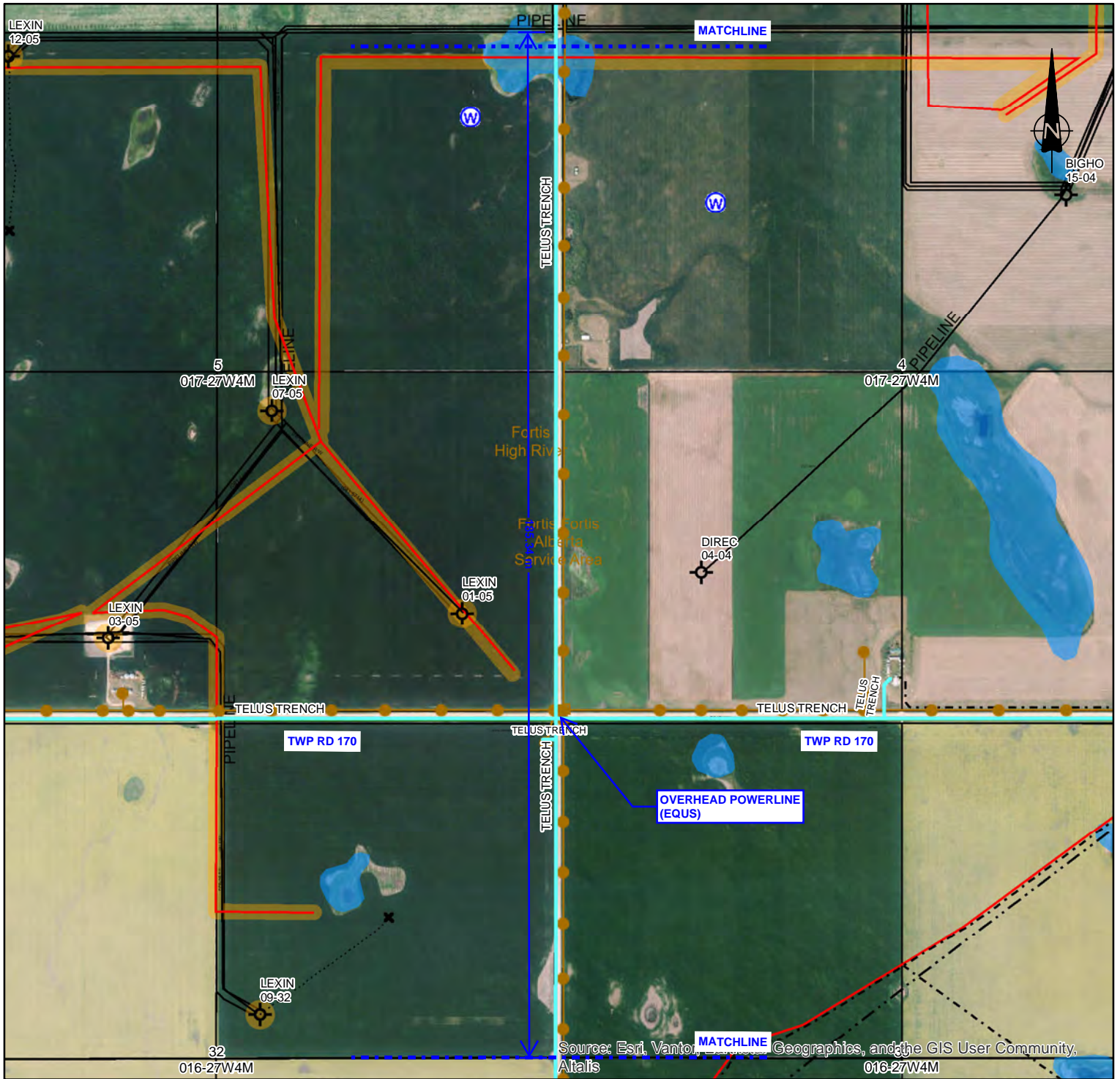
# 232 STREET



**LEGEND:**

- GAS PIPELINE
- - - GAS CO-OP PIPELINE (LOW PRESSURE)
- TELUS TRENCH LINE
- OVERHEAD POWERLINE
- LEGAL LINES
- ⊙ WATER WELLHEAD

# 232 STREET

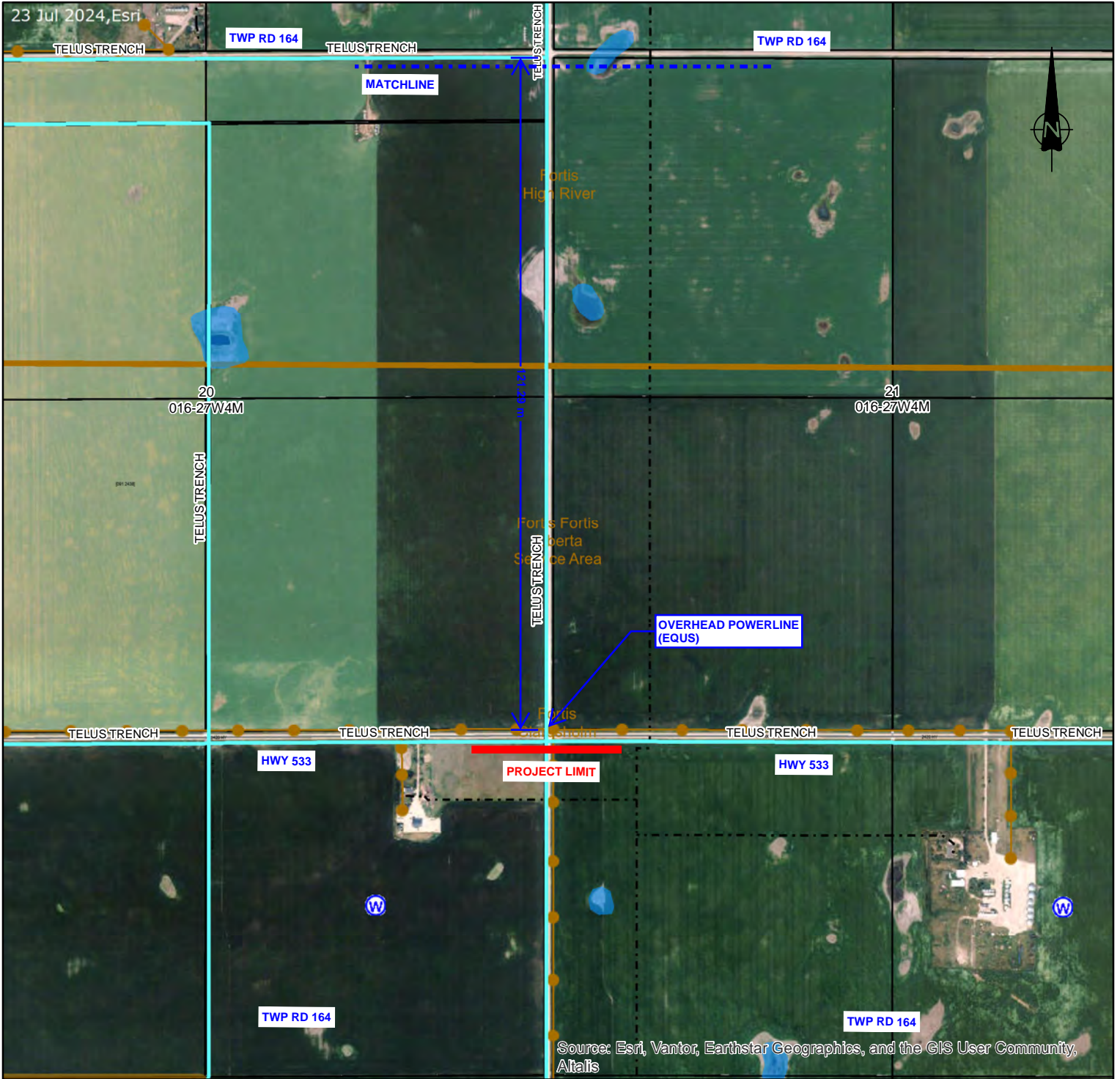


Source: Esri, Vantor, and the GIS User Community, Altalis

- LEGEND:**
- GAS PIPELINE
  - - - GAS CO-OP PIPELINE (LOW PRESSURE)
  - TELUS TRENCH LINE
  - OVERHEAD POWERLINE
  - LEGAL LINES
  - Ⓜ WATER WELLHEAD



# 232 STREET



- LEGEND:**
- GAS PIPELINE
  - - - GAS CO-OP PIPELINE (LOW PRESSURE)
  - TELUS TRENCH LINE
  - OVERHEAD POWERLINE
  - LEGAL LINES
  - Ⓜ WATER WELLHEAD

**APPENDIX B**

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Rehabilitation Option Drawings

232 st E north

2 mile segment of  
690 ave

2 mile segment of 690 ave  
(full reconstruction)

OPTION 1 - GBC and ACP from 232 St. E. to 264 St. E.  
and sub-grade reconstruction, GBC, and ACP from 264  
St. E. to 296 St. E. on 690 Ave.



*1 mile segment on  
232 st E north of  
690 ave*

*2 mile segment of  
690 ave*

*2 mile segment of 690 ave  
(full reconstruction)*

*1 mile segment on 232 st E  
south of 690 ave*

OPTION 2: OPTION 1 and additional 1 mile segments  
as highlighted (4ea)



*1 mile segment on  
232 st E north of  
690 ave*

*2 mile segment of  
690 ave*

*2 mile segment of 690 ave  
(full reconstruction)*

*1 mile segment on 232 st E  
south of 690 ave*

OPTION 3: OPTION 1, OPTION 2 and 232 St. E.  
GBC and ACP work from 690 Ave to HWY 533. This  
is an additional 4 miles from OPTION 2.





**PUBLIC HEARING  
REPORT TO COUNCIL**  
**Request To License Undeveloped Road Allowance**  
10:00AM – June 10, 2026

<b>Application information</b>		<b>File: PL1927-E19</b>
<b>LEGAL DESCRIPTION:</b> A portion of the undeveloped road allowance adjacent to the east boundary of the E ½ of 19-19-27 W4M containing ~5.8 acres.		
<b>LANDOWNER:</b> Foothills County		
<b>LICENCE APPLICANT:</b> Donald Jackson		
<b>PROPOSAL:</b> Request to License Undeveloped Road Allowance		
<b>DIVISION NO:</b> 1	<b>COUNCILLOR:</b> Rob Siewert	
<b>FILE MANAGER:</b> Donna Fowler, Municipal Lands Administrator		

**LOCATION**

The undeveloped road allowance is located approximately 7 km northwest of the Hamlet of Blackie and 4 km north of Hwy 23.

**BACKGROUND**

**December 12, 2025**, an application was submitted by Donald Jackson, to request Council’s consideration to license the above noted portion of undeveloped road allowance for the purpose of cultivation.

The applicant owns three of the surrounding parcels that border the road allowance. A 446-metre segment of the northernmost portion of the road allowance (192 Street E) is currently developed. This portion is excluded from this closure request.

**January 28, 2026**, Council directed administration to proceed with a public hearing to consider the closure for license of the referenced portion of undeveloped road allowance.

**Circulation:**

The Application was circulated internally and externally with responses as indicted

Foothills County Website – Application file was posted on May 29, 2026

Western Wheel Advertisement – May 29, 2026 & June 3, 2026.

Adjacent Landowner Circulation – One letter of concern was received as of June 2, 2026

Internal Circulation – No concerns to June 2, 2026

External Agencies Circulation no concerns identified:

## **REQUEST OF COUNCIL**

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### **OPTION 1 – APPROVAL**

That Council grants first reading to Bylaw XX/2026 to authorize the closure for license of a portion of the undeveloped road allowance adjacent to the east boundary of the E ½ of 19-19-27 W4M containing ~5.8 acres (2.35 ha) more or less. Access will not be denied.

*Subject to Ministerial approval prior to second and third reading of the Bylaw*

### **OPTION 2 – POSTPONE**

That Council postpones their decision to allow administration to gather more information.

### **OPTION 3 – REFUSAL**

That Council denies the application, at this time.

## **APPENDICES**

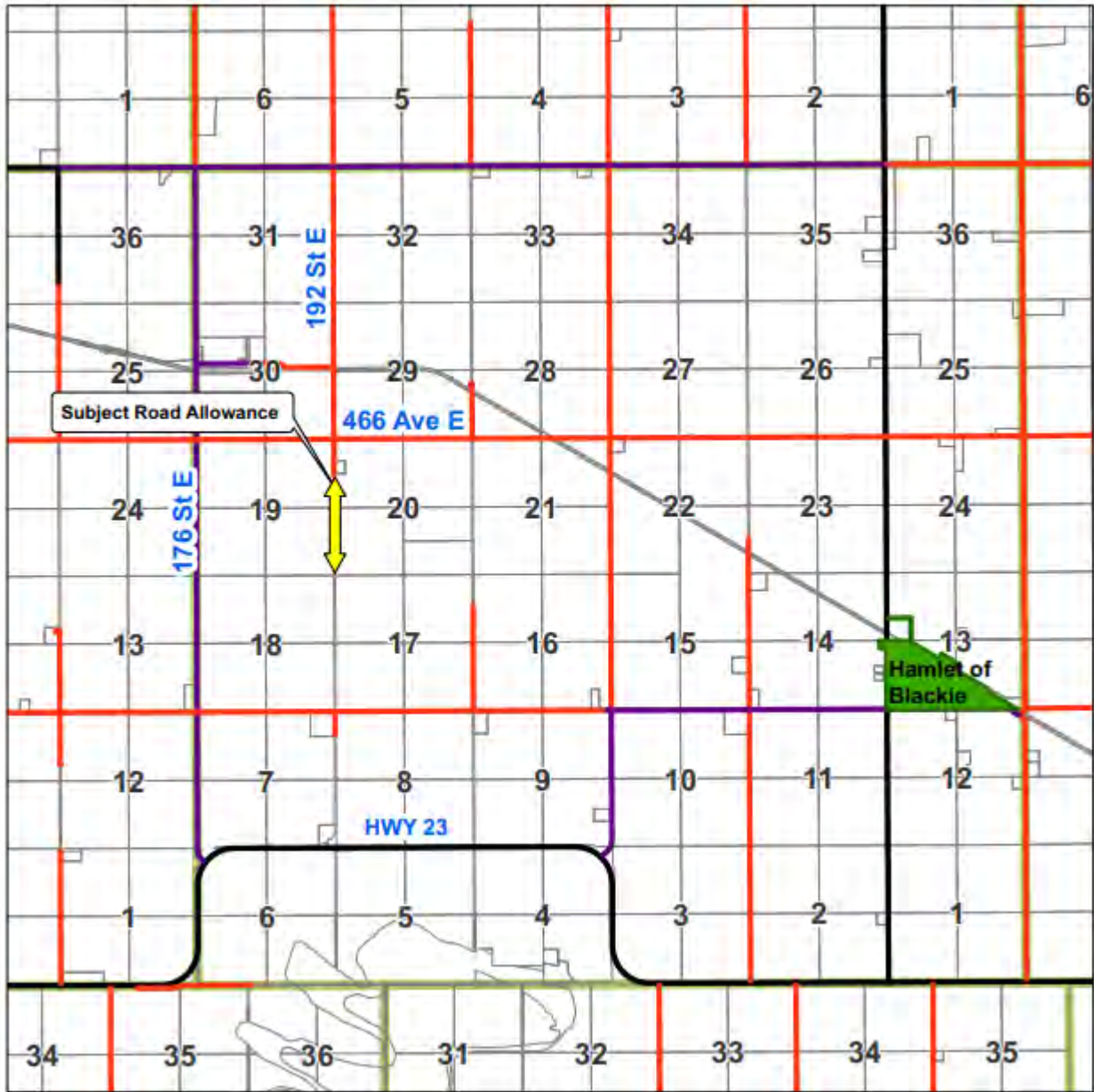
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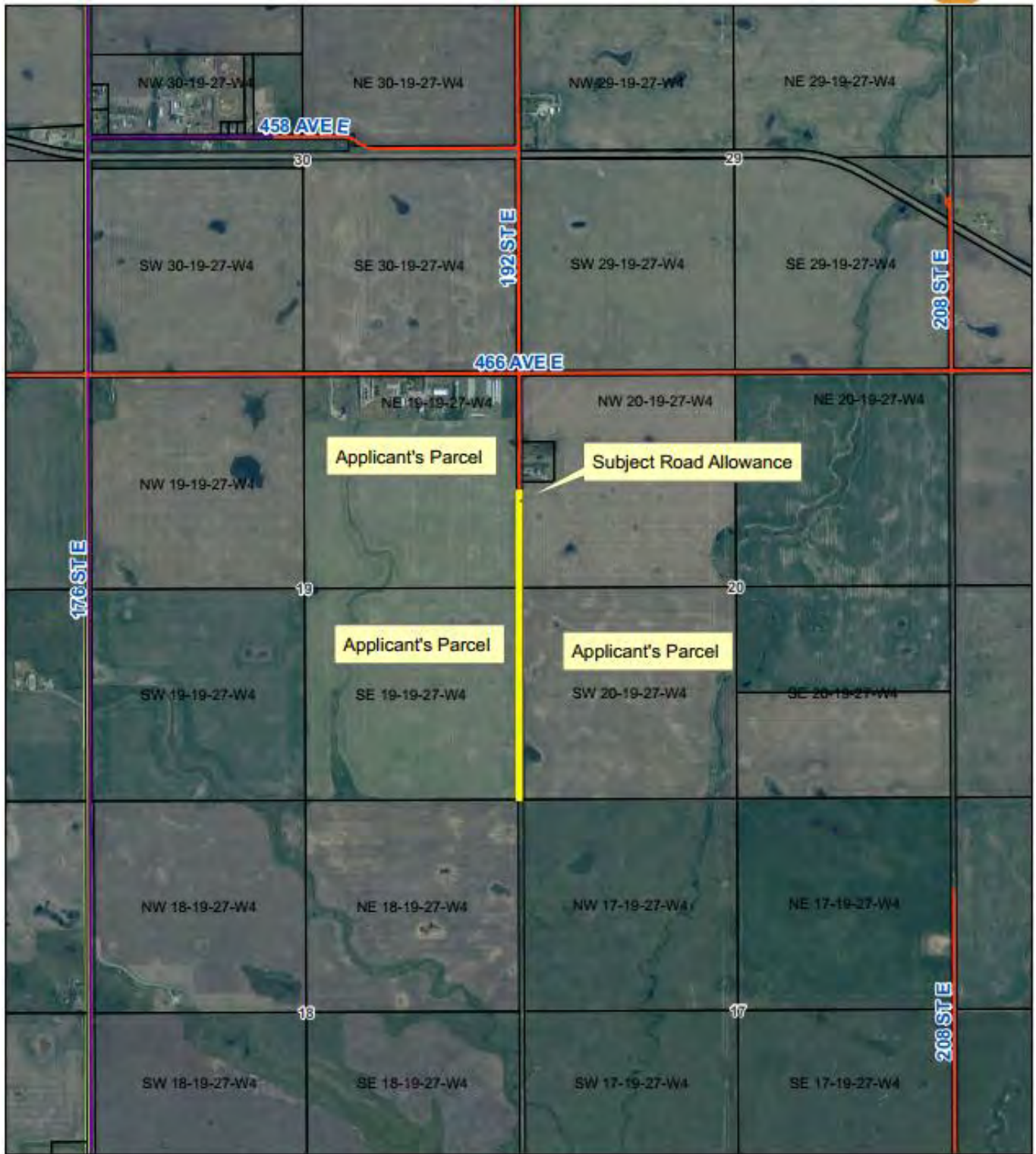
### **APPENDIX A - Location Map**

### **APPENDIX B – Letter of Concern**

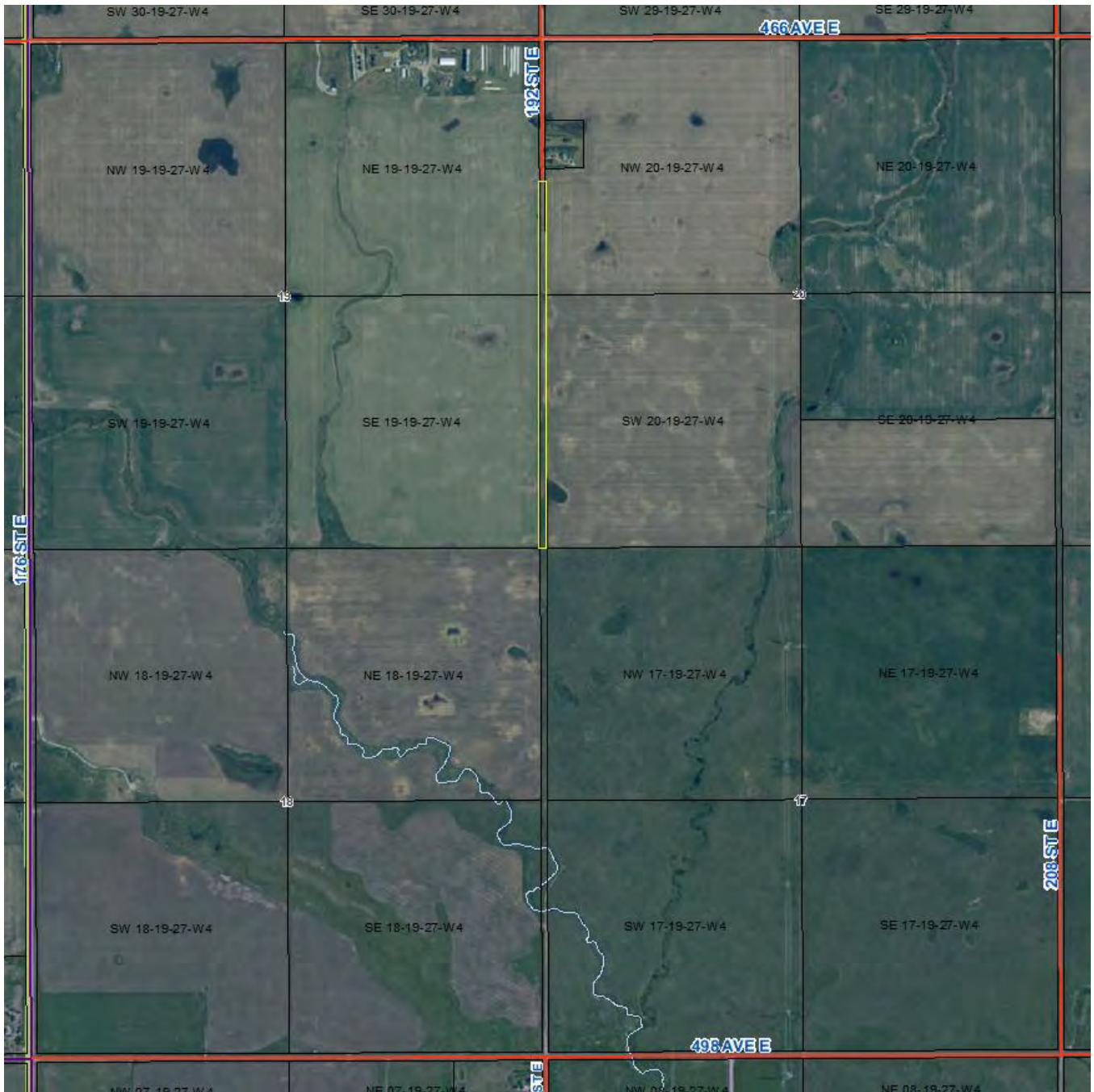
### **APPENDIX C – Draft Bylaw XX/2026**

**APPENDIX A:  
LOCATION MAPS**





# View of surrounding area and roadways



## APPENDIX B: Letter of Concern

-----Original Message-----

From: Ted Harty [REDACTED]

Sent: June 1, 2026 1:21 PM

To: Donna Fowler <[Donna.Fowler@FoothillsCountyAB.ca](mailto:Donna.Fowler@FoothillsCountyAB.ca)>

Subject: Road Closure for License Application E 19-19-27 W4

[You don't often get email from [REDACTED]. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

Hello Donna,

We received a letter from you regarding an application from our neighbour Donald Jackson who is seeking a road closure on his East boundary of 19-19-27 W4. As my husband and I are leasing the adjacent property (17-19-27,W4) from my mother's estate (Linora F. Jones), we do access that particular undeveloped road allowance to check cattle and fences. We have some concerns:

- 1) Will there be a trail left on the road allowance for vehicle access? We see that the fence has been removed on either side of the existing road allowance, is Donald intending to crop the road allowance area? If so, can we drive through his crop?
- 2) The north end of the existing road allowance is gravel, will that be left?
- 3) Why does Donald want road closure up to the north neighbour's building site?
- 4) In case of fire, should emergency vehicles need to access that road allowance, the trail would have to be clear and passable for first responders.
- 5) We have bee hives on our property adjacent to that road allowance and the bee keepers do use that road allowance to travel north to other bee sites. Would they still have access through this road closure?
- 6) Will we still have access to travel north through this road closure?

These are questions we have regarding the application for road closure E 19-19-27, W4.

Sincerely,

Barbara and Ted Harty

**APPENDIX C:  
Draft Bylaw**

(file:PL1927-19E)

**BYLAW XX/2025**

**A BYLAW OF FOOTHILLS COUNTY FOR THE PURPOSE OF CLOSING TO PUBLIC TRAVEL AND LICENCE OF PORTIONS OF A PUBLIC HIGHWAY IN ACCORDANCE WITH SECTION 22 OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER M26, REVISED STATUTES OF ALBERTA 2000, AS AMENDED.**

**WHEREAS** the lands hereafter described are no longer required for public travel, and

**WHEREAS** application has been made to Council to have the highway closed, and

**WHEREAS** the Council of Foothills County deems it expedient to provide for a bylaw for the purpose of closing certain roads, or portions thereof, situated in the said municipality, and

**WHEREAS** notice of intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act, and published in the Western Wheel on May 29, 2026 and June 3, 2026 and

**WHEREAS** Council was petitioned in writing by a person claiming to be prejudicially affected by the bylaw,

**NOW THEREFORE BE IT RESOLVED** that the Council of Foothills County in the Province of Alberta does hereby close to public travel and provide licence to the following highways, subject to the rights of access granted by other legislation:

A PORTION OF THE ROAD ALLOWANCE LYING EAST OF THE E ½ OF SECTION 19 TOWNSHIP 19 RANGE 27 WEST OF THE 4<sup>TH</sup> MERIDIAN CONTAINING 5.8 ACRES (2.35 HECTARES) MORE OR LESS.  
Excepting thereout all mines and minerals.

Received first reading this \_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Chief Elected Official  
  
(Seal)

\_\_\_\_\_  
Chief Administrative Officer


**APPROVED** this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Minister of Transportation & Economic Corridors

Received second reading this \_\_\_ day of \_\_\_\_\_, 20\_\_.

Received third reading and finally passed this \_\_\_ day of \_\_\_\_\_, 20\_\_.

**PUBLIC HEARINGS AND MEETINGS  
 PLANNING AND DEVELOPMENT REPORT TO COUNCIL  
 LAND USE AMENDMENT  
 June 10, 2026  
 To be heard at: 11:00 AM**

<b>APPLICATION INFORMATION</b>		
	<b>LEGAL DESCRIPTION:</b> Plan 8410347, Block D, PTN: SE 05-21-29-W4M	
	<b>LANDOWNER:</b> Jennifer Tomlin	
	<b>AGENT:</b> Township Planning and Design / Kristi Beunder	
	<b>AREA OF SUBJECT LANDS:</b> 19.26 acres	
	<b>CURRENT LAND USE:</b> Country Residential District	
	<b>PROPOSED LAND USE:</b> Country Residential District	
<b>PROPOSAL:</b> Amendment to the Country Residential District to allow the future subdivision of one 4.05 +/- acre Country Residential District lot and one 5.58 +/- acre Country Residential District lot, with a 9.63 +/- Country Residential District balance parcel remaining, and 0.75 acres of road dedication, all within Plan 8410347, Block D, PTN: SE 05-21-29-W4M.		
<b>DIVISION NO:</b> 5	<b>COUNCILLOR:</b> Alan Alger	<b>FILE MANAGER:</b> Theresa Chipchase

**EXECUTIVE SUMMARY**

**Summary of Proposal**

To provide one new 4.05 +/- acre Country Residential District lot and one 5.58 +/- acre Country Residential District lot from, with a 9.63 +/- acre Country Residential District balance parcel, and 0.75 +/- acres of road dedication, all from Plan 8410347, Block D, PTN: SE 05-21-29-W4M.

**Location**

The parcel is located approximately 0.4 kilometres northwest of the Town of Okotoks, 0.4 kilometres west of Highway 2A, directly east of 8th Street East, directly west of a portion of 12<sup>th</sup> Street East.

**Access**

Access to the proposed 4.05 +/- acre Country Residential District lot is to be provided through the construction of a new standard approach with the 5.58 +/- acre Country Residential District lot to continue to utilize the existing approach, both located on the east side of the parcel connecting the lots to 8<sup>th</sup> Street East. Access to the 9.63 +/- acre balance parcel is to be provided in the southeast corner of the property, from the northeast corner of the existing cul de sac at the northern end of 12<sup>th</sup> Street East.

**NOTE:** The applicants are also proposing to provide a 15.28 meter wide or 0.75 +/- acre road dedication along the full east boundary of the proposed 9.63 +/- acre balance parcel.

**Water and Wastewater**

Proposed Lot 2 is to include the existing residence along with the existing water well and septic system, with new water wells to be provided for both Lot 1 and the remaining balance.

## **Accessory Buildings**

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There are three small sheds or shelters that would be on either side of the proposed east boundary that separates Lot 2 from the balance parcel, which would not meet the County's setback requirements. The applicants have therefore provided that one of the sheds will be moved to Lot 1 and will meet setbacks requirements, another accessory building will be removed from the property and the third is already within Lot 1 and is proposed to meet all setback requirements.

## **Pertinent Site Considerations**

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The applicants parcel outside of the yard site consists of rolling grassland terrain with a mature shelterbelt of spruce trees along the south boundary, a hedgerow of caragana along the north side of the driveway, on a large grass berm, and a mix of poplar and spruce around the remainder of the yard site.

A small grove of aspens can be found along north boundary of the existing parcel, within a slight depression on this portion of the property, and a large well established grove of aspens is present along the east boundary which also contains areas of low lying land.

There is a small shed north of the residence and three small sheds along the south boundary all of which are proposed to remain within or be moved to proposed Lot 1. The remainder of the property is rolling, open, hay land.

## **Policy Evaluation**

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Reviewed within the terms of the Town of Okotoks/Foothills County Intermunicipal Development Plan, Municipal Development Plan 2010, Section 5 Area Concept Plan, Growth Management Strategy, and the Land Use Bylaw.

## **Referral Considerations**

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Referred to required Provincial and Municipal bodies as well as all utilities.

## **PURPOSE OF APPLICATION**

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### **Bylaw XX/2026**

**WHEREAS** the Council has received an application to further amend the Land Use Bylaw by authorizing an amendment to the Country Residential District land use rules to allow for the future subdivision of one new 4.05 +/- acre Country Residential District lot, and one new 5.58 +/- acre Country Residential District lot, leaving a 9.63 +/- acre Country Residential District balance parcel on Plan 8410347, Block D; Ptn. SE 05-21-29 W4M.

## **SECTION 5 BACKGROUND SUMMARY**

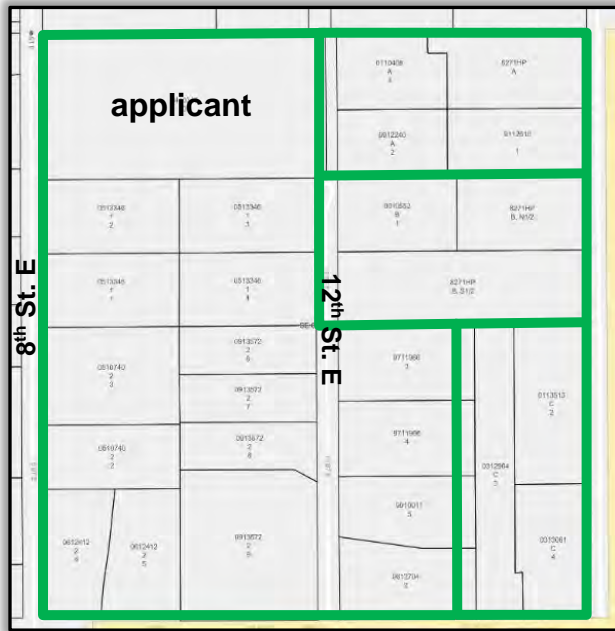
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Section 5 began developing in the 1970's under the Calgary Regional Planning Commission, dividing the section into 20 acres parcels identified, at that time, as Rural Holding 20's.

Within the 1980's the Municipal District of Foothills as the Subdivision Approving Authority allowed each of the 20-acre parcels to subdivide one five-to-ten-acre parcel when requested by the landowner. The Section 5 Area Concept Plan was then adopted in 1994.

Since that time, the general rule of thumb for subdivision of the remaining properties, in accordance with the County's density policy, has been to allow four lots out of each of the 20-acre parcels until reaching full density for each of the quarter sections.

## QUARTER SECTION BACKGROUND



The SE of Section 5 was originally separated into three 20 acre blocks in 1959, as shown outlined in green to the left, with a 99 acre balance parcel remaining. Reserves for all blocks were deferred.

The SE quarter continued to subdivide into a total of 27 lots ranging in size from 3.03 acres to 9.41 acres, as shown with the various subdivisions on the map to the left. The applicant's parcel at 19.26 acres is the last parcel remaining of the original subdivision of the SW quarter in Section 5, from 1959.

8<sup>th</sup> Street East was constructed on the west side of the SE quarter as a 30 metre wide forced road and was progressively taken as subdivision of lands continued within Section 5 between 1972 and 2001.

12<sup>th</sup> Street East on the east side of the quarter was also allocated as a forced road, travelling north from 338<sup>th</sup> Avenue, to the southeast corner of the applicant's property between 1997 and 2006. 12<sup>th</sup> Street East varies in width from 15 metres along the full east boundary of the applicant's parcel to 30 metres in width both to the north and south of the applicant. The 30 metres south of the applicant was constructed as an internal subdivision road with an MRO surface with a full cul de sac just south of the applicant, the 15 metres surveyed out on the east side of the applicant's parcel contains a private driveway to two residences, one north of the applicant and one east of the applicant, and one business to the east of the applicant. The 30 metre right of way north of the applicant is undeveloped.

## SECTION 5 - RECENT DECISIONS

**May 26<sup>th</sup>, 2005** - Council granted first reading to an application which proposed the subdivision of one 3.03 acre lot from a 9.07 acre parent parcel (considered to be a nominal 10 acre parcel). Conditions of Bylaw 93/2005 required the applicant to provide a Development Agreement for the external road levy fee as outlined in the Section 5 Area Concept Plan (\$5,000.00 per new lot plus \$200.00 administration fee) and further a contribution of \$50.00 per metre of land along the East boundary of the existing parcel for the future construction of the road allowance by the Municipality.

**November 10<sup>th</sup>, 2005** – Second and third reading were granted to Bylaw 93/2005 along with subdivision approval in which reserves were paid for the 9.07 acre parent parcel and 5 meters of land was surveyed out on the east boundary of the new lot for future road. The subdivision was finalized and was registered in 2006 and is located directly north of the applicant.

**March 24<sup>th</sup>, 2021** – Application was presented to Council, northwest of the applicant, as a concurrent proposal from two adjacent landowners, on either side of 4<sup>th</sup> St. E, which requested the future subdivision of three 3.01 +/- acre to 4.16 +/- acre lots with an approximate 7.64 +/- balance parcel and a 3.47 +/- acre Environmental Reserve Easement from Plan 1475LK, Block 9, Ptn: NW 05-21-29 W4M, and an amendment to the Country Residential District land use rules to allow for the future subdivision of two 3.01 +/- acre and 3.92 +/- acre lots with an approximate

6.15 +/- acre balance and a 0.94 +/- acre Environmental Reserve Easement from Plan 9813669, Block 17, Ptn: NW 05-21-29 W4M with all lots to be accessed by the development of an extension to 4<sup>th</sup> Street West through a coulee. The application was postponed to a future meeting with the applicants required to provide a revised site plan illustrating access to the proposed lots by an alternative means than the proposed extension of 4<sup>th</sup> Street West.

The landowners chose to separate their interests with this tabling motion, the east parcel went on to register the subdivision of one 4.94 acre and one 6.40 acre lot with a 7.49 balance in 2022. Condition of this subdivision approval required payment of the \$11,300.00 Community Sustainability Fee, Environmental Reserve Easements over portions of both lots and the balance and reserves were paid for the 18.83 acre parent parcel.

**November 23<sup>rd</sup>, 2022** – Application was approved on Plan 8237HK, Block C PTN: SW 05-21-29-W4M (19.18 acre parcel), 500 metres west of the applicant, whereby the landowners were required to provide payment of the \$11,300.00 community sustainability fee, payment of reserves for the new lot, with reserves deferred on the balance of the parcel and Environmental Reserve Easement register over the lands within the northwest corner of the parcel. The Subdivision of this 4.03 acre lot was registered with the South Alberta Land Titles office in 2024.

**June 28<sup>th</sup>, 2023** – Application was approved whereby Plan 2510160 within the SW quarter of Section 5, 300 metres south of the applicant, registered the subdivision of one 6.35 and one 4.0 acre Country Residential District lot, with a 4.0 acre Country Residential District balance. The applicants were required to provide payment of the \$11,300.00 community sustainability fee for both new lots and reserves were provided for both new lots and the balance minus the Environmental Reserve Easement provided.

**December 11<sup>th</sup>, 2024** – the most recent application in Section 5 was approved, approximately 100 metres north of the applicant, whereby Plan 2510379 registered the approval of one 4.27 acre lot leaving a 4.8 acre balance around the existing yard site. The applicant was required to provide payment of the \$11,300.00 community sustainability fee and reserves were provided for both the new lot and the balance parcel. This approval also required the execution of an acquisition of land for 15 metres of road widening by caveat to be provided along the full east boundary of the parcel.

## **CURRENT LAND USES**

### **Subject Parcel**

Country Residential District

### **Adjacent Lands**

Country Residential District, Country Residential Sub-District “A” and Direct Control District #27 (Physiotherapy Clinic)

### **Area Character**

The lands lie within an area of intensified Country Residential development on all sides of the applicant’s parcel, with 12<sup>th</sup> Street East providing a division between Residential acreages and Direct Control and Service District parcels to the east. The amenities of the Town of Okotoks are also located to the south, through connection of the properties within Section 5 to Highway 2A to the east.

## PARCEL BACKGROUND – DEVELOPMENT PERMIT

**December 7<sup>th</sup>, 2004** – Development permit approved under DP 04D217 for a private dog kennel to allow 6 personal adult dogs to be retained on the property. All dogs are kept inside the premises between the hours of 9:00PM and 7:00 AM, exercise areas are to the back of the principal building and are not within 30m of any dwelling on adjacent lots.

## POLICY EVALUATION

### **Intermunicipal Development Plan (Town of Okotoks/Foothills County)**

The application was circulated to the Town of Okotoks in accordance with Section 4.1.1 of the Intermunicipal Development Plan between the Town and the County with no concerns. The Town's comments are provided within the Circulation Referral section of this staff report.

### **Section 5 Area Concept Plan (ACP)**

On April 14<sup>th</sup>, 1994, Council adopted the Section 5 Area Concept Plan by resolution. The Plan was developed to address the opportunities and constraints of future subdivision activity within the Section.

The applicant's proposal is generally aligned with the policy direction within the Section 5 Area Concept Plan. The ACP provides that water shortages may be relevant through the area, and that near surface water and percolation testing should be completed and paid for by the Developer.

The following excerpts provided within the ACP document may be relevant to the proposed development:

#### Transportation:

*“Road construction, as a result of subdivision, shall adhere to the following conditions: (1) That the public access roads be inspected by the Public Works Superintendent to determine if an increased carrying capacity can be accommodated on the public road. (2) That if the Public Works Superintendent determines that the public road cannot accommodate the increase in carrying capacity due to subdivision, all public road upgrading costs are to be borne by the developer.”*

*“All present and future roads to service development, redesignation and/or subdivision in Section 5 shall be either (a) panhandle roads no less than 50 feet in width meant to serve no more than two five acre lots or 1 ten acre lot or (b) internal subdivision roads that are double chip sealed and built to M.D. standards. Constructed at the developer's expense and maintained for a period of no less than two years by the developer and serve 3 or more 5 acre lots. The road standard will be left to the discretion of Council and subject to the Road Surfacing Standards of the M.D. The developer is responsible to upgrade any road that, as a result of the developer's subdivision, represents a breach of the Road Surfacing Standards as per M.D. policy. Internal cul-de-sac roads and panhandles will be designed in such a way that the number of accesses upon 2<sup>nd</sup> Street E, 322<sup>nd</sup> Avenue E, 16<sup>th</sup> Street E and 338<sup>th</sup> Avenue are kept to a minimum.*

#### Water:

*“In Section 5, a Q20 test shall be conducted that meets the maximum density projection for the quarter section. Thus, eliminating the escalating scale upon which a Q20 is evaluated. This test must be the responsibility of the developer to conduct.*

*If a Q20 does not meet the required IPGM for maximum density it shall meet a threshold amount of 20 lots (or 3.3 IPGM). Once a twenty lot density is achieved in physical land use Q20's must*

be conducted that prove the 20 lot threshold can be exceeded to a maximum lot number as determined by the new Q20 but not higher than the projected density. (projected density for the NE 05 is 31 lots according to the ACP document)”

**E. SUMMARY AND RECOMMENDATIONS**

**ii. AREAS BEST LEFT UNDEVELOPED, AREAS WHERE DEVELOPMENT IS POSSIBLE**

Further redesignation, subdivision and development may occur in the eastern half of the Section and all of the NW quarter (subject to surface water table testing & percolation testing). Parcels proposed by redesignation and subdivision must be a minimum of 4.94 acres (based on twenty acres on title) in size.

**iv. SUMMARY OF SIGNIFICANT PROBLEMS AND POTENTIALS**

The NW, SE and NE quarter sections are most likely to experience development, redesignation and subdivision. Future applications for subdivision within the NW, SE and NE quarters should be allowable subject to meeting all recommendations for water, roads, and development layout mentioned throughout the study.

**Municipal Development Plan**

Policy 3, 7, 9, and 11 of the Residential section of the MDP2010 provide that to consider the proposal to be developable by the Subdivision Authority, residential parcels should be compatible with the surrounding area and existing uses. Further recognizing that the design and infrastructure of residential development should consider the efficient use of land, the cumulative effects of development, the suitability of the lands for residential use, the functional linkage of the proposal to adjoining lands and the conservation of water.

**Land Use Bylaw**

Should the application be approved, the proposal would meet the parcel density requirements and parcel size requirements as set out in Section 13.1.6.2 a. and b. of the Country Residential District.

**Growth Management Strategy**

The subject parcel is located within the Central District. The vision for the Central District identifies that lands which fall within this District are expected to see intensified and significant development.

<b>CIRCULATION REFERRALS</b>	
<b>REFEREE</b>	<b>COMMENTS</b>
<b>EXTERNAL</b>	
<b>Town of Okotoks</b>	<p>Good morning,</p> <p>The Town has no comments on this application.</p> <p>Sincerely,</p> <p>Colton</p> <p><b>Colton Nickel, M.Plan, RPP, MCIP</b>                      Planner                      Community Growth and Investment                      Town of Okotoks                      P: 403.995.6310</p>

# CIRCULATION REFERRALS

<b>Alberta Transportation</b>	<p><b>Transportation and Economic Corridors offer the following comments with respect to this application:</b></p> <p>The requirements of Section 18 of the Regulation are not met. The department anticipates minimal impact on the highway from this proposal. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 18 of the Regulation.</p> <p>The requirements of Section 19 of the Regulation are not met. There is no direct access to the highway and there is sufficient local road access to the subdivision and adjacent lands. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 19 of the Regulation.</p> <p>If there are any changes to the proposed subdivision that was submitted with this land use referral, a separate referral pursuant to Section 7(6)(d) of the Matters Related to Subdivision and Development Regulation is required and the comments in respect of Sections 18 and 19 of the Regulation contained in this decision are no longer valid.</p> <p>Please contact Alberta Transportation and Economic Corridors through the <a href="#">RPATH Portal</a> if you have any questions or require additional information.</p> <p><b>Issued by Evan Neilson, Development and Planning Technologist, on April 16<sup>th</sup>, 2026, on behalf of the Minister of Transportation and Economic Corridors.</b></p>
<b>ATCO Energy Systems</b>	<p>The Distribution Engineering Growth Department of ATCO Gas Distribution has reviewed the plan and provides conditional approval of the work.</p>
<b>ATCO Pipe</b>	<p>ATCO Distribution and ATCO Transmission wish to confirm we have no objection as we have no pipelines in the proposed area.</p> <p>Thank you for allowing ATCO to review your proposal and provide feedback.</p> <p><b>Shan Newton, CONTRACTOR</b>  <b>Administrator, Circulations Team</b>  <b>E: <a href="mailto:Shannon.newton@atco.com">Shannon.newton@atco.com</a></b>  <b>ATCO Pipelines &amp; Liquids Business Unit</b></p>
<b>INTERNAL</b>	
<b>Public Works</b>	<p>Public Works is requesting the following as conditions of <b>subdivision</b>:</p> <ul style="list-style-type: none"> <li>• Septic Disposal Evaluation (PSTS)</li> <li>• Building Envelopes</li> <li>• High Water Table Testing for Foundation Design</li> <li>• 15.28 meters road widening surveyed out along east boundary of existing parcel</li> </ul>

## CIRCULATION REFERRALS

	<p>Public Works is requesting the following as conditions of <b>development permit</b>:</p> <ul style="list-style-type: none"> <li>• Comprehensive Site Drainage Plan</li> <li>• Lot Grading Plan</li> </ul> <p>Public Works also provides the following additional comments and conditions:</p> <ul style="list-style-type: none"> <li>• No concerns regarding the proposed approach locations. Construction of the approaches is to be to current municipal standards including beveled ends on culverts.</li> <li>• Advise the applicant that they should plan development of the balance such that when 12<sup>th</sup> Street East is extended an approach can be constructed at 90 degrees to the roadway, i.e. do not build a driveway to the balance parcel that will require substantial reconfiguration to connect to the road, in the interim, the approach in its existing proposed location can be constructed from the current cul de sac bulb.</li> <li>• Public Works recommends that the 15.28 m proposed road dedication (0.75 acres) be surveyed out of the balance parcel. Further Public Works would consider this road dedication as the applicant's contribution to the further extension of 12<sup>th</sup> St. E.</li> <li>• Setbacks for the balance parcel are to be provided from the widened road right of way.</li> <li>• High water table testing and PSTS testing are not required for Lot 2 as it has already been developed.</li> <li>• 8<sup>th</sup> St. E is banned at 75% in the spring and 90% seasonally. Any hauling will need to adhere to these bans.</li> </ul>
<b>PUBLIC</b>	
<b>Western Wheel</b>	May 27 <sup>th</sup> and June 3 <sup>rd</sup> , 2026
<b>Landowners (Half Mile)</b>	No letters received prior to the submission of this staff report

### SUMMARY

**Bylaw XX/2026**

**WHEREAS** the Council has received an application to further amend the Land Use Bylaw by authorizing an amendment to the Country Residential District land use rules to allow for the future subdivision of one new 4.05 +/- acre Country Residential District lot, and one new 5.58 +/- acre Country Residential District lot, leaving a 9.63 +/- acre Country Residential District balance parcel on Plan 8410347, Block D; Ptn. SE 05-21-29 W4M.

### OPTIONS FOR COUNCIL CONSIDERATION

**OPTION #1: APPROVAL OF AMENDMENT**

Council may choose to grant 1<sup>st</sup> reading to the application authorizing amendment of Plan 8410347, Block D; Ptn. SE 05-21-29 W4M from the Country Residential District land use rules in order to allow for the future subdivision of one new 4.05 +/- acre Country Residential District

lot, and one new 5.58 +/- acre Country Residential District lot, with 0.75 +/- acres of road dedication, and a 9.63 +/- acre Country Residential District balance parcel.

*In their consideration of the criteria noted in Residential Policy 3 and 9 of the MDP2010, Council is of the opinion that the lands are suitable for the intended residential use and that the application falls within the density provisions and lot size restrictions of the Country Residential District within the County's Land Use Bylaw.*

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

*Staff suggests Country Residential Sub-District "A" for the new 4.05 +/- acre proposed lot and 9.63 +/- acre balance parcel to ensure that the recommendations and restrictions as outlined in the building envelopes, septic disposal evaluation, high water table testing (provided as conditions of subdivision), and lot grading/overland drainage plans (provided as conditions of development permit) 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 \$5000.00 deposit as a pre-release condition to ensure compliance of all conditions of the development permit.*

Council may choose to impose the following suggested conditions with the Land Use approval:

**Recommended Conditions for Option #1:**

1. Applicant to fully execute and comply with all requirements as outlined within a Development Agreement for the purposes of grading, drainage and payment of the community sustainability fee and any other necessary municipal and onsite improvements as required by Council and/or the Public Works department;
2. Proof of adequate water supply provided in accordance with the Provincial Water Act, to the satisfaction of the County;
3. Septic Disposal Evaluations to be provided for the proposed 4.05 +/- acre lot and the 9.63 +/- acre balance parcel in accordance with Part 2 Section 6(4)(b) of the Matters Related to Subdivision and Development Regulation, to the satisfaction of the Public Works department, **as a condition of subdivision;**
4. Lot Grading Plan to be provided for the proposed 4.05 +/- acre lot and the 9.63 +/- acre balance parcel, to the satisfaction of the County's Public Works department, **as a condition of development permit;**
5. Comprehensive Site Drainage Plan, to be provided for the subject lands, to the satisfaction of the County's Public Works department, **as a condition of development permit;**
6. Site Plan to be provided which identifies building envelopes, for the proposed 4.05 +/- acre lot and the 9.63 +/- acre balance parcel, which meet the requirements as outlined in Policy 9, under the Residential section of the MDP2010, to the satisfaction of the Public Works department, **as a condition of subdivision;**
7. Geotechnical Report completed in accordance with Municipal standards to be provided for High Water Table Testing for the proposed 4.05 +/- acre lot and the 9.63 +/- acre balance parcel, to the satisfaction of the Public Works department, **as a condition of subdivision;**
8. 15.28 metres road widening to be surveyed out along the east boundary of balance parcel, to the satisfaction of the Public Works department, **as a condition of subdivision;**
9. Final amendment application fees to be submitted;
10. Submission of an executed subdivision application and the necessary fees.

**OPTION #2 – REFUSAL OF AMENDMENT**

Council may choose to refuse the application for the amendment of Plan 8410347, Block D; Ptn. SE 05-21-29 W4M from the Country Residential District land use rules in order to allow for the future subdivision of one 4.05 +/- acre and one 5.58 +/- acre lot Country Residential District parcel, with 0.75 +/- acres of road dedication and a 9.63 +/- acre Country Residential District balance parcel, for the following reasons.

*In consideration of the criteria noted in the Residential Policies of the MDP2010, Council is of the opinion that the application does not adequately address the intent of the policy with respect to the cumulative effects of the development, the efficient use of the land, the design and infrastructure linkage to the adjoining lands, and the suitability of the lands for future development.*

**APPENDICES**

**APPENDIX A: MAP SET**

LOCATION MAP

HALF MILE MAP – LAND USE

HALF MILE MAP – PARCEL SIZES

SITE PLAN

ORTHO PHOTO

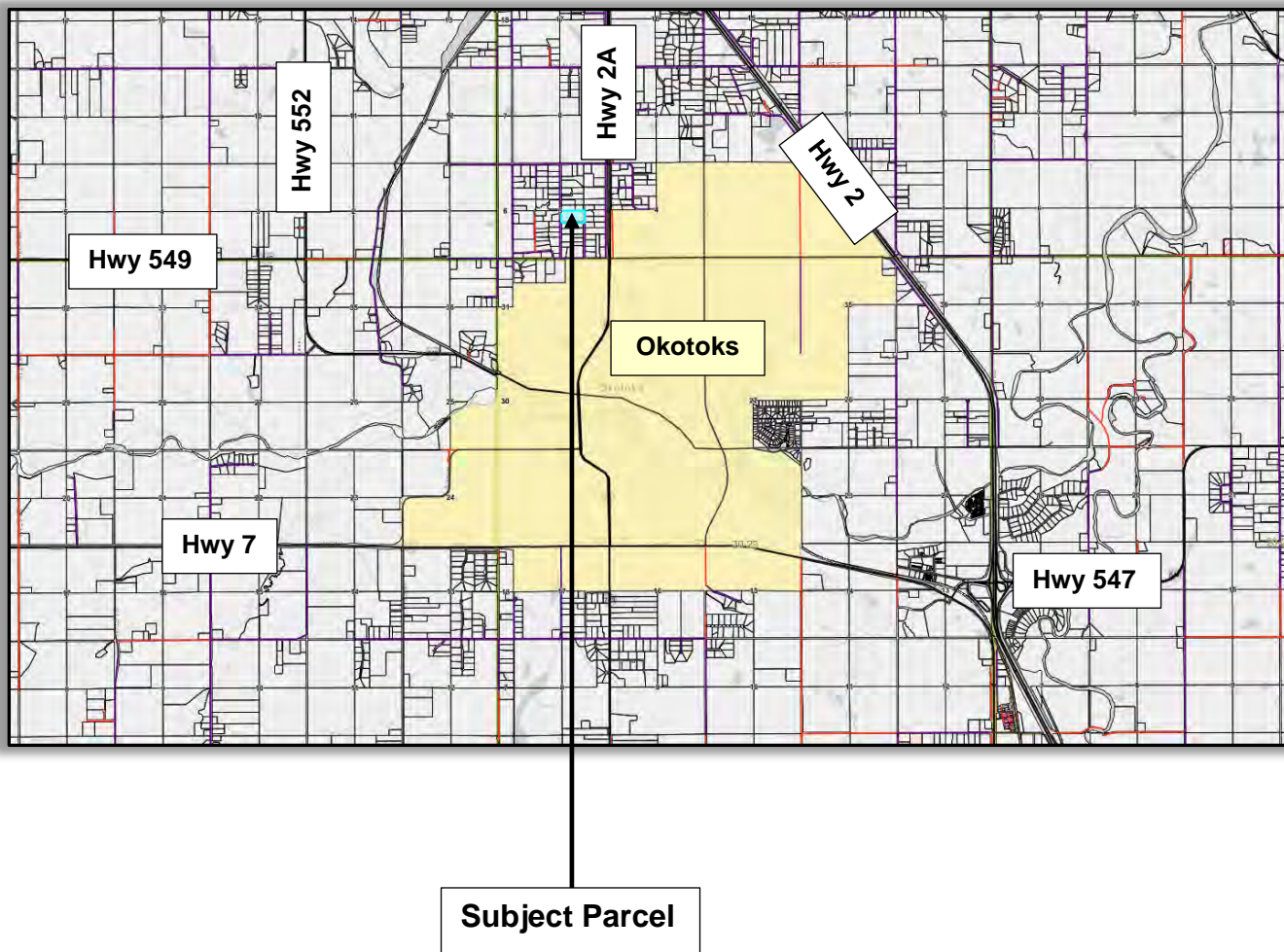
**APPENDIX B:**

AGENTS LETTER

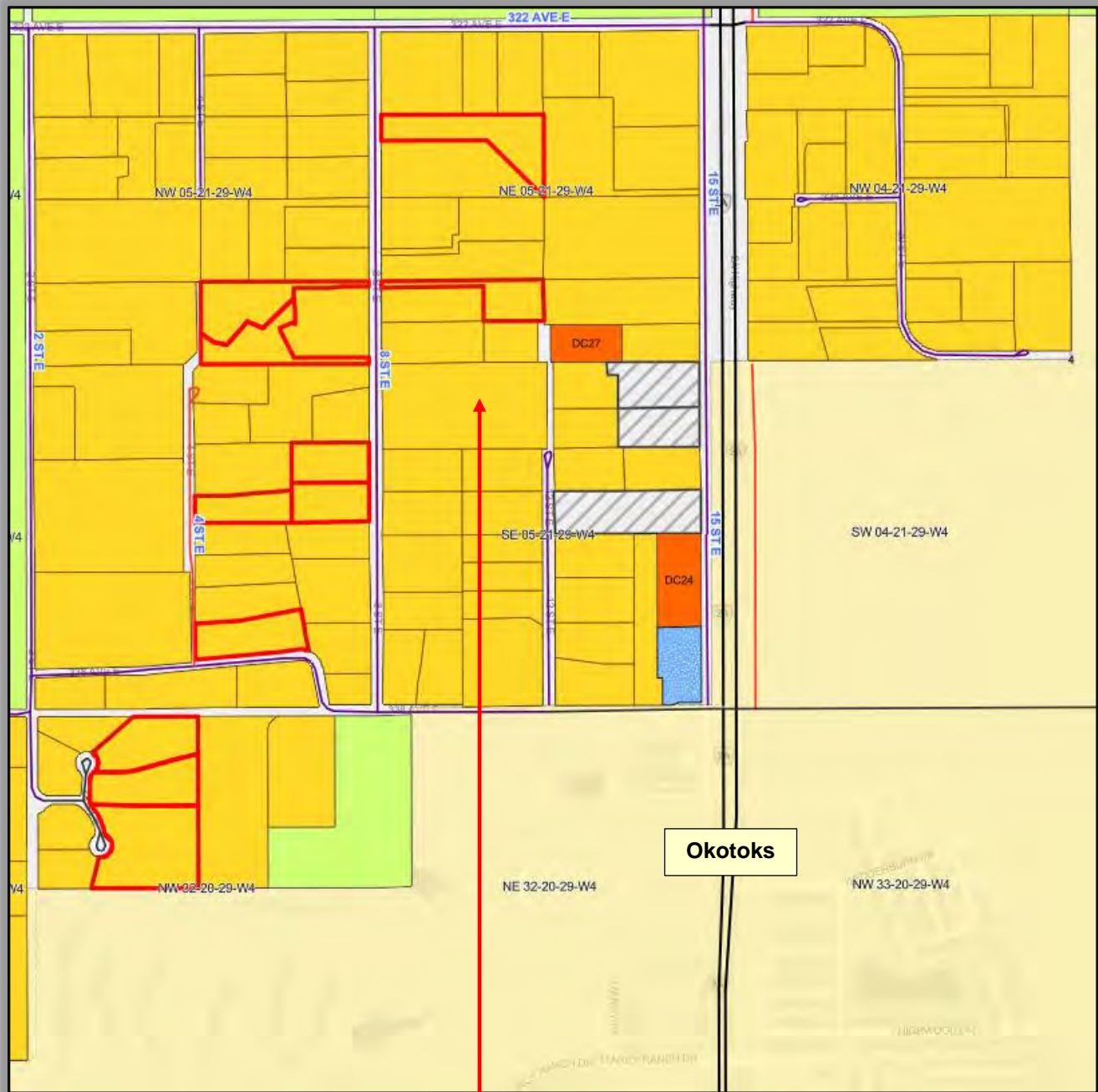
**APPENDIX C:**

DRAFT BYLAW

**APPENDIX A: LOCATION MAP**



**APPENDIX A: HALF MILE MAP – LAND USE**



**Subject Parcel**

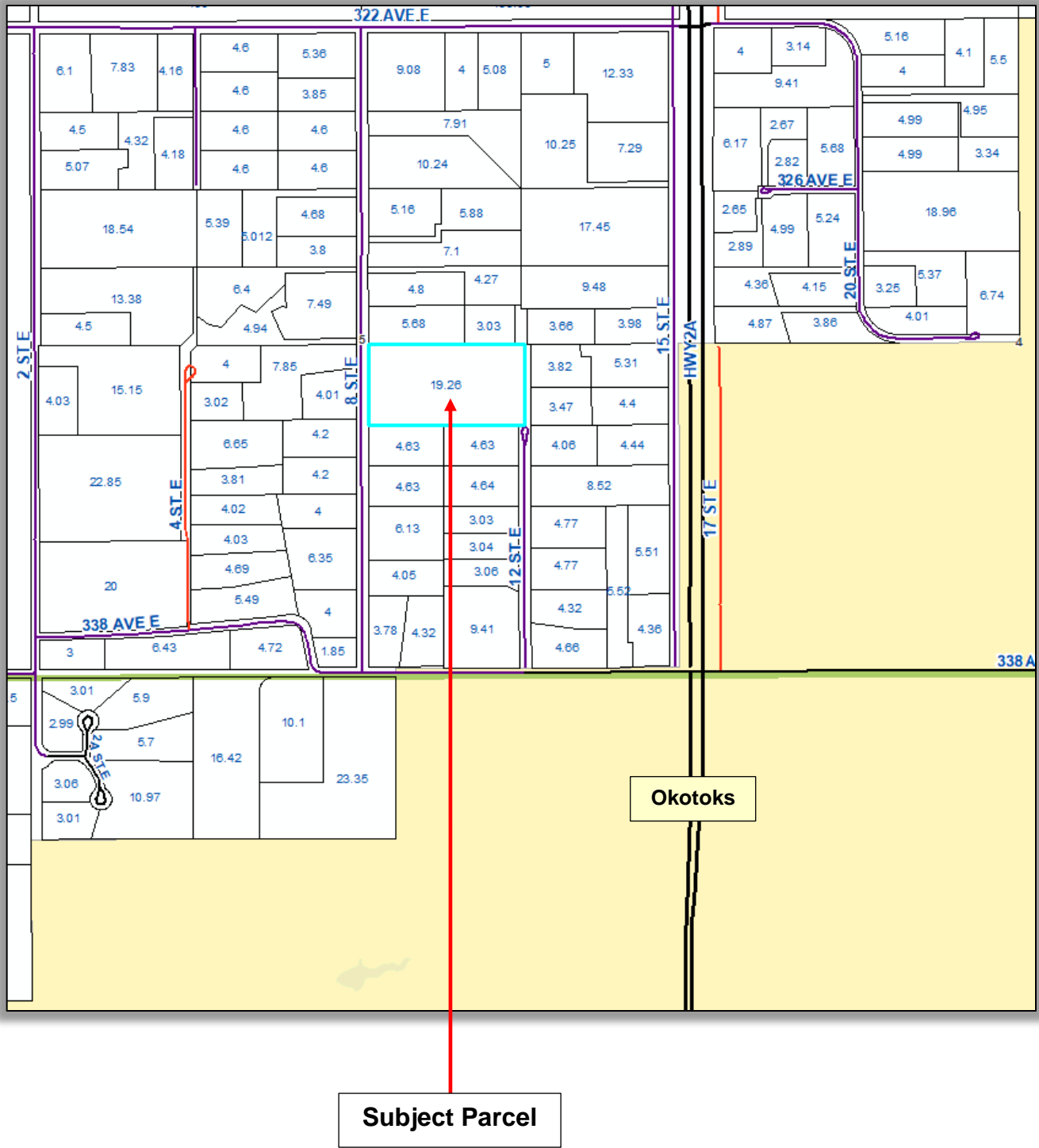
**Legend**

- Hard Surface (Chip/oil)
- Gravel
- ... Developer Pavement
- Pavement
- ⋯ In Transition
- A- Agricultural
- AA- Agricultural Sub A
- CR- Country Residential
- CRA- Country Residential Sub A

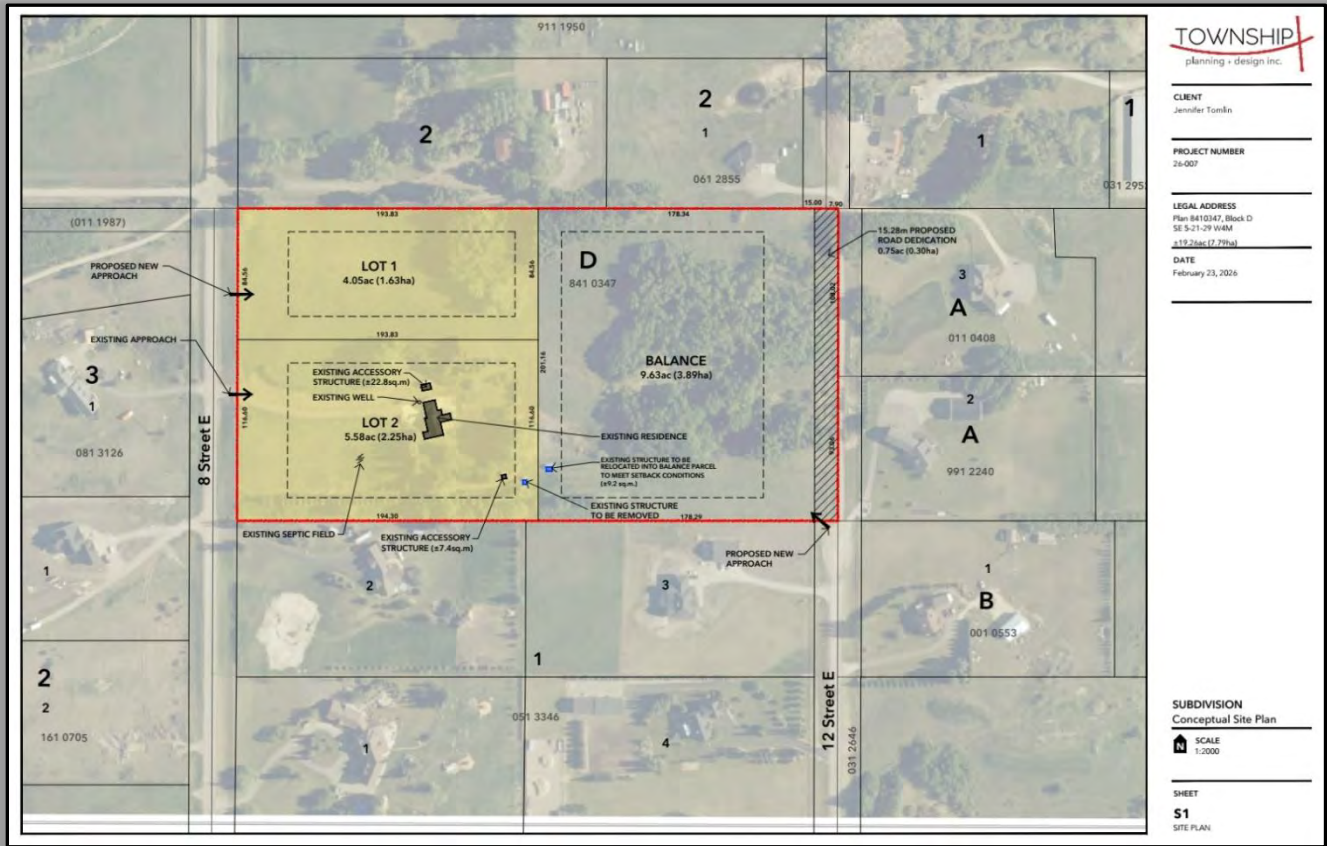
- DC - Direct Control
- RC- Residential Community District
- BP- Bussiness Park
- CMC- Community Commercial
- HC- Highway Commercial
- INR- Natural Resource Extraction
- REC- Recreation
- OS- Open Space
- PUL- Public Utility

- SD- Service District
- ER- Environmental Reserve
- MR- Municipal Reserve

APPENDIX A: HALF MILE MAP – LOT SIZES



# APPENDIX A: SITE PLAN



APPENDIX A: ORTHO PHOTO



110-259 Midpark Way SE  
Calgary, Alberta T2X 1M2

Phone: 403.300.2220  
TWPPlanning.com



Foothills County  
Box 5605  
High River, AB  
T1V 1M7

16/03/2026

**ATTN:** Samantha Payne, Manager of Planning Applications  
**RE:** Application for Land Use Exemption from the Country Residential District to allow for two (2) new parcels of +/- 4.05 ac (1.63ha) and +/- 5.58ac (2.25ha) with a +/- 9.63ac (3.89ha) balance and +/- 0.75ac (0.30ha) road plan dedication for land legally described as Plan 8410347, Block D, SE 5-21-29 W4M, consisting of +/- 7.79 hectares (19.26 acres) in Foothills County.  
**Landowner: Jennifer Jane Tomlin**

Dear Mrs. Payne,

Please find enclosed the following in support of the above-mentioned application for amendment to Land Use Bylaw:

- A formal application for exemption to the County Residential Land Use District to allow for the creation of two (2) new parcels to be +/- 4.05 ac (1.63ha) and +/- 5.58ac (2.25ha) balance;
- The Agency Agreement allowing Township Planning + Design to act as agent for the Landowner(s);
- A Cheque for fee payment in the amount of \$3,100 for the Land Use Amendment (\$100 filing fee + Initial Application Fee of \$1,500 per lot);
- A copy of the Abandoned Well Map and Statement;
- A copy of the current Certificate of Title; and
- A copy of the current site plan with and without air photo.

To assist Planning and Development with the evaluation of this application we offer the following additional information:

**Purpose**

The purpose of this application is to request an exemption from the Land Use Bylaw Country Residential (CR) District, in accordance with Section 13.1.6.1, to facilitate the future subdivision of the existing CR parcel. This will create two (2) new lots, a balance parcel, and a road dedication on the subject site. This proposed application seeks to accommodate the existing single detached dwelling on the new Lot 2. It also aims to create an additional lot (Lot 1) and a balance lot. The owner intends to reserve the balance parcel for their own permanent residence.

**Location and Policy Context**

The subject site is located south of 322 Avenue E and directly west of 8 Street E. The parcels to the north and south of the subject site are Country Residential (CR) parcels of similar size to those proposed in this application. Given its proximity to the Okotoks Urban Boundary, this development will help create a cohesive transition between the urban and rural densities. It is also consistent with the existing development pattern along the 8 Street E corridor between 322 Avenue E and 338 Avenue E. Additionally, the site is near Highway 2A, a regional Level 3 highway. Access to the highway is provided via 8th Street E, which connects to 338 Avenue E. at a signalized intersection.





The subject site is located in the Central District of the Foothills County Growth Management Strategy, where the County intends to accommodate the majority of its future growth and development. The site and surrounding area are characterized by fragmented land, with a high concentration of Country Residential parcels. In keeping with the Foothills County Municipal Development Plan, new Country Residential development is generally directed toward areas where this type of fragmentation already exists.

The site is located within the Section 5 Area Concept Plan (ACP) and is consistent with the plan's objectives, which identify this area as a location for future growth and development.

**Access and Servicing**

The subject site is currently accessed via 8th Street E. A new approach is proposed off 8th Street E to connect to Lot 1. The current approach on-site will continue to serve as the approach to the proposed Lot 2. The balance parcel will be access by a new approach that will extend from the existing cul-de-sac at the end of 12 Street E.

A 15.28-meter-wide road dedication is proposed along the eastern boundary of the balance parcel to provide for the future extension of 12th Street E. The proposed road plan dedication is consistent with others previously those approved along this corridor.

The subject site is currently serviced by an existing private well and septic system, which will continue to service the proposed Lot 2. New wells and septic systems will be required for Lot 1 and the Balance parcel.

Should you have any questions or require more information, please do not hesitate to contact the undersigned.

Sincerely,  
**Township Planning + Design Inc.**

Kristi Beunder, B.A, M.E.Des,  
Principal RPP, MCIP  
Urban + Regional Planning

Cc: Jennifer Jane Tomlin

Robyn Erhardt, BA, M.Plan,  
Senior Planner, RPP, MCIP  
Urban + Regional Planning



**APPENDIX C: PROPOSED BYLAW**

**BYLAW XX/2026**

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

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

**AND WHEREAS** the Council has received an application to further amend the Land Use Bylaw by authorizing an amendment to the Country Residential District land use rules to allow for the future subdivision of one new 4.05 +/- acre Country Residential District lot, and one new 5.58 +/- acre Country Residential District lot, leaving a 9.63 +/- acre Country Residential District balance parcel on Plan 8410347, Block D; Ptn. SE 05-21-29 W4M.

**NOW THEREFORE THE COUNCIL ENACTS AS FOLLOWS:**

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

*Plan 8410347, Block D; Ptn. SE 05-21-29 W4M within which shall allow for the future subdivision of one new 4.05 +/- acre Country Residential District lot and one new 5.58 +/- acre Country Residential District lot, with a 9.63 +/- acre Country Residential District balance parcel.*

- 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    .

**PUBLIC HEARINGS AND MEETINGS  
PLANNING AND DEVELOPMENT REPORT TO COUNCIL  
REDESIGNATION  
June 10, 2026  
To be heard at: 1:30 PM**

<b>APPLICATION INFORMATION</b>		<b>FILE NO. 26R026</b>
	<b>LEGAL DESC.:</b> Ptn. SW 27-20-2 W5M	
	<b>LANDOWNERS:</b> Matthew & Kari Loscher	
	<b>AGENT:</b> Jeff Badke – Badke Consulting Ltd.	
	<b>AREA OF SUBJECT LANDS:</b> 104.7 Acres	
	<b>CURRENT LAND USE:</b> Natural Resource Extraction (INR) District	
	<b>PROPOSED LAND USE:</b> Agricultural (A) District and Flood Hazard Protection (FHP) Overlay	
<b>PROPOSAL:</b> Redesignation of the subject 104.7 acre Natural Resource Extraction (INR) District parcel to Agricultural District and Flood Hazard Protection (FHP) Overlay.		
<b>DIVISION NO:</b> 2	<b>COUNCILLOR:</b> Benita Estes	
<b>FILE MANAGER:</b> Elliott Salmon		

**EXECUTIVE SUMMARY**

**Location:**

The subject parcel is located in Council Division 2:

- Along the east bank of the Sheep River;
- Approximately 800 m west of 128 St W;
- Approximately 1.6 km north of Highway 7; and
- Approximately 2.5 km northeast of Diamond Valley.

**Policy Evaluation:**

This application was reviewed within the terms of the Municipal Development Plan 2010 (MDP2010) and Land Use Bylaw 60/2014.

**Referral Considerations:**

Referred to the required internal departments and external agencies.

**PURPOSE OF APPLICATION**

Bylaw XX/2026 – Council has received an application to further amend the Land Use Bylaw by authorizing the redesignation of the subject 104.7 acres on Ptn. SW 27-20-02 W5M from Natural Resource Extraction (INR) District to Agricultural (A) District and Flood Hazard Protection (FHP) Overlay.

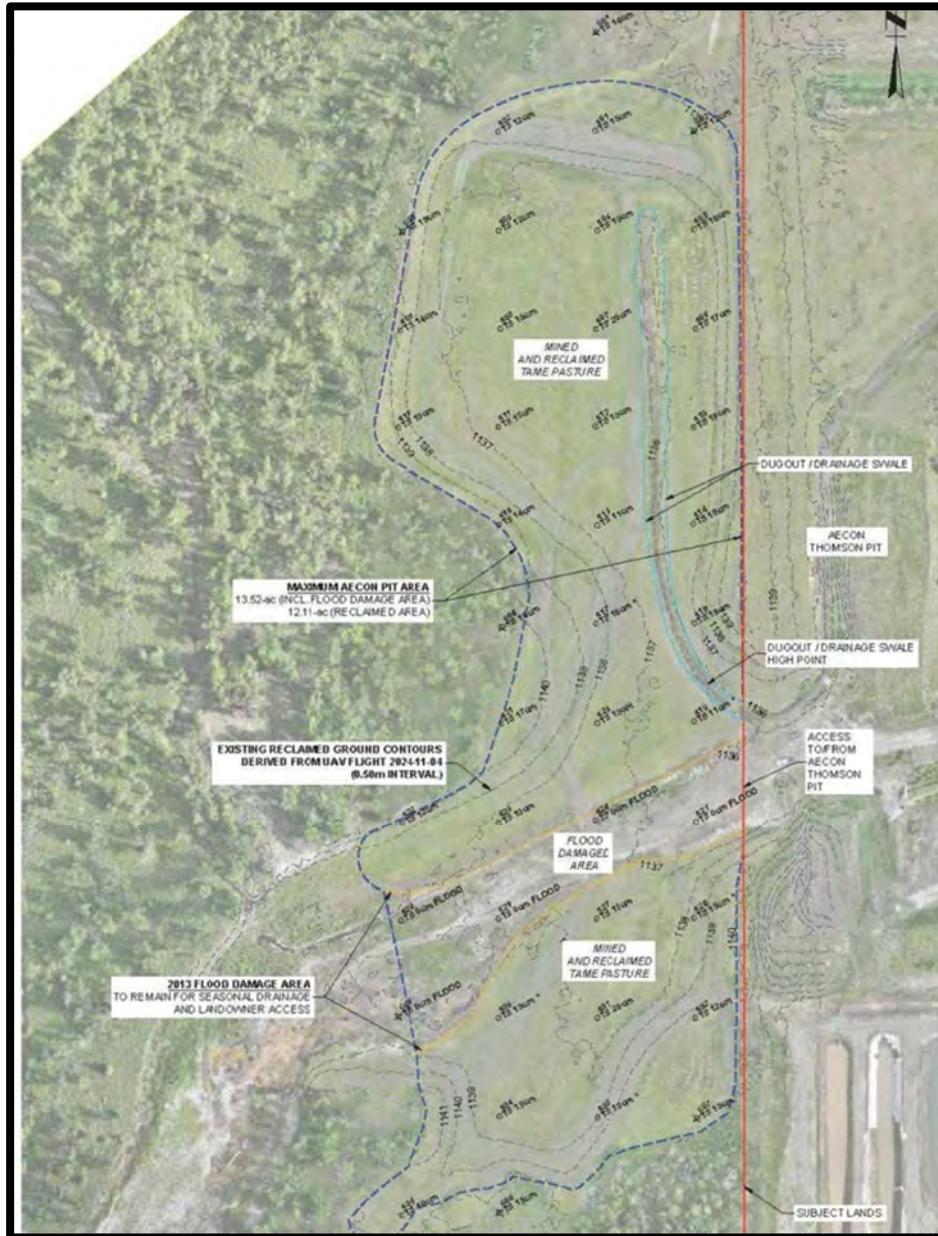
**HISTORY**

**January 10, 2010** – Council gave third and final reading to Bylaw 84/2009 to authorize the redesignation of a 9.5-acre portion of the subject parcel from Agricultural District to Industrial Natural Resources District to allow for gravel extraction.

**June 9, 2011** – Alberta Environment and Protected Areas issued a registration on the subject property for the construction, operation or reclamation of a pit on the subject parcel.

**January 13, 2025** – Development Permit 24D230 issued for Renewal of Natural Resource Extraction & Processing on SE 27-20-02 W5M (the parcel immediately east of the subject parcel). The projected lifetime of the gravel pit is unknown, though Development Permit 24D230 expires on December 4, 2026.

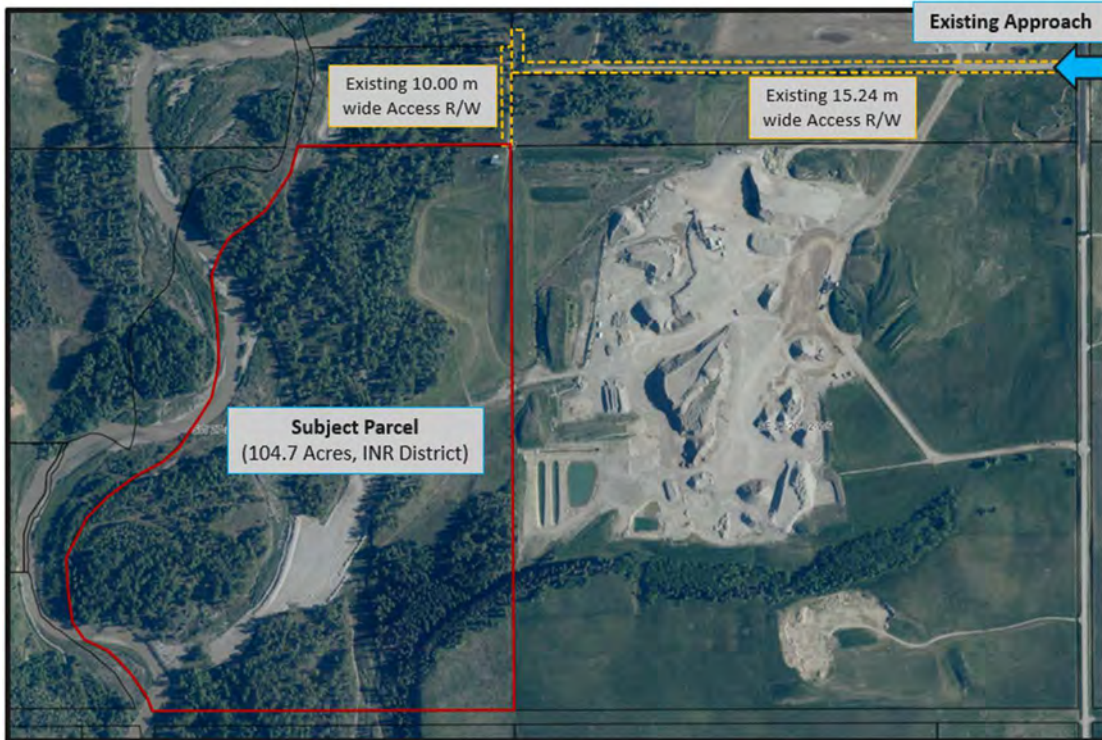
**November 21, 2025** – Alberta Environment and Protected Areas issued a reclamation certificate for the gravel operation that was on the subject parcel.



## **SITE CONSIDERATIONS**

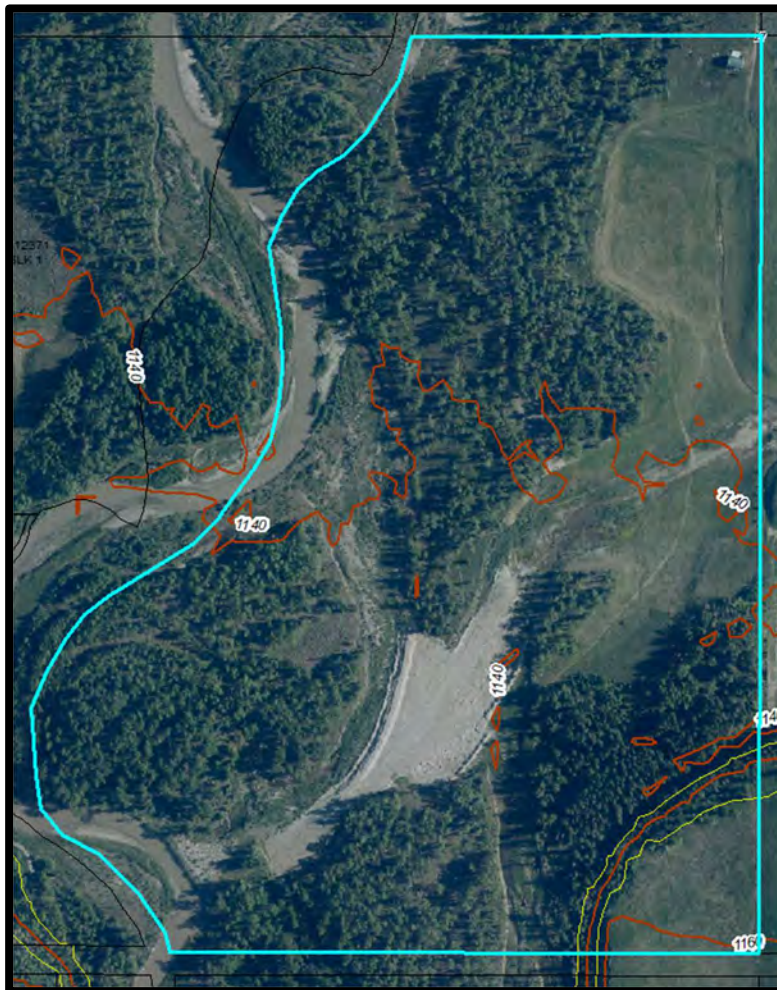
### **Access:**

Access to the property is currently through two access easements through NE 27-20-2 W5M and NW 27-20-2 W5M. The agent/applicant has identified that this provides legal physical access to the property, though staff does not believe that the access easement through NE 27-20-2 W5M provides legal access to the subject parcel as the subject parcel is not identified as a grantor on the easement and right-of-way agreement.



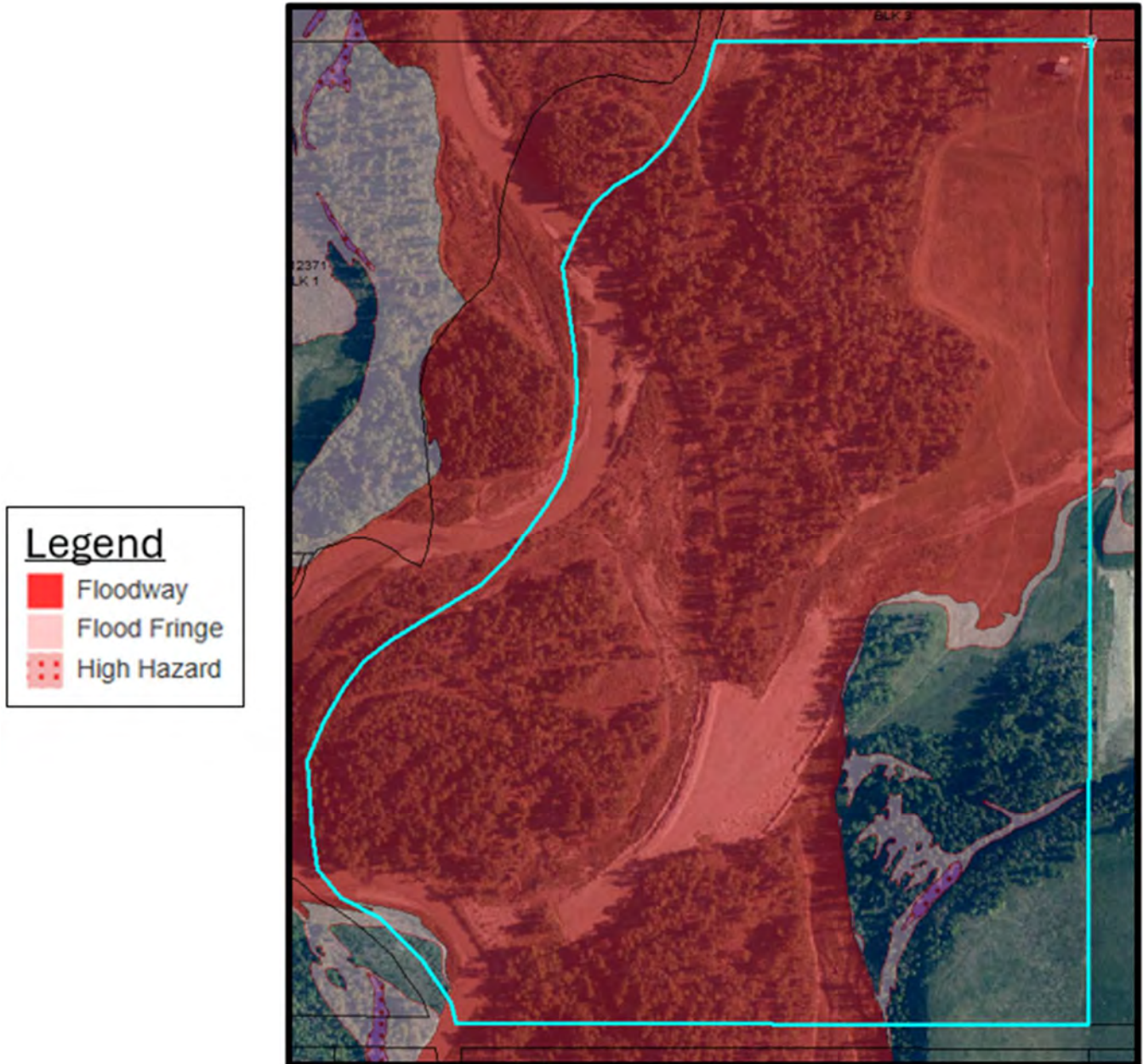
**Physiography and Building Envelope:**

The physiography of the subject parcel contains rolling hills with forests and meadows, featuring the riparian area along the east bank of the Sheep River that forms the west boundary of the subject parcel.



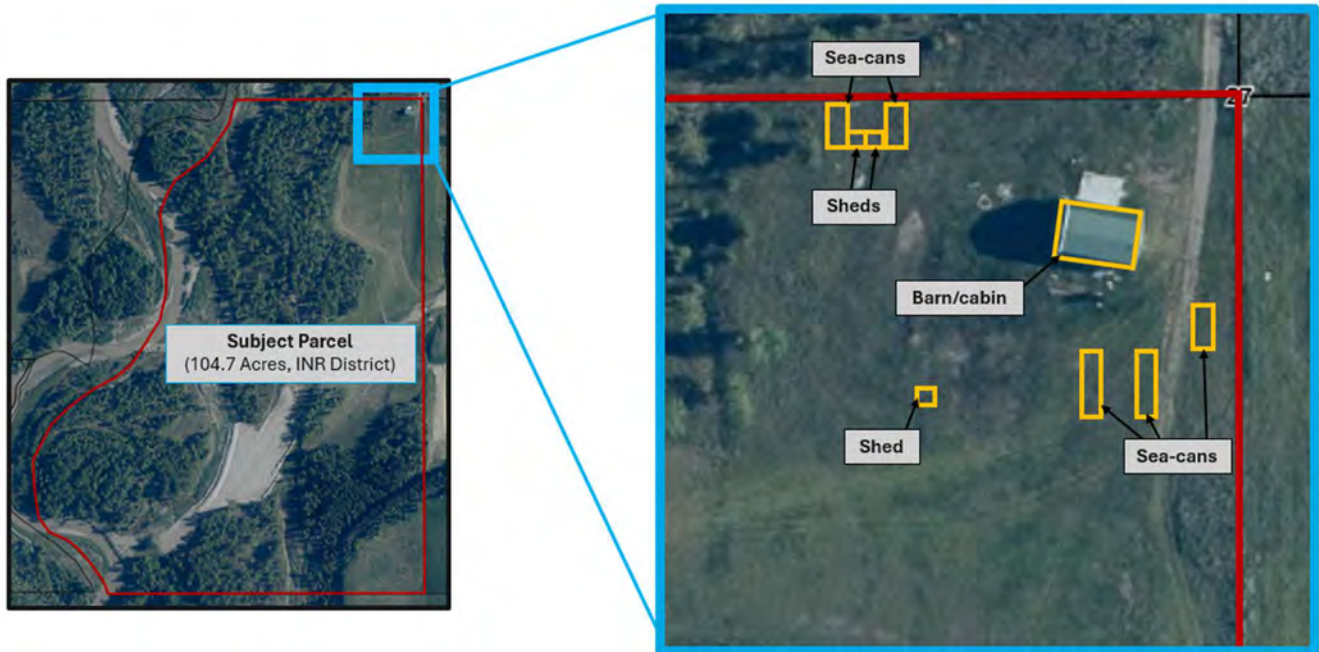
As shown in the image below, a majority of the subject parcel is within the Flood Hazard Protection Overlay. The southeast corner of the subject parcel has a high area with an escarpment, which is bordered on the south side by an undeveloped road allowance.

Considering setbacks required to the INR parcel immediately east of the subject parcel and the current Provincial Flood Hazard Mapping, the subject parcel does not appear to contain a building envelope for a dwelling.



**Existing Development:**

The existing development on the subject parcel includes a barn/cabin, five (5) sea-cans, and three (3) sheds; some of the sea-cans and sheds do not meet the required 15m setback requirement from the side boundary lines. This development is all in the northeast corner of the subject parcel.



The parcel also contains three berms that were constructed around the time of the 2013 flood. The Flood Prevention Berm was constructed by the County with Provincial approval; however, the origin of the other two gravel berms is unknown and they are not supported by a Development Permit or other supporting documentation from the Province.



**REFERRAL CIRCULATION**

<b>CIRCULATION REFERRALS</b>	
<b>REFEREE</b>	<b>COMMENTS</b>
<b>INTERNAL</b>	
Public Works	<ul style="list-style-type: none"> <li>• Access is currently via easement across 2 adjacent parcels. The entirety of this access is located within the floodway, including 128 Street W. There is an undeveloped road allowance (hypothetical 370 Ave W) to the south of the subject property, which Public Works recommends be constructed to allow access outside the floodway. It would require construction to current municipal standards, unless permitted to be of substandard construction by Council.</li> <li>• There is uncertainty regarding the origin and purpose of the berm located within the southwest portion of the subject property. It is also unknown what effect it would have in a flood situation, or if it was included in the provincial flood hazard mapping. As a result, Public Works recommends that a flood assessment be undertaken by a qualified professional to determine the berm’s effect, as well as any recommendations regarding the building site.</li> <li>• As the immediately adjacent AECON pit is currently in operation, the 100m minimum setback applies. However, the only area of the property outside of the floodway is within the setback.</li> </ul>
<b>PUBLIC</b>	
Western Wheel	May 27 and June 3, 2026.
Landowners	No submissions received prior to the submission of this staff report.

**POLICY EVALUATION**

**Municipal Development Plan (MDP2010):**

Policy 2 of the Agricultural section of the MDP2010 supports maintaining the integrity of the agricultural land base.

**Land Use Bylaw 60/2014:**

The application meets the lot size restriction as set out in Section 12.1.6.2 of the Agricultural District. A majority of the subject parcel is within the Flood Hazard Protection (FHP) Overlay District, thereby requiring a Development Permit for all uses and activities in the FHP Overlay areas. Further, new development in the floodway will not be permitted if other land outside of the floodway is available on the parcel.

The Land Use Bylaw requires that dwellings be set back a minimum of 100 m from natural resource extraction operations. Further, the Land Use Bylaw allows for the placement of two dwellings on parcels 80 acres and larger.

A Development Permit is required for the placement of more than one sea-can on parcels 21 acres or more in size, and all structures must meet the setback requirement of 15 meters to the property lines. New

structures must be accessory to a primary use (e.g. a dwelling, agricultural operation, etc.), and as noted above must be placed outside of the floodway if the land allows.

## **SUMMARY**

Bylaw XX/2026 – Council has received an application to further amend the Land Use Bylaw by authorizing the redesignation of the subject 104.7 acres on Ptn. SW 27-20-02 W5M from Natural Resource Extraction (INR) District to Agricultural (A) District and Flood Hazard Protection (FHP) Overlay.

## **OPTIONS FOR COUNCIL CONSIDERATION**

### **OPTION 1 – FIRST READING APPROVAL**

Council may choose to grant 1<sup>st</sup> reading to the application to further amend the Land Use Bylaw by authorizing the redesignation of the subject 104.7 acres on Ptn. SW 27-20-02 W5M from Natural Resource Extraction (INR) District to Agricultural (A) District and Flood Hazard Protection (FHP) Overlay for the following reasons:

*In consideration of the criteria noted in the Agriculture section of the MDP2010 and the Flood Hazard Protection (FHP) Overlay in Land Use Bylaw 60/2014, Council is of the opinion that the lands are suitable for the intended use and would not be detrimental to the nature of the area.*

#### **Recommended Conditions for Option #1:**

- 1. Staff is seeking guidance from Council for the potential requirement for a Building Envelope Plan.**
2. Options for Council’s consideration regarding the accessory buildings and sea-cans on the property:
  - a. If the structures are proposed to be used for general agricultural purposes for an agricultural operation, the landowners are to submit a complete development permit application to bring all non-compliant structures into compliance with the Land Use Bylaw.
  - b. If the structures are proposed to be used for personal use, all non-compliant structures are to be removed from the property in their entirety.
3. Landowner is required to obtain all necessary approvals for the berms through Alberta Environment and Protected Areas (AEPA), or waiver of such, and proof of such must be provided to the County to assess if any further approvals through the County are required.
4. Final redesignation fees to be submitted.

### **OPTION 2 – REFUSE APPLICATION**

Should Council be unable to support the application for Land Use Redesignation from Natural Resource Extraction District to Agricultural District and Flood Hazard Protection (FHP) Overlay on Ptn. SW 27-20-2 W5M, the application may be refused for the following reasons:

*In their consideration of the criteria within the MDP2010 and LUB 60/2014; Council is of the opinion that the proposed redesignation of the subject property is premature in advance of the cessation of the gravel extraction operation on the adjacent property, and as such the subject property is unable to support the Agricultural Land Use District due to a lack of appropriate building area.*

## **APPENDICES**

### APPENDIX A – MAP SET

LOCATION MAP

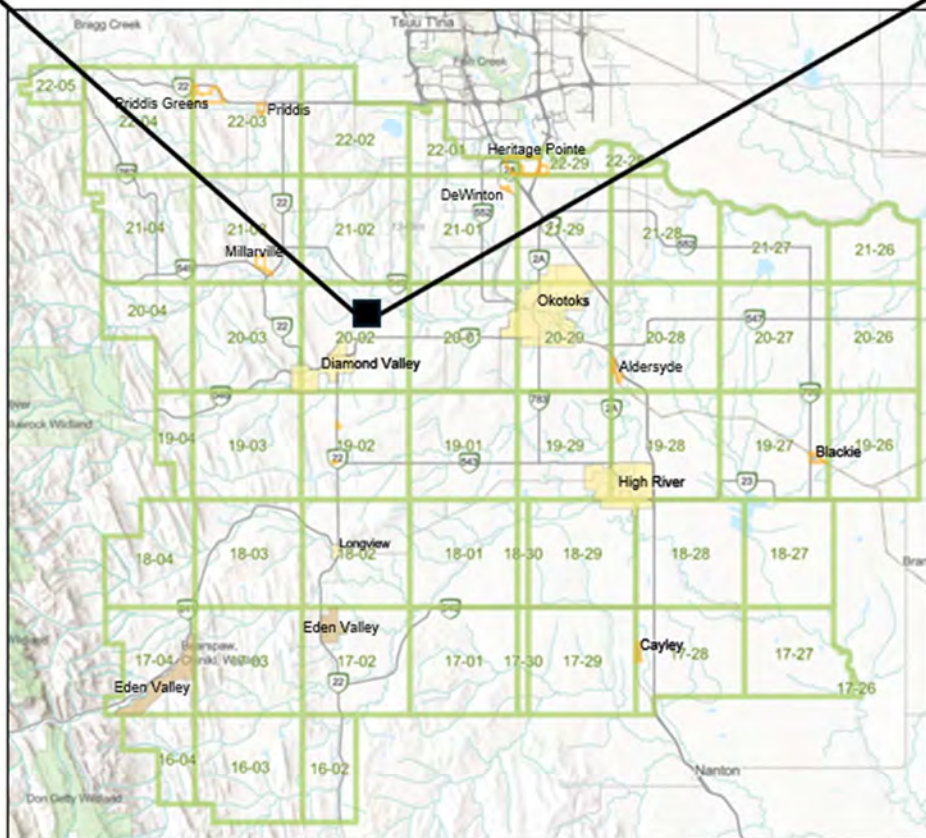
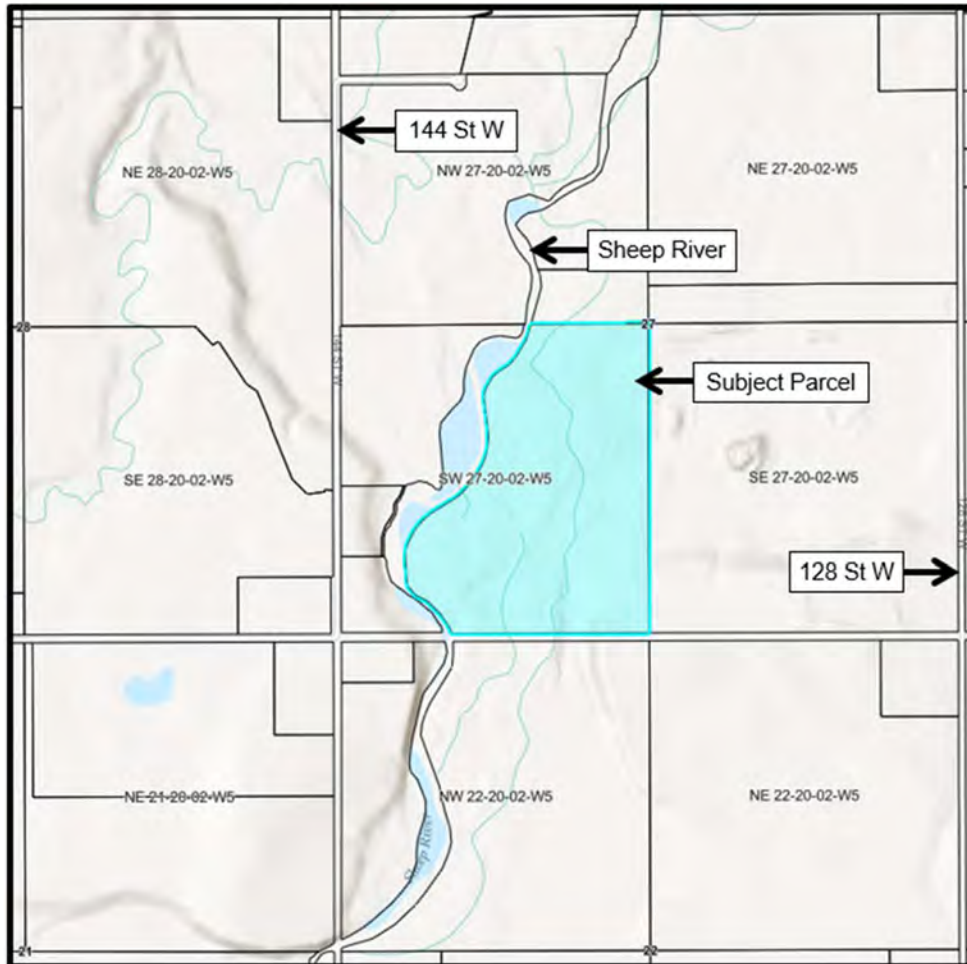
LAND USE – HALF MILE MAP

PARCEL SIZES – HALF MILE MAP

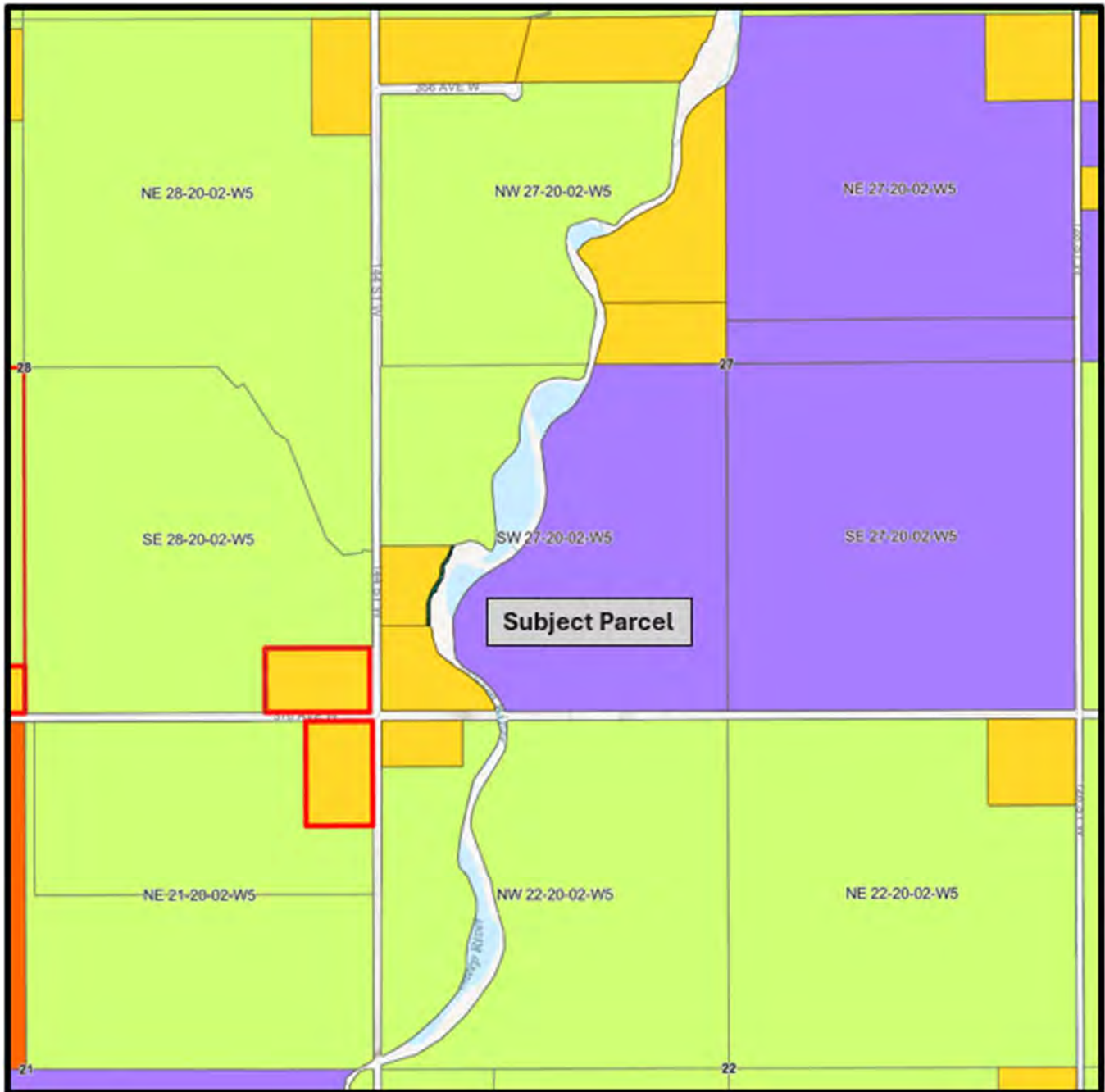
SITE PLANS

### APPENDIX B – DRAFT BYLAW

**APPENDIX A – LOCATION MAP**

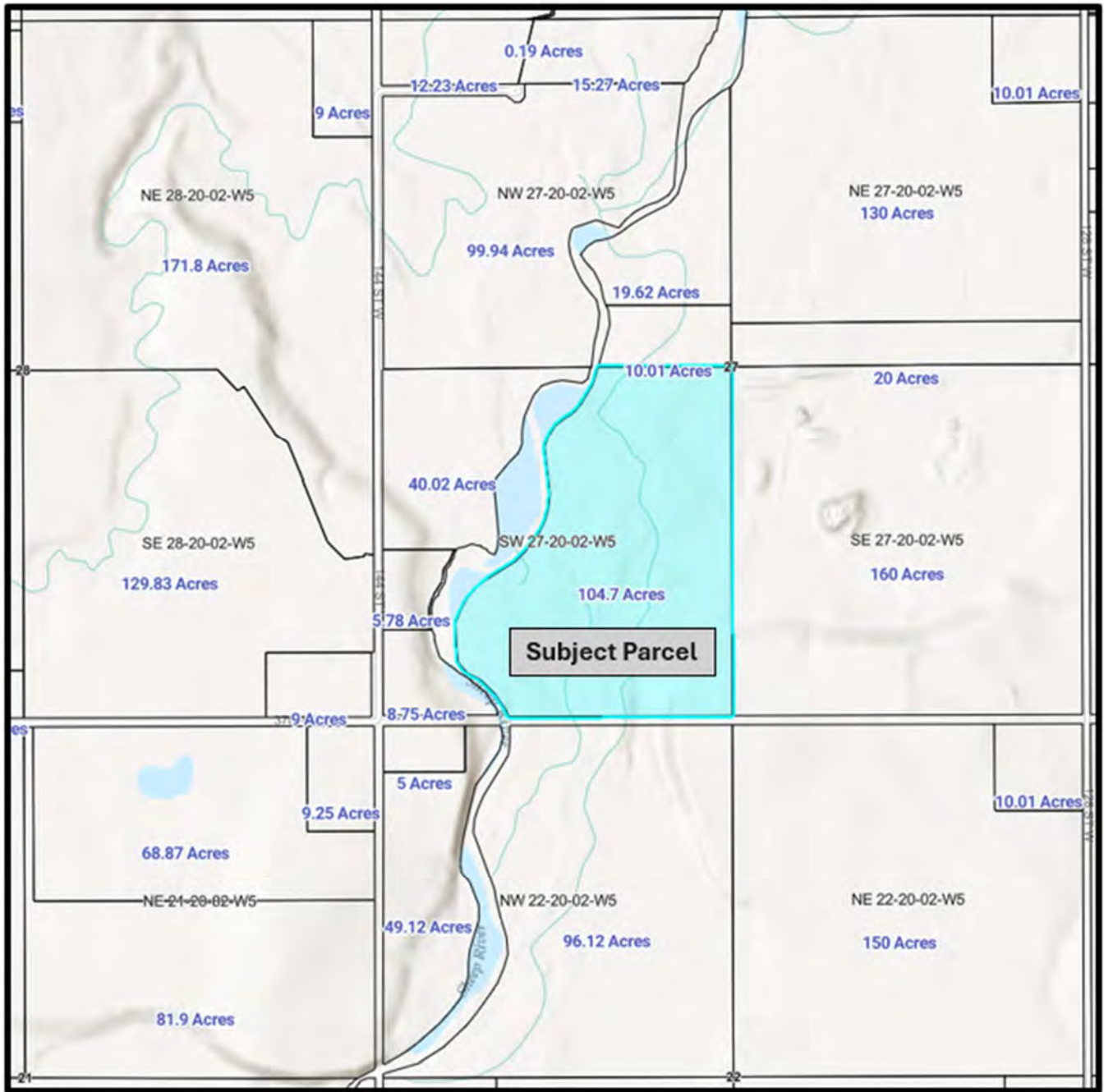


**APPENDIX A – LAND USE – HALF MILE MAP**

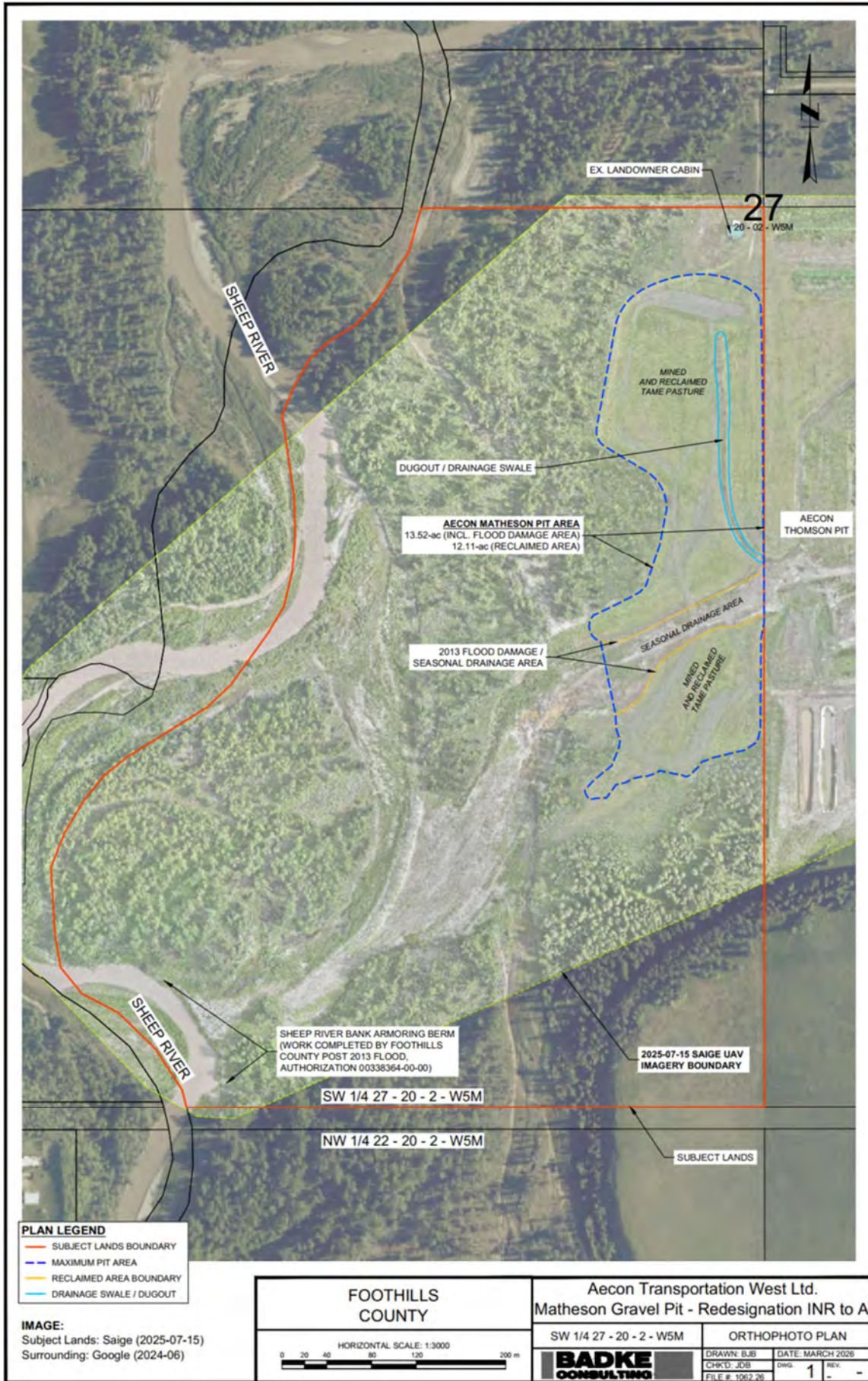


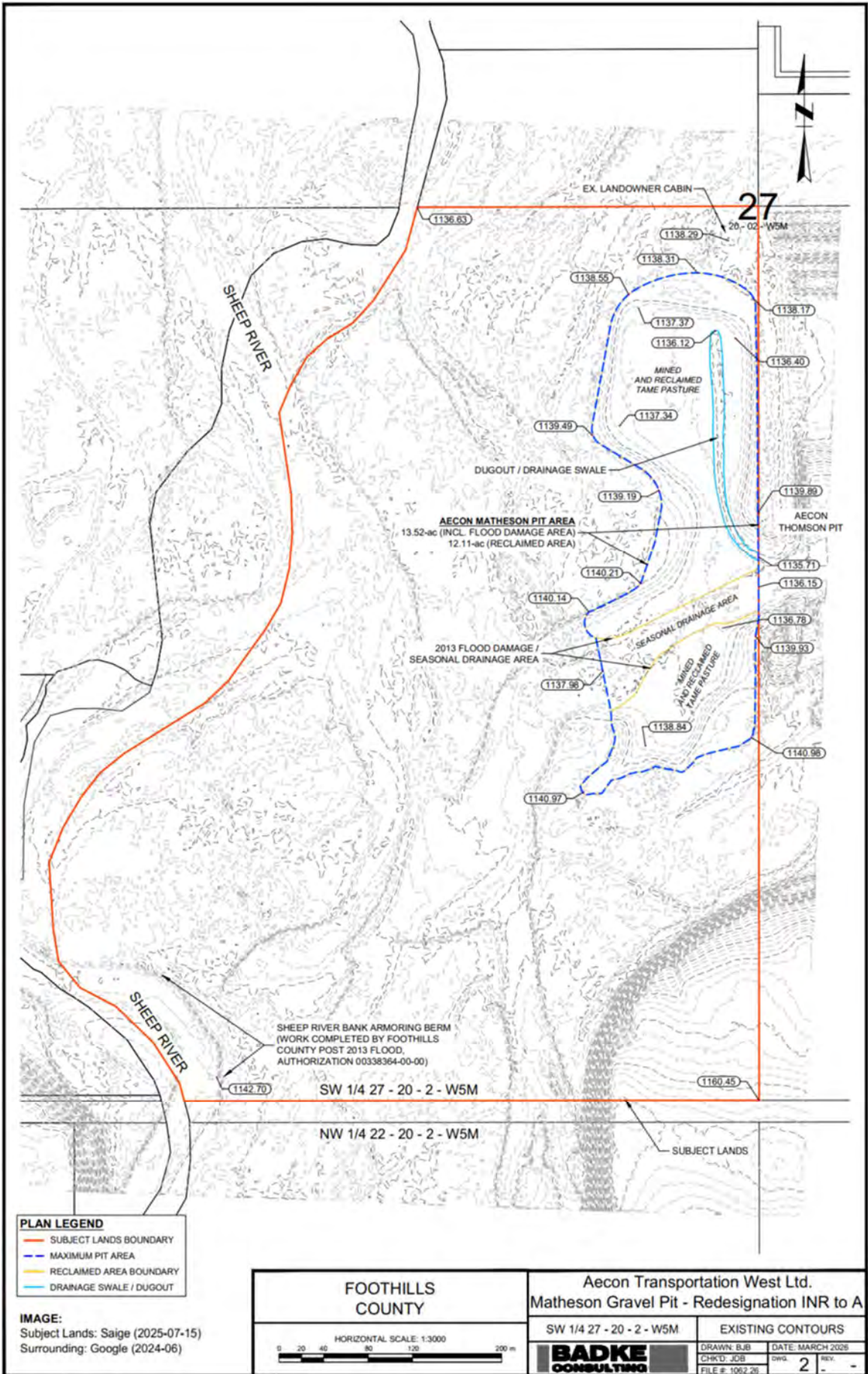
Land Use Districts		
	A- Agricultural	 CR- Country Residential
	AA- Agricultural Sub A	 CRA- Country Residential Sub A
	DC - Direct Control	 ER- Environmental Reserve
		 INR- Natural Resource Extraction
		 MR- Municipal Reserve

**APPENDIX A – PARCEL SIZES – HALF MILE MAP**



**APPENDIX A – SITE PLANS**





**PLAN LEGEND**

- SUBJECT LANDS BOUNDARY
- MAXIMUM PIT AREA
- RECLAIMED AREA BOUNDARY
- DRAINAGE SWALE / DUGOUT

**IMAGE:**  
 Subject Lands: Saige (2025-07-15)  
 Surrounding: Google (2024-06)

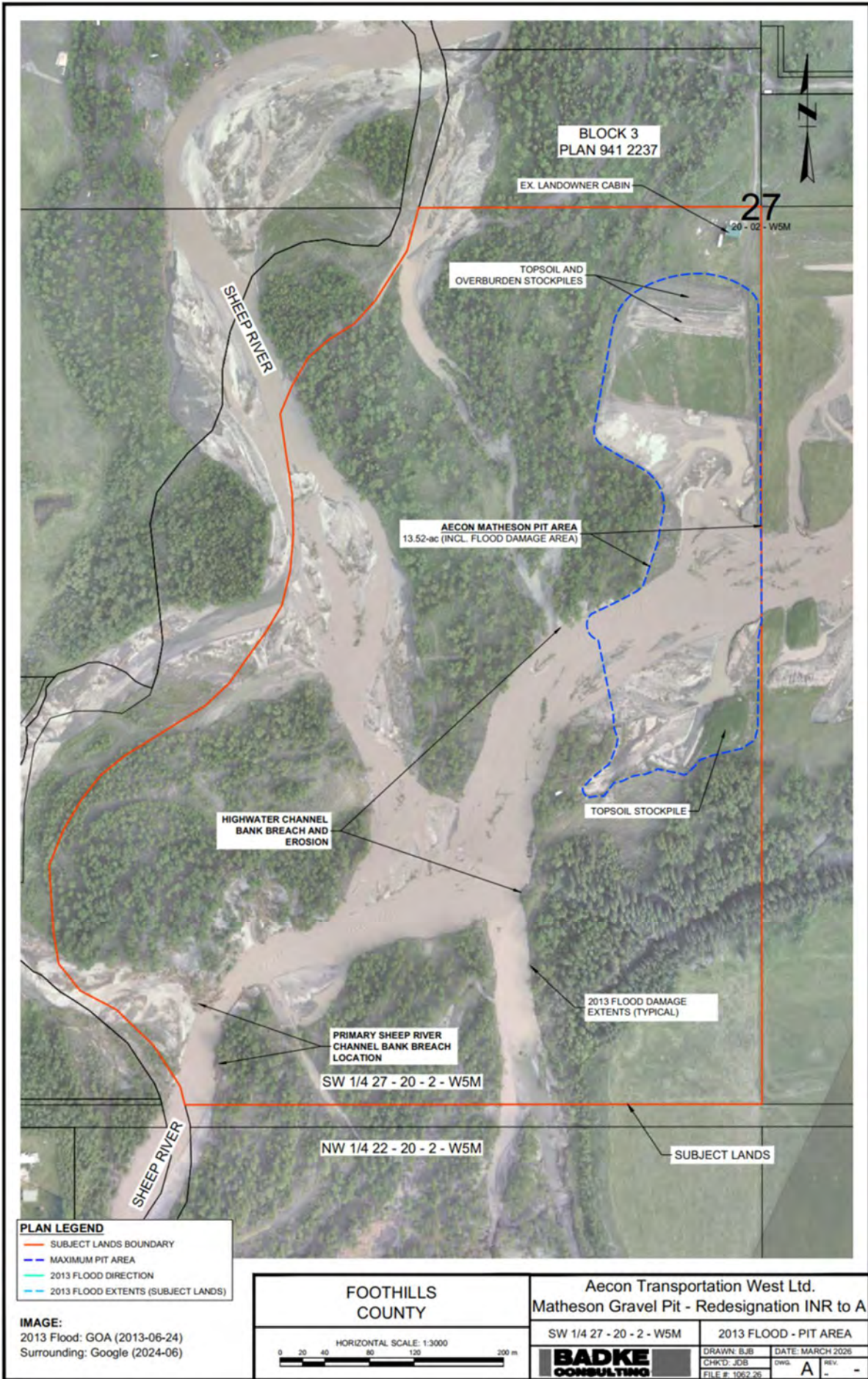
**FOOTHILLS COUNTY**

HORIZONTAL SCALE: 1:3000

0 20 40 80 120 200 m

**Aecon Transportation West Ltd.**  
 Matheson Gravel Pit - Redesignation INR to A

SW 1/4 27 - 20 - 2 - W5M	EXISTING CONTOURS
<b>BADKE CONSULTING</b>	DRAWN: BJB    DATE: MARCH 2025 CHK'D: JOB    DWG: 2 - - FILE #: 1062.26



**PLAN LEGEND**

- SUBJECT LANDS BOUNDARY
- - - MAXIMUM PIT AREA
- 2013 FLOOD DIRECTION
- - - 2013 FLOOD EXTENTS (SUBJECT LANDS)

**IMAGE:**  
 2013 Flood: GOA (2013-06-24)  
 Surrounding: Google (2024-06)

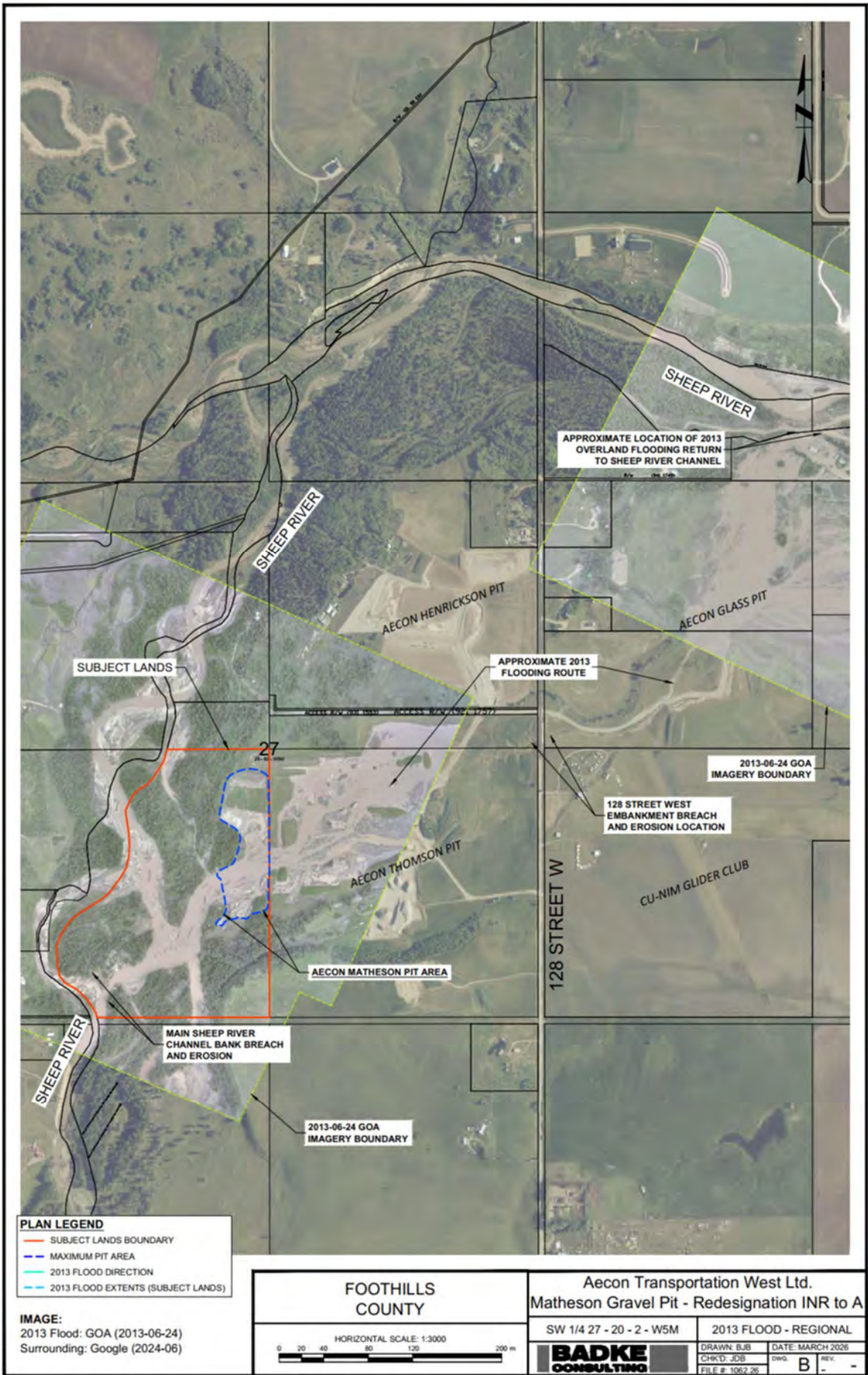
**FOOTHILLS COUNTY**

HORIZONTAL SCALE: 1:3000

0 20 40 80 120 160 200 m

**Aecon Transportation West Ltd.**  
**Matheson Gravel Pit - Redesignation INR to A**

SW 1/4 27 - 20 - 2 - W5M	2013 FLOOD - PIT AREA
<b>BADKE CONSULTING</b>	DRAWN: BJB    DATE: MARCH 2026 CHKD: JDB    DWG: A    REV: - FILE #: 1062.26



**PLAN LEGEND**

<span style="color: red;">—</span>	SUBJECT LANDS BOUNDARY
<span style="color: blue;">—</span>	MAXIMUM PIT AREA
<span style="color: cyan;">—</span>	2013 FLOOD DIRECTION
<span style="color: cyan;">—</span>	2013 FLOOD EXTENTS (SUBJECT LANDS)

**IMAGE:**  
 2013 Flood: GOA (2013-06-24)  
 Surrounding: Google (2024-06)

**FOOTHILLS COUNTY**

HORIZONTAL SCALE: 1:3000

0 20 40 80 120 200 m

**Aecon Transportation West Ltd.**  
 Matheson Gravel Pit - Redesignation INR to A

SW 1/4 27 - 20 - 2 - W5M	2013 FLOOD - REGIONAL						
<b>BADKE CONSULTING</b>	<table border="1" style="width: 100%;"> <tr> <td>DRAWN: BJB</td> <td>DATE: MARCH 2026</td> </tr> <tr> <td>CHKD: JOB</td> <td>DATE: -</td> </tr> <tr> <td>FILE # 1062 26</td> <td>REV: B - -</td> </tr> </table>	DRAWN: BJB	DATE: MARCH 2026	CHKD: JOB	DATE: -	FILE # 1062 26	REV: B - -
DRAWN: BJB	DATE: MARCH 2026						
CHKD: JOB	DATE: -						
FILE # 1062 26	REV: B - -						

**BYLAW XX/2026**

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

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

**AND WHEREAS** the Council has received an application to further amend the Land Use Bylaw by authorizing the redesignation of the subject 104.7 acres on Ptn. SW 27-20-02 W5M from Natural Resource Extraction (INR) District to Agricultural (A) District and Flood Hazard Protection (FHP) Overlay.

**NOW THEREFORE THE COUNCIL ENACTS AS FOLLOWS:**

1. Land Use Map No.2002 is amended by *redesignating 104.7 acres on Ptn. SW 27-20-02 W5M from Natural Resource Extraction (INR) District to Agricultural (A) District and Flood Hazard Protection (FHP) Overlay.*
2. This Bylaw shall have effect on the date of its third reading and upon signing.

FIRST READING:

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

SECOND READING:

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO


THIRD READING:

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

PASSED IN OPEN COUNCIL assembled at the Town of High River in the Province of Alberta this        day of        20    .

**MISCELLANEOUS PLANNING ITEM  
PLANNING AND DEVELOPMENT REPORT TO COUNCIL  
DEVELOPMENT PERMIT APPLICATION  
June 10, 2026**

<b>APPLICATION INFORMATION</b>		<b>FILE NO. 26D 021</b>
	<b>DATE APPLICATION DEEMED COMPLETE:</b> January 28, 2026	
	<b>LEGAL DESCRIPTION:</b> Plan 0813086, Block 1, Lot 1; NW 01-19-28 W4M	
	<b>LANDOWNER(S)/APPLICANT(S):</b> Steven Weir & Marissa Pitzoff	
<b>CURRENT LAND USE:</b> Direct Control District #26 (DC#26 – Dog Kennels & Facilities)		
<b>AREA OF SUBJECT LANDS:</b> 6.89 acres		
<b>PROPOSAL:</b> Request for Development Permit approval under Direct Control District #26 to allow for the operation of a Commercial Dog Kennel and Training Facility on the subject parcel and relaxation of setbacks.		
<b>DIVISION NO:</b> 1	<b>REEVE:</b> Rob Siewert	
<b>FILE MANAGER:</b> Brittany Smith		

**EXECUTIVE SUMMARY:**

**Summary of Proposal:**

The landowners are requesting Development Permit approval on the Direct Control #26 parcel as per land use redesignation approval under Bylaw 32/2024 including:

- Use of an existing +/- 308 sq. ft. accessory building as a boarding and training facility for no more than 16 dogs at any given time.
- Relaxation of Setbacks to allow the kennel building to remain 8.26m from the north property line

**Location:**

The subject parcel is located directly east of 160 St E, 1.5km north of Highway 23 and approximately 5km northwest of Frank Lake.

**Policy Evaluation Summary**

The subject parcel does not fall within any Intermunicipal Plan, Development Plan or Area Structure Plan and has therefore been reviewed within the terms of the MDP2010 and the Land Use Bylaw 60/2014.

**Referral Considerations Summary:**

This application was circulated to internal and external agencies. Responses received have been provided within the referral section later in this staff report.

**Site Improvements:**

Existing personal use development includes:

- A single-family dwelling, with attached garage
- A 308 sq. ft. accessory building constructed as a personal use accessory building prior to this application which did not require a development permit as it does not exceed the cumulative size or number of accessory buildings permitted on the parcel. However, the location of the accessory

building does not appear to meet the required 15.0m setback distance to the north property line as the provided site plan inaccurately shows the property boundary to the north. As part of this development permit application, a relaxation of setbacks is requested to allow the existing building utilized for the kennel facilities to remain located at approximately 8.26m from the north property line.

- Small Chicken Coop & Garden Shed.
  - o The chicken coop and garden shed, as well as a portion of the fence are located wholly outside of the parcel boundaries and are within the undeveloped road plan to the north. Should Council approve the application, a pre-release condition of approval has been added to move the chicken coop, shed and fence to be located within the parcel and to meet required setbacks.
  - o *A letter request submitted by the applicant/landowner for consideration of an encroachment agreement has been included as Appendix C of this staff report, and location of the fence and sheds has been indicated on the Ortho Photo within Appendix A.*

## **BACKGROUND**

**March 25, 2026** - Council granted third and final reading to Land Use Redesignation - Bylaw 32/2024 to authorize the redesignation of the subject site from Country Residential to Direct Control District #26 – Dog Kennels and Facilities.

## **PURPOSE OF APPLICATION:**

Request of the Development Authority to approve Development Permit 26D 021 to allow for the operation of a commercial Dog Kennel and Training Facility on the subject parcel.

*Application details have been included within Appendix B – Development Permit Application Details.*

The application identifies:

- Use of an existing +/- 308 sq. ft. accessory building
- The building would accommodate for:
  - o Kennel and Training area with a maximum of 16 dogs with 8 kennels 4’x4’ each, and storage area
- Installation of ten (10) outdoor fenced dog runs 4’ x 8’ each on the north and south sides of the proposed accessory building.
- A large fenced outdoor exercise area within the northeast corner of the property
- Dogs are inside from 9:00pm to 7:00am and fully supervised at all times when outdoors.
- Approximately 2 client visits are anticipated to the property per day
- Breeding of dogs is to occur no more than 2 litters per year
- 2 full time employees (landowners) and maximum 3 non-resident employees anticipated over the next 5 years as business grows and as needed.
- Hours of operation identified as 7am -7pm, Monday to Sunday - with dog kenneling occurring 24 hours; 7 days a week.
- Dog waste would be cleaned minimum three (3) times per week and disposed of in a sealed garbage container and emptied on a weekly basis.
- Water: estimated water use is 10 gallons per week to be hauled in and stored on site
- Parking will be provided for two vehicles within the subject parcel in an existing area located south of the existing dwelling.
- No changes are proposed for access.

- Landscaping and Screening: planting of evergreen trees are to be planted to create visual and sound barriers along the north and west property lines. No screening is planned along the south side of the parcel.

**REFERRAL CIRCULATIONS:**

<b>CIRCULATION REFERRALS</b>	
<b>REFEREE</b>	<b>COMMENTS</b>
<b>INTERNAL</b>	
Engineering / Public Works	Current approach meets standards. Council could consider a one-time contribution to dust control on 160 Street E, however the applicants note peak volume expected to be 1-2 visits per day. No further comments or concerns.
Municipal Fire Services	<ul style="list-style-type: none"> <li>• Address of property is to be posted</li> <li>• Ensure access for Fire department apparatus as per the National Fire Code 2019 Div. B Sec 2.5.1</li> <li>• Fire extinguishers are to be installed as per the National Fire Code 2019 Div. B Sec. 2.1.5 and NFPA 10.</li> <li>• Fire Safety Plan is to be posted as per the National Fire Code 2019 Div. B Sec. 2.8.2.</li> <li>• Fire inspection of building required once completed</li> </ul>
Municipal Addressing	County addressing recommends the following: <ul style="list-style-type: none"> <li>• Separate addressing required for the kennel building</li> </ul>
<b>EXTERNAL</b>	
Sunshine Gas Co-op	No Concerns
<b>PUBLIC</b>	
Development permit applications on Direct Control District properties are not advertised in the Western Wheel or circulated to neighbouring landowners unless a Public Meeting is held.	

**POLICY EVALUATION:**

**Municipal Development Plan 2010 (MDP2010)**

This application generally aligns with the objectives and policy contained in the Economy section of the MDP2010, which supports commercial uses on lands where development is compatible with the surrounding area and where it provides minimal impact. Further, considerations shall be given to size, design, noise, odor, traffic and visual impact of the proposal on adjacent lands.

**Land Use Bylaw 60/2014:**

The application meets the requirements as set out in Section 18.26 of Direct Control District #26 – Dog Kennels and Facilities (DC26).

**Section 10.13 Kennels:**

Commercial Kennel / Dog Services:

10.13.11 The keeping of 4 or more adult dogs not owned by the resident(s) of the dwelling located on the same property for any such purpose shall be considered a Commercial Kennel. Such uses may include but not be limited to the purposes of breeding, boarding, caring for, grooming, and/or training of dogs.

10.13.12 A Commercial Kennel is a discretionary use under Direct Control District #26. A redesignation to Direct Control District #26 is required for all commercial kennels in the County.

10.13.13 Any building or exterior exercise area(s), to be used to accommodate the dogs as part of a Commercial Kennel shall be located:

- a. A minimum of 300 m to any dwelling located on adjacent parcels; or
- b. As determined by Council.

The purpose and intent of the DC26 is to allow for the development of Dog Kennels and Facilities on lots with a single family residence and to allow for the Direct Control by Council. Dog Kennel (Commercial) is listed as Discretionary use under DC#26 and has been attached as Appendix D.

The proposed kennel building does not meet setback distance requirement of 15m to the north property line. The building is currently situated approximately 8.26m from the north property line and therefore requires a 6.74m or 45% relaxation.

**SUMMARY**

Requesting approval of Development Permit 26D 021 to allow for the operation of a commercial Dog Training and Kennel Facility and a Relaxation of Setbacks for an existing structure being the kennel building to remain 8.26m from the north property line on the subject parcel.

**OPTIONS FOR COUNCIL CONSIDERATION:**

**OPTION #1 – APPROVAL:**

Should Council choose to approve Development Permit 26D 021 allowing for the operation of a commercial Dog Kennel and Training Facility and Relaxation of Setbacks on the subject parcel, being portion of NW 01-19-28 W4M; Plan 0813086, Block 1, Lot 1, the following motion has been provided for consideration:

*Council moved Development Permit 26D 021 to allow for the operation of a commercial Dog Kennel and Training Facility, on the subject property be approved as per the submitted and accepted application.*

**Council is requested to provide direction on whether they wish to delegate authority to the Development Officer to review and accept conditions.**

**APPROVAL DESCRIPTION**

Upon completion of the Pre-Release Condition, this approval allows for the development and use of Ptn: NW 01-19-28 W4M; Plan 0813086, Block 1, Lot 1 in accordance with the submitted application, and as accepted by the Foothills County Council as the Development Authority. The proposed application includes the following:

- Use of the +/- 308 sq. ft. accessory building utilized for Boarding, Training, and Breeding of Dogs.
- Maximum 16 dogs on site at any given time
  - This maximum includes the boarding, training, and dogs owned by the landowner.

- Maximum 5 business visits per day. This includes clientele, infrequent deliveries, and future employees.
- Relaxation of Setbacks for the existing kennel building to remain located 8.26m from the north property line.

## **SUGGESTED CONDITIONS OF APPROVAL FOR COUNCIL'S CONSIDERATION**

Council may wish to impose any of the following conditions or any additional conditions, as a pre-release condition(s), should Council be of the opinion that the requirement be addressed prior to the Development Permit being signed and issued. Revisions and/or additions to this approval shall be acknowledged and accepted by the Development Authority prior to implementation.

### **PRE-RELEASE CONDITION:**

*Pre-Release Condition(s) must be complied with before the Development Permit will be signed and issued. Failure to complete the pre-release condition(s) on or before **September 15, 2026** will see this approval deemed null and void, unless a time extension is issued under agreement between the Development Authority and the Applicant(s).*

1. The existing chicken coop, garden shed and fence shall be removed from the road allowance to the north and be relocated wholly within the property boundaries meeting all Municipal Setback distances. Proof to be provided to the satisfaction of the Development Authority.

### **CONDITIONS OF APPROVAL:**

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

1. The applicant shall develop, operate and maintain the development in accordance with all conditions of approval and plans as submitted to and acknowledges by the Development Authority to be appropriate. **Additions and/or revisions to the uses approved herein may occur only upon obtaining appropriate approvals from the County;**
2. The applicant shall obtain all necessary building and safety code permits and inspections applicable to the use and occupancy of the existing building as a Kennel Facility (if applicable), to the discretion of the Safety Codes Officer.
3. The applicant shall contact the Foothills Fire Department and obtain all necessary approvals and inspections prior to occupancy. It is the applicant's responsibility to provide proof of such to the Development Authority. Appropriate emergency addressing for the property shall be posted; National Fire Code 2019 Div. B Sec. 2.1.5 and NFPA 10 compliant fire extinguisher(s) to be installed; and a Fire Safety Plan is to be posted to the satisfaction of the Foothills Fire Department;
4. The applicant is required to obtain and maintain an annual business license with Foothills County;
5. Landscaping and screening shall be implemented and maintained as illustrated on accepted plan. It is the applicant's responsibility to ensure that the vegetation and natural landscaping and/or screening is maintained and must at all times be safe, functional, and in a good state of repair;
6. One identification sign, having an area that does not exceed 0.55m<sup>2</sup> (5.92 sq. ft.), and located wholly within the boundary of the property that is the subject of this development permit, is permitted. No addition signage is permitted without first obtaining appropriate approvals through the Foothills County;

7. It is the applicant's responsibility to obtain and properly post independent County address(es). Please contact the County's GIS Department to be assigned new address(es) and obtain information regarding address signage and any potential changes. Emergency address signage shall be installed and maintained for the life of the development;
8. An Emergency Response Plan shall be submitted for review and acceptance by the County's Director of Emergency Management;
9. It is the applicant's responsibility to provide notification to the Development Authority upon completion of the development;

**ADVISORY REQUIREMENTS:**

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

1. Development shall comply with all applicable Building, Safety, and Fire codes at all times;
2. The development shall at all times comply with the requirements of Alberta Health Services and that the development is maintained in accordance with the Alberta Public Health Act (RSA 2000), Nuisance and General Sanitation Regulation 243/2003 which states:  
*No person shall create, commit or maintain a nuisance. A person who creates, commits or maintains any condition that is or might become injurious or dangerous to the public health or that might hinder in any manner the prevention or suppression of disease is deemed to have created, committed or maintained a nuisance.*
3. It is the responsibility of the applicants to maintain internal access roads for all business related traffic, sufficient parking, and turnaround space within the boundaries of the titled parcel;  
*All parking/loading areas and laneways must be kept free of debris, materials and/or equipment and is the landowner's responsibility to ensure access for fire department apparatus is provided for at all times;*
4. All dogs shall remain indoors between the hours of 9:00 PM and 7:00 AM daily, unless supervised. Animals kept in outdoor areas during daytime hours are to be under the control of the business owners or any authorized representative at all times;
5. A variance for relaxation of setbacks has been considered under this approval and relates to the location of the accessory building utilized for the kennel to the north property line only. All other existing and future development shall adhere to Municipal Setback distances;
6. All installation(s) of exterior lighting shall adhere to the guidelines and technical specifications as outlined within the Dark Sky Bylaw;
7. No offensive noise, vibration, smoke, dust, odor, heat, glare, electrical, or radio disturbance detectable beyond the boundary of the subject property to be produced by the business;
8. Natural drainage of the property must be maintained. Alteration to natural drainage may only proceed only under the authorization of an approved Development Permit for Lot Grading permit;
9. Containers for garage or recycling materials that are located outdoors shall be weatherproof and animal proof and must be fully screened from adjacent lands and roadways. All waste materials shall be disposed of at an approved waste disposal and/or recycling site. There shall be no long term storage of waste materials on the property, nor burning of waste materials on the property;
10. The applicants shall comply with all applicable requirements of Alberta Environment with respect to water use and shall obtain all required licenses and approvals from that Provincial authority, or waiver of such, prior to any use of well water. The applicant is advised that the use of well water for business related purposed without appropriate licensing is prohibited. Failure to obtain

appropriate licensing from Alberta Environment shall require the use of water from a licensed off-site source;

11. The applicants indemnify and hold harmless the County against the cost of any claims or actions, or awards for loss or damage to the Owner(s) arising from the use of the subject property;
12. The applicant shall be responsible for payment of any professional costs including legal fees that may be incurred by the County with respect to this permit.
13. The issuance of a development permit by the County does not relieve the applicants of the responsibility of complying with all relevant municipal bylaw and requirements, nor excuse violation of any provincial or federal regulation or act which may affect use of the land;

## **OPTION #2: POSTPONE**

Council may choose to postpone their decision for Development Permit 26D 021 to allow for the operation of a commercial Dog Kennel and Training Facility on the subject parcel, being portion of NW 01-19-28 W4M; Plan 0813086, Block 1, Lot 1 for the following reasons:

*Moved that Council postpone consideration of Development Permit application 26D 021, as Council is of the opinion that a public meeting be held prior to further consideration of the application.*

## **APPENDICES**

### **APPENDIX A: MAP SET**

**MAP 1 - LOCATION**

**MAP 2 – LAND USE MAP**

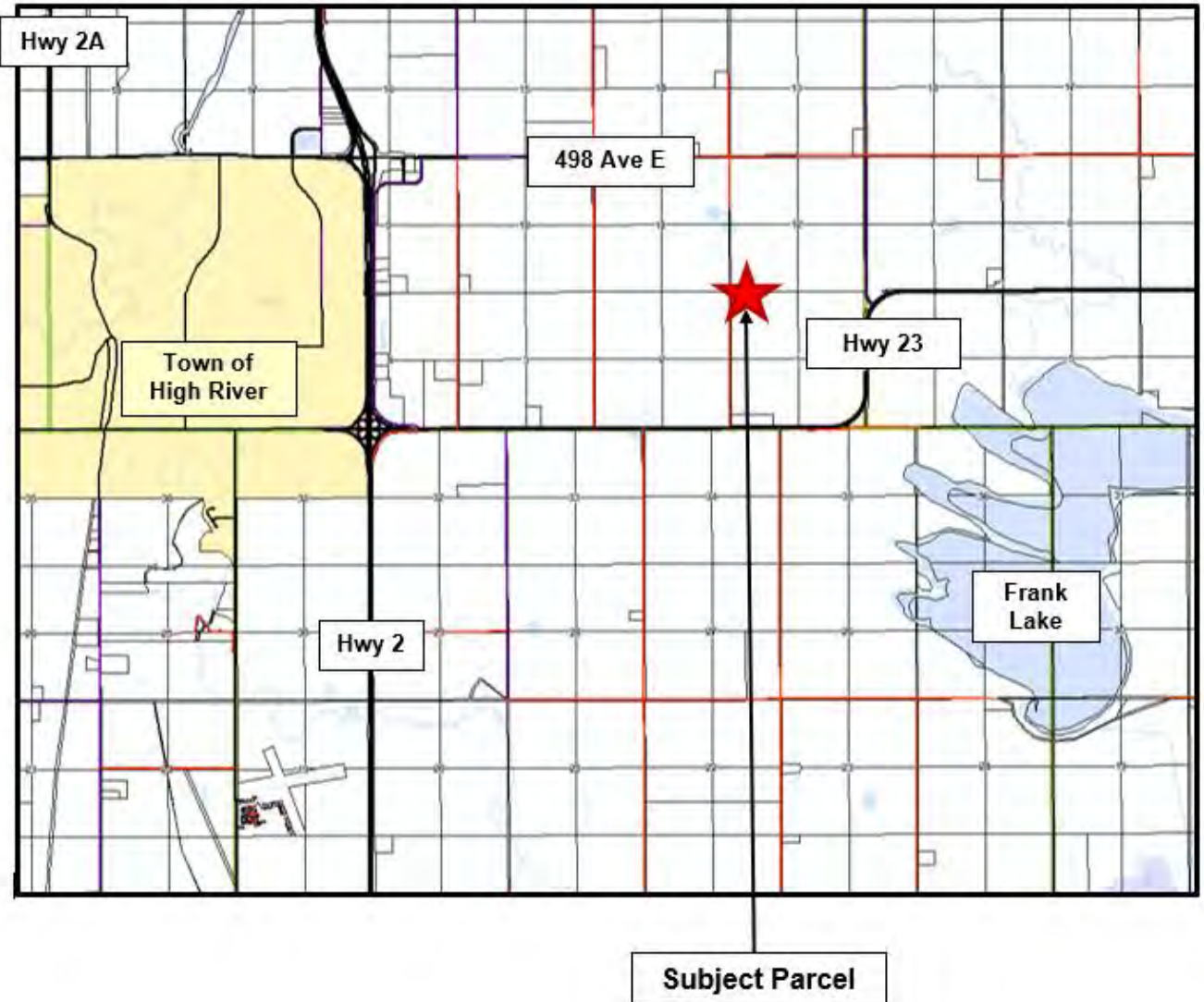
**MAP 3 – SITE PLAN**

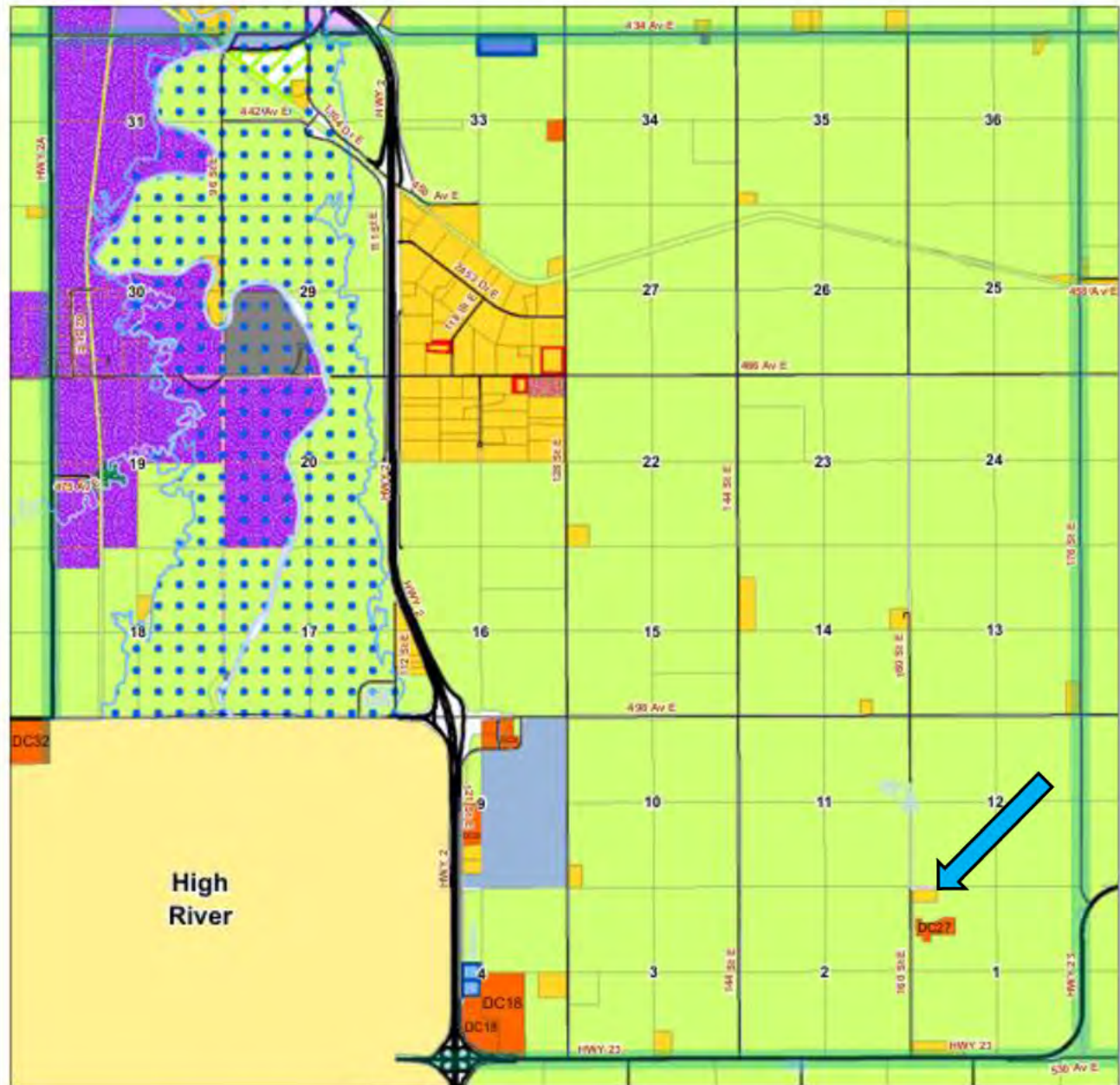
**MAP 4 – ORTHO PHOTO**

### **APPENDIX B: DEVELOPMENT PERMIT APPLICATION DETAILS**

### **APPENDIX C: LETTER SUBMITTED BY THE LANDOWNER REQUESTING AN ENCROACHMENT AGREEMENT FOR THE EXISTING FENCE**

### **APPENDIX D: DC#26 DISTRICT**





**Legend**

- County Roads
- Highways
- Flood Hazard Protection Overlay
- A- Agricultural
- AB- Agriculture Business
- BP- Business Park
- HC- Highway Commercial
- RB- Rural Business
- CR- Country Residential
- CRA- Country Residential Sub A
- DC - Direct Control
- ER- Environmental Reserve
- INR- Natural Resource Extraction
- GI- General Industry
- LIID- Low Intensity Industry District
- MLR- Municipal Land/Reserve District
- MR- Municipal Reserve
- PUL- Public Utility
- SD- Service District

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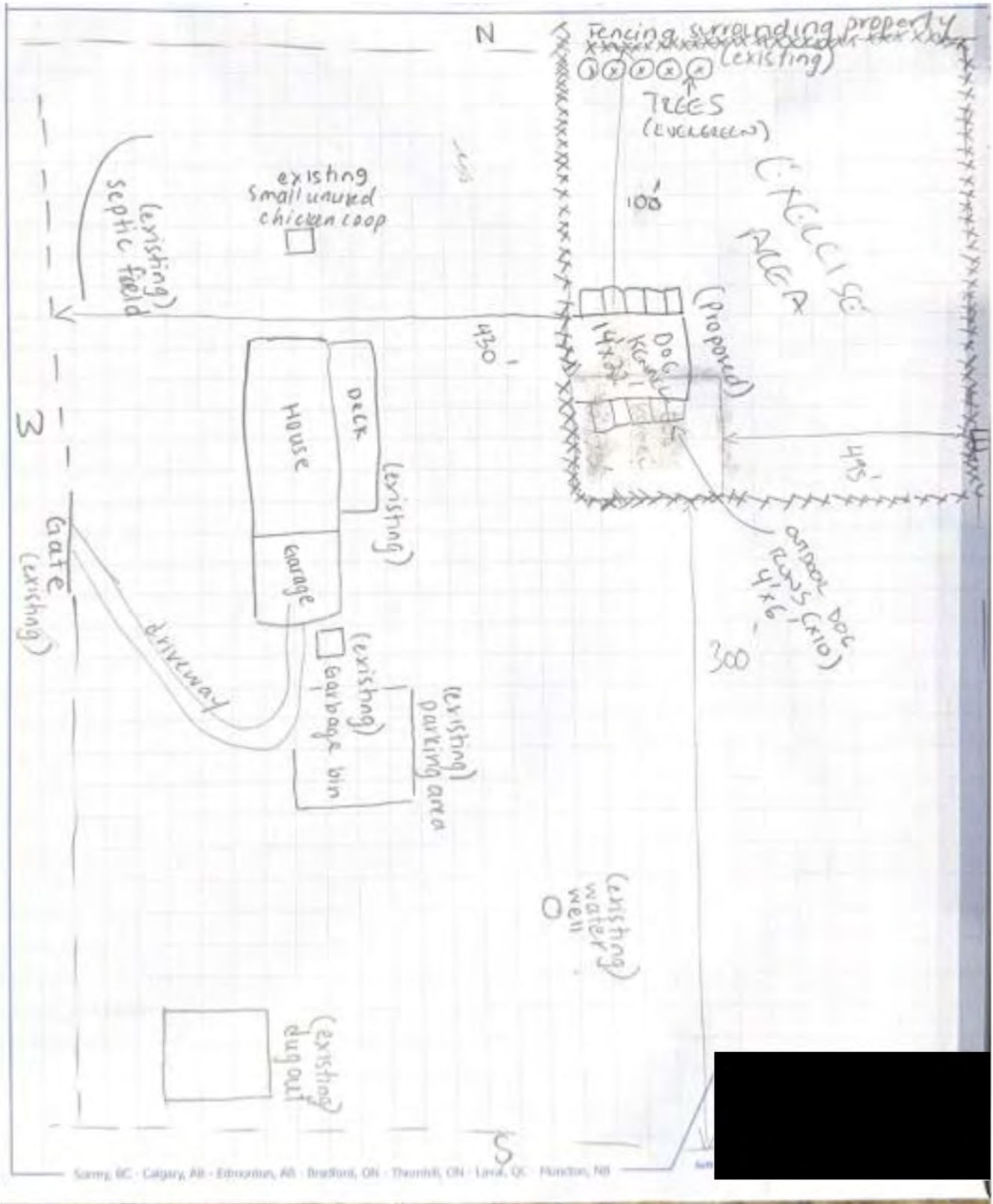
Base Sources Include: Municipal Records and Aerials.

September 30, 2025



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MAP 3 - SITE PLAN



Existing fence, chicken coop and shed located wholly outside the property boundaries, within undeveloped road plan.



## APPENDIX B: DEVELOPMENT APPLICATION DETAILS

### 2. Description of facilities, activities and the management plan for the kennel, including answers to the following:

- a. How many dogs in total will there be at any one time?  
16
- b. Type, size and weight of dogs.  
Between 40 – 70 lbs
- c. Do you plan to breed your dogs?  
We plan to do 1-2 litters per year maximum -
- d. How will you mitigate barking and noise issues from the parcel?  
We have clients sign a waiver giving us authority to use a bark collar. Our facility will also be built for sound proofing. We also plan to put up barriers such as trees for sound mitigation.
- e. How will you handle (picking up and storage) dog feces and how often?  
We have tools that assist us with collecting dog feces from the ground. We do this minimum 3 times per week and store this in a garbage bin.
- f. How will you dispose of the feces and how often?  
We have garbage collection come to our property once per week on Thursdays.
- g. How much water will be used in relation to this kennel on a daily, weekly or monthly basis, whichever most accurately reflects the facts?  
~~We have an artisan well. We expect to use approx 10 Gallons per week.~~ Water will be hauled in.
- h. How many business-related visits do you anticipate on a daily basis? And, type of vehicle? Approximately 1-2 clients to come to the property per day, difficult to say the vehicle type a client has. A vehicle that can transport a dog, which would be any normal household vehicle.  
(customers/clients, drop-off/pick-up, employees, deliveries, etc.)
- i. Do you plan to have employees to this operation? *max 3 - over next 5 yrs.*
  - i. number of employees working on site at any time *2 landowners - ...  
max 3 non resident.*
  - ii. breakdown or number of part-time or full-time employees *Landowner full time.*
  - iii. residents of the property or non-residents *no*
  - iv. other employees attending the property for any other reasons *no*  
*3 part time non-resident*
- j. Hours and days of operation. 7 days per week, 7 am to 7 pm
- k. What buildings will be used on the parcel for this operation? Including storage areas. The kennel we plan to build, our garage for storage, ~~an additional garden shed, the existing pigeon coop~~ *308sq. ft.*
- l. Are there any new buildings proposed, and if so, what will they be used for. Please also include the building size and why it is necessary.  
See attached kennel building quote. It is necessary to be able to board dogs.
- m. Provisions for loading and parking.  
We have a long driveway into the property with a small parking area that may be extended with gravel.
- n. Access locations to and from the lot including roads and highways to be used and dust control measures to be implemented.  
Highway 33, turns off onto 160 street. Runs all the way to our driveway. Our neighbor oils 160 street for his business for dust control measures
- o. Proposed or existing fencing and dog runs include size, height and type of fencing (i.e. chain link, wood, sheet metal). See kennel quote and drawn description. Outdoor dog runs will be 4' x 8'. Fencing will be placed around property to segregate dogs. *Trees.*
- p. Will dogs be contained on site at all times? Dogs will be contained onsite at all times. Please specify indoor or outdoor. They will be contained inside the kennel, will have access to the outdoor dog run through a doggy door (that will be shut at night). From the outdoor run, there will be a gate where there is access to the outdoor exercise area, which will be fenced. If outdoors, please provide a detailed description of how they are contained. Fencing.

3. Description of landscaping plans for visual buffering. Add trees around the property.

4. Particulars of any proposed use or involvement by persons other than residents of the lot. none

5. If this parcel is not owned by the applicant, then they must receive written consent from the landowner to file an application. We own this land.

## Site Plan



The attached image was taken from google maps in December 2025. I have labeled the following key items:

- 1) Physical Kennel Building
- 2) Outdoor Dog Run
- 3) Property Line

The road to the west (160 St E) is labeled, I have also labeled the easement as well as the North Road

I can pull property dimensions from google images but it wont be as accurate as the information the county has. Our property size is 6.89 Acres. The legal description is as follows: 1;1;0813086 NW 1 ; 19 ; 28 W4

## Site Plan Setbacks



Below is an image and dimension for the setback from the kennel building to the closest neighboring building. The outdoor exercise area is approx 10 meters south of the kennel building. This outdoor exercise fencing is at maximum 349 meter to the closest neighboring building.



### Screening

We are considering using trees to create a visual barrier between our property and other properties in the area. We are considering the North property line as well as the West property line. We would use evergreen trees that would double as a windbreak.

Garbage Screening – We put garbage out for collection once per week. Range Removal comes on Thursdays. During the other 6 days of the week the garbage bin remains tucked up again our garage. We don't create a lot of garabge through the kennel.

Outdoor Dog Run Screening – We are looking at using evergreen trees to screen the outdoor run. We don't want to screen the sotuh side unless necessary.

Parking Screening – We don't have a plan for parking screening as we don't have more than 1 vehicle on the property at a time and that vehicle wil typically drop off/pick up their dog and leave.

### Parking Plan

Below is an image with the highlighted area that will be used for vehicle parking. We have a gravel pad near our house that visitors an use to pull in and park. The dimensions are approx 5m x 12m.



Elevation Drawing

I have attached the elevation drawing to the email sent with this document.

Future Employees

Max 3 non-resident employees anticipated within next 5 years based on business success.

Water Well Usage

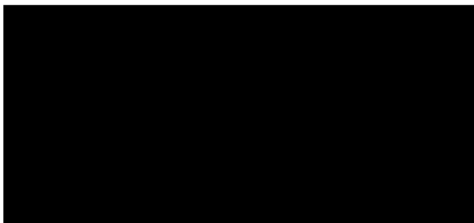
We are not going to be using the well water for our kennel. We will bring in water and store it on site. Please see attached email sent with this document.

Confirmation of Daily Visits

We will have only 1-2 people visiting the property on a daily basis. Potentially 3-4 people during peak season.

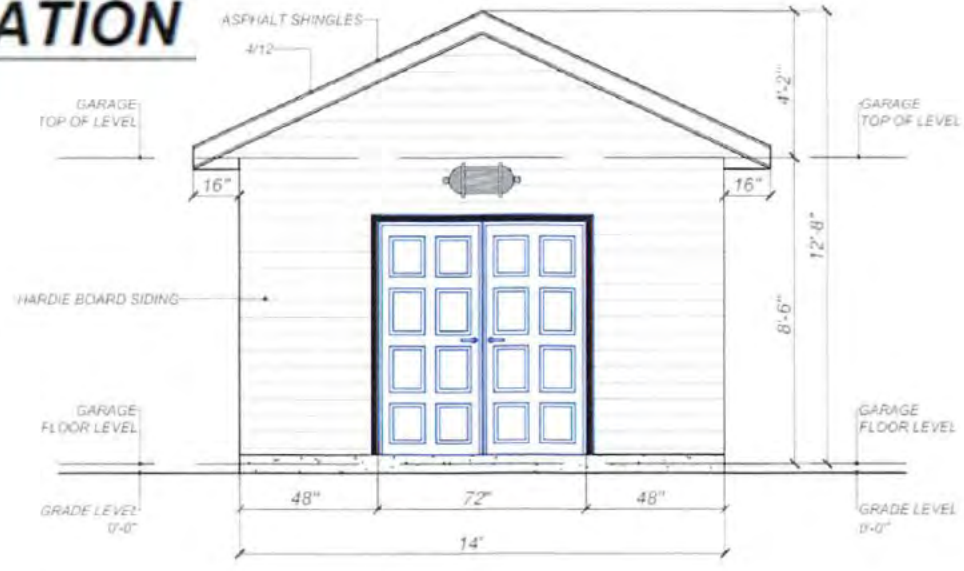
Signature of Land Owner

Marissa has e-signed below:

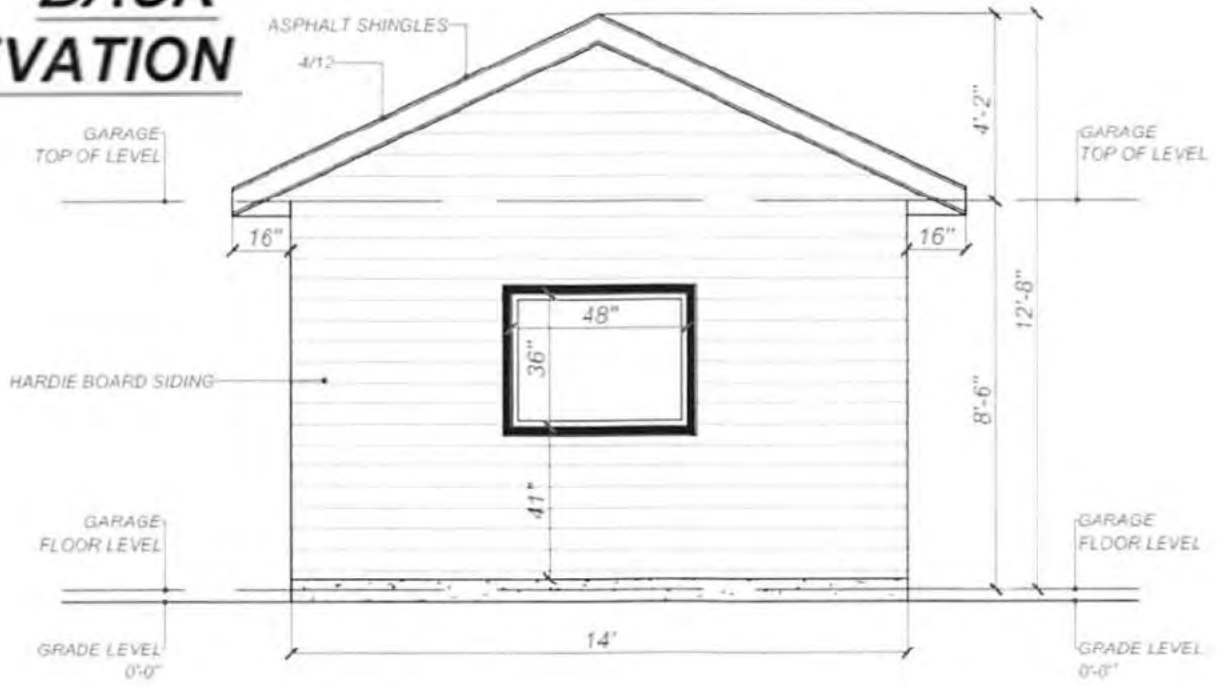


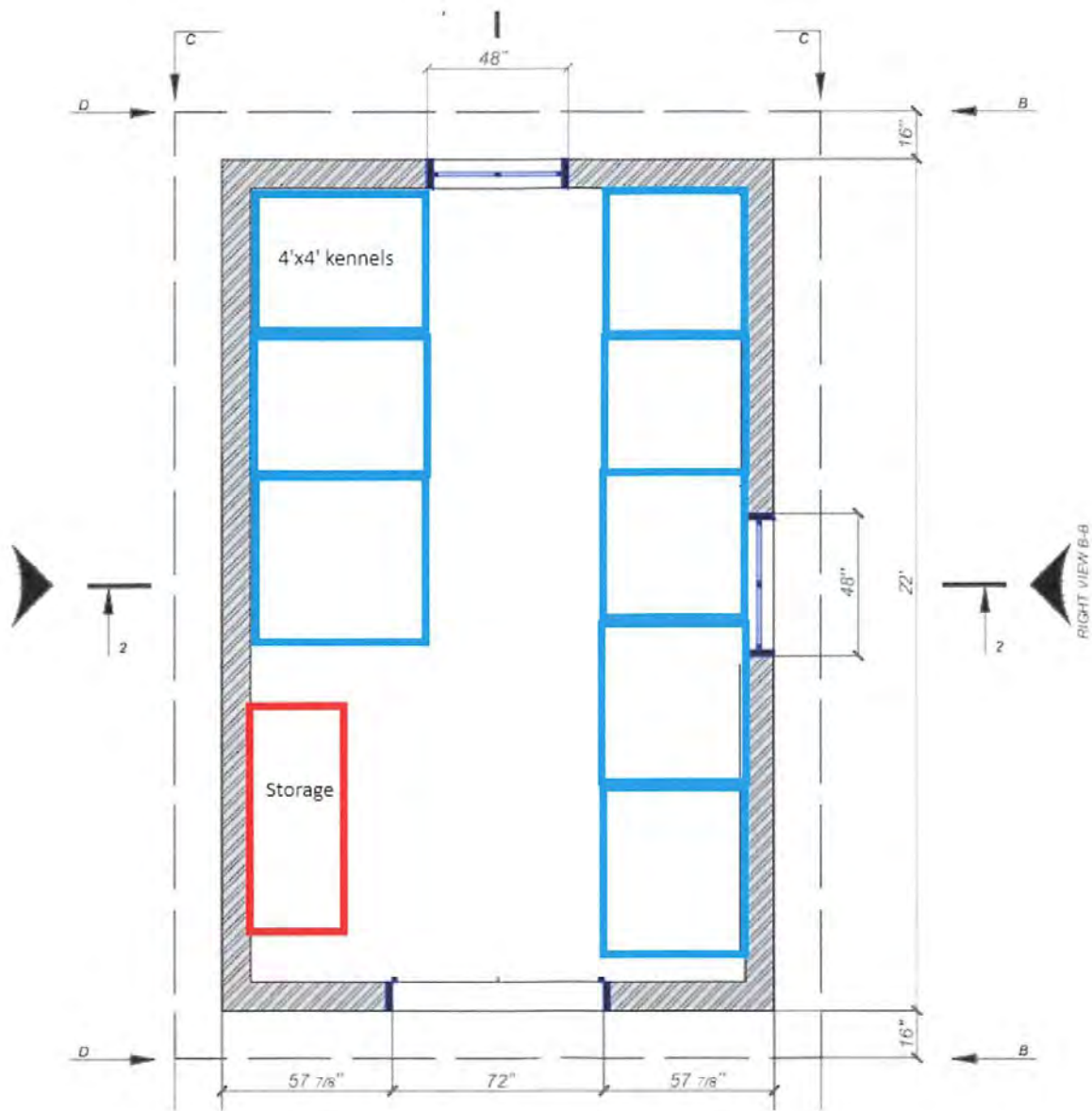
Marissa Weir

# FRONT ELEVATION



# BACK ELEVATION





## APPENDIX C: LETTER SUBMITTED BY LANDOWNER – ENCROACHMENT AGREEMENT

Foothills County  
Planning & Development Department

RE: Request to Replace Fencing Relocation Condition with Encroachment Agreement

To Members of Council, Foothills County,

We are writing in regard to the proposed condition placed on our development and rezoning application requiring that the existing fencing located beyond our property line be relocated prior to September 2026.

We respectfully request that Foothills County reconsider this condition and instead allow the existing fencing to remain in place through an encroachment agreement or similar licensing arrangement.

The fencing in question has existed in its current location in good faith and does not create any interference with neighbouring properties, access routes, utilities, or public safety. Importantly, the encroachment is adjacent to a rarely utilized road plan, which is occasionally and seasonally used by local farmers for access to the field to the east of our property, but is not otherwise actively maintained or used for regular municipal transportation or infrastructure purposes.

Given the nature of the area and the limited and intermittent use of the road plan, we believe that requiring relocation of the fencing represents an unnecessary and disproportionate alteration for a situation that can be effectively and appropriately managed through an encroachment agreement.

We understand and respect Foothills County's authority under the Municipal Government Act and applicable Land Use Bylaw provisions. We also acknowledge that the County has established mechanisms for managing adjacent land use through agreements, licenses, and encroachment arrangements, particularly in circumstances where existing conditions do not negatively impact municipal function or public use.

We further understand that municipalities throughout Alberta commonly use encroachment agreements or similar instruments to formalize long-standing or low-impact encroachments, particularly where the affected municipal land is not required for regular public infrastructure use.

In this context, we respectfully submit that an encroachment agreement would be a practical, reasonable, and administratively efficient solution that maintains municipal oversight while avoiding unnecessary alteration of existing site conditions.

We remain fully willing to cooperate with any requirements the County may have in formalizing such an agreement, including updated surveys, site plans, insurance requirements, or other documentation as required.

Our objective is to proceed through the rezoning and development permit process in a manner that is fully compliant, transparent, and aligned with County policies, while also recognizing existing site realities.

We sincerely appreciate your consideration of this request and respectfully ask that the fencing relocation condition be replaced with an encroachment agreement.

References:

- Foothills County – Municipal Lands Information
- Foothills County – Development Agreements Information
- Alberta Municipalities – Guidance on Agreements for Municipal Road Allowances

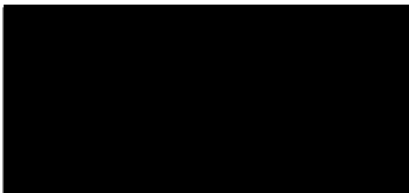
Attachments:

Appendix A – Photographic documentation of existing fence location and adjacent road allowances

Appendix B - Photographic documentation of existing fence location and adjacent road allowances

Sincerely,

Steven Weir



APPENDIX A



APPENDIX B



Foothills County Land Use Bylaw

**18.26 DIRECT CONTROL DISTRICT #26 (DC 26)  
DOG KENNELS AND FACILITIES**

**DC#26**

**18.26.1 PURPOSE AND INTENT**

To allow for the development of Dog Kennels and Dog Facilities on lots with a single family residence and to allow for the Direct Control by Council over development on the following lots:

- NW 16-19-26-W4M, PLAN 0810315, BLOCK 1, LOT 2
- NW 30-19-26-W4
- NW 31-20-26-W4
- NE 03-22-01-W5, PLAN 1410872, BLOCK 1, LOT 6
- SE 02-20-01-W5, PLAN 0711052, BLOCK 1, LOT 1
- NW 01-20-02-W5, PLAN 0412085, BLOCK 1, LOT 1
- SW 34-21-29-W4, PLAN 0112318, BLOCK 1, LOT 9
- SE 33-19-28-W4, PLAN 9910436, LOT 1
- PTN, PLAN 9310765, BLOCK 4, LOT 1, SW. 06-22-28-W4
- NE 32-21-29-W4, PLAN 7610226, BLOCK 3

**18.26.2 PERMITTED USES**

- Accessory Buildings not requiring a development permit (accessory to the Dwelling)
- Agricultural, General
- Accessory Uses to the Dwelling
- Dwelling, Single Family
  - No more than 1 such dwelling is permitted on a single lot less than 32.4 ha (80 ac) in size
  - No more than 2 such dwellings are permitted on a single lot 32.4 (80 ac) or greater in size
- Dwelling, Mobile Home
  - Permitted use only on lots 32.4 (80 acres) or greater in size
- Home Office
- Signs not requiring a development permit
- Solar Power System, Private (Not requiring a Development Permit)
- Temporary storage of up to 5 unoccupied recreation vehicles
- Utility services, minor

**18.26.3 DISCRETIONARY USES**

- Accessory Uses to the Dog Kennel or Dog Facility
- Animal Shelter
- Animal Care Services
- Dog Daycare
- Dog Park
- Dog Training Facility
- Dog Grooming
- Dwelling, manufactured home - one only
  - discretionary use only on lots less than 80 acres in size
- Dwelling, moved on,
- Home Based Business I
- Kennel Private
- Kennel Commercial
- Lot Grading

- Man-made water bodies, privates requiring a permit
- Public Quasi Public Installations and Facilities
- Secondary Suite, Detached
- Secondary Suite, Principal
- Signs requiring a Development Permit
- Solar Power System, Private (Requiring a Development Permit)
- Special Event (accessory to the Dog Kennel or Dog Facility use)
  - discretionary use only on parcels over 21 acres in size
- Temporary storage of between 6-10 unoccupied recreation vehicles

**18.26.4 LAND USE REQUIREMENTS**

- 18.26.4.1 A person who wishes to subdivide land in this district into additional lots must first apply for and be granted approval of a land use bylaw amendment.
- 18.26.4.2 Standards of development shall be at the discretion of the Council.

**18.26.5 DEVELOPMENT REQUIREMENTS**

- 18.26.5.1 Maximum Height of Structures
  - a. Principal buildings, first vehicle garage, and car ports:
    - i. 12m (39.37 ft.)
  - b. Accessory Buildings and Arenas:
    - i. 10.67m (35 ft.)
  - c. Radio antennas, internet towers and wind turbines:
    - i. 16m (52.49 ft.);
- 18.26.5.2 Maximum Lot Coverage
  - a. No building or group of buildings including their accessory buildings and impervious surfaces shall cover more than sixty (60) percent of the lot area.
- 18.26.5.3 Maximum Dwelling Unit Density
  - a. Maximum dwelling unit density for a parcel under 80 acres is one Dwelling, Single Family and either one Dwelling, Secondary Suite, or one Dwelling, Temporary, where the use is listed as a permitted or discretionary use in the specific district in accordance with Section 10.26 Secondary Suites and Section 10.10 on Dwellings.
  - b. Maximum dwelling unit density for a parcel 80 acres or larger in size is two Dwellings, Single Family and either one Dwelling, Secondary Suite, or one Dwelling, Temporary, where the use is listed as a permitted or discretionary use in the specific district in accordance with Section 10.26 Secondary Suites and Section 10.10 Dwellings.
- 18.26.5.4 Minimum Yard Setback Requirements
  - a. Front Yard Setback:
    - i. 15m (49.21 ft.) from the right of way of an Internal Subdivision Road.
    - ii. 48m (157.48ft.) from the centreline of a Municipal Road.
    - iii. 64m (209.97 ft.) from the centreline of a Municipal Road, Major.
    - iv. 40m (131.23 ft.) from the ultimate right of way or 70 meters from the centreline of a Provincial highway, whichever is greater.

- b. Side Yard Setback:
  - i. 15m (49.21 ft.) from property line.
- c. Rear Yard Setback
  - i. 15m (49.21 ft.) from property line.
- d. If the title to a lot is subject to a caveat in respect of a land dedication or an agreement for the acquisition of land for road widening purposes, the dedicated area or area of future road widening shall be considered the future property boundary for which setback distances set out shall apply.

18.26.5.5 Corner Parcel Restrictions:

- a. In accordance with Section 9.27.9 - 9.27.12.

18.26.5.6 Other Minimum Setback Requirements:

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

18.26.5.7 Minimum habitable area per dwelling

- a. 100 m<sup>2</sup> (1,077 sq. ft.)

**18.26.6 SPECIAL PROVISIONS**

18.26.6.1 The Approving Authority may, when issuing a development permit, determine the maximum number of dogs that may be kept on the premises at any one time by the operator of a Dog Kennel or Dog Facility.

18.26.6.2 The Approving Authority may, when issuing a development permit set a period of time for which the permit will remain valid and may include the option to apply for renewal at the end of the term. See Section 4.7 for information regarding temporary uses.

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

- a. Location and maximum size of facilities to be constructed.
- b. Hours of "operation" – that is hours during which clients may visit the facility.
- c. Number of non-resident employees.
- d. Number of vehicle visits per day.
- e. Hours during which animals must remain indoors.
- f. Noise.
- g. Buffering.
- h. Lighting.
- i. Manure management.
- j. Screening of facilities.


18.26.6.4 In determining the number of dogs, pups less than six months of age shall not be included.

- 18.26.6.5 Any building or exterior exercise area(s), to be used to accommodate the dogs as part of a Commercial Kennel shall be located:
  - a. A minimum of 300m to any dwelling located on adjacent parcels; or
  - b. As determined by Council
- 18.26.6.6 All dogs, including pups shall be kept indoors between the hours of 9:00pm to 7:00am daily unless supervised by at least one person per four dogs.
- 18.26.6.7 All dog facilities, including buildings and exterior exercise areas shall be located to the rear of the principal building unless otherwise approved by the Approving Authority.
- 18.26.6.8 All dog facilities shall be visually screened by fences or landscaping from the existing dwellings on adjoining lots.
- 18.26.6.9 Design Guidelines:
  - a. all development located within the Highway 2A Industrial Area structure plan (H2AI Area Structure Plan) area shall comply with the Highway 2A Corridor Design Guidelines (2021), as may be amended, or replaced by Council from time to time.
- 18.26.6.10 Lighting:
  - a. All lighting must be in accordance with Section 9.15 of this Land use bylaw and with the Dark Sky Bylaw.
- 18.26.6.11 Lot Drainage:
  - a. A Development agreement shall be entered into for lot grading to the satisfaction of the Director, Public Works and Engineering.
  - b. Lot grading and drainage shall be in accordance with Section 9.17 of the Land use bylaw.

**18.26.7 PROCEDURE**

- 18.26.7.1 Notwithstanding the procedure established for development permit applications in Section 4, an application for development permit in respect of lands referred to in Section 18.26.1 shall be referred by the Development Officer to the Council for its approval or refusal.
- 18.26.7.2 Notwithstanding the procedure established for the issuance of development permits in Section 5, the Council shall decide on all applications for development permits with respect to lands referred to in Section 18.26.1. The council may approve a development permit application with or without conditions or may refuse an application for development permit.
- 18.26.7.3 There is no appeal to the Development Appeal Board from a decision of the Council on an application for a development permit in respect of the lands referred to in Section 18.26.1.

**MISCELLANEOUS PLANNING ITEM  
 PLANNING AND DEVELOPMENT REPORT TO COUNCIL  
 SECOND AND THIRD READING TO BYLAW 03/2026  
 June 10<sup>th</sup>, 2026**

<b>SECOND AND THIRD READING TO BYLAW 03/2026</b>	
<b>APPLICATION INFORMATION</b>	<b>FILE NO. 25R062</b>
	<b>LEGAL DESCRIPTION:</b> PTN: NE 18-22-01-W5M <b>LANDOWNERS:</b> Susan and Marlen Buitelaar <b>AGENT:</b> Badke Consulting Ltd. / Jeff Badke <b>AREA OF SUBJECT LANDS:</b> 48.73 acres <b>CURRENT LAND USE:</b> Agricultural District <b>PROPOSED LAND USES:</b> Country Residential Sub-District "A", Agricultural District
<b>PROPOSALS:</b> Request to Council to consider revisions to the applicants site plan whereby the two new lots are proposed to be increased from 4.25 +/- acres to 4.50 +/- acres, with a balance parcel remaining of 38.96 +/- acres, as well as removal of the future boundary adjustment.  <b>AND</b>  Second and third reading granted to redesignation of a portion of the NE 18-22-01-W5M from Agricultural District to Country Residential District with an Agricultural District balance parcel in order to allow the future subdivision of two 4.50 +/- acre Country Residential District lots with an approximate 38.96 +/- acre Agricultural District balance parcel inclusive of 9.02 +/- acres of Environmental Reserve Easement and 0.77 acres of Road Plan.	
<b>DIVISION NO:</b> 5	<b>COUNCILLOR:</b> Alan Alger
<b>FILE MANAGER:</b> Theresa Chipchase	

**PURPOSE OF REQUEST**

Request to Council for consideration of proposed revisions to the applicant's site plan and further to provide second and third reading to Bylaw 03/2026, **as all conditions put forth with first reading of this bylaw have been complied with.**

**BACKGROUND**

**Location**

The subject parcel is located approximately 1.6 kilometres south of the City of Calgary, 0.8 kilometres east of 96<sup>th</sup> St. West, 0.2 kilometres west of 80<sup>th</sup> St. West and is at the west end of the cul de sac bulb on 202<sup>nd</sup> Avenue West.

**Pertinent Site Considerations**

**Physiography**

The property includes varied terrain with steep slopes to the west boundary and moderate slopes to the North. The terrain is hummocky grasslands along the west boundary before sloping down to two large ponds in the northwest corner that have been created through the damming of a creek located through the lowlands on this property, in two locations. The ponds are quite

naturalized, having been in existence since before the County started utilizing aerial imagery in year 2000. These ponds include bullrush, cattails, willow, sedges and scrub brush. The area west of the ponds has historically been excavated for use as a tree farm, with the planted coniferous and deciduous tree species irrigated from the impounded ponds. The applicant's contour plan has been provided as part of the Badke Consulting Ltd. report, as Schedule A, attached to this staff report.

The land on either side of the ponds and the creek bed, outside of the aquatic plant species, scrub brush and willow that are present, is native grass over a flat valley bottom.

The lands slope upwards from the pond locations to the high point of the property located in the southeast corner. The slopes to the north have historically been used as grassland pasture with the upper plateau being utilized for hay production.

The yard site that would be contained within proposed Lot 3, includes a residence with an attached garage in the far southwest corner of the property and a metal ribbed Quonset along the south boundary, which is proposed to be removed with the extension of the Road (202<sup>nd</sup> Avenue West).

**FUTURE BOUNDARY ADJUSTMENT – REMOVED FROM APPLICATION**

First reading approval required a reduction of the number of lots proposed from three to two, and further allowed the applicant to include a 6.19 +/- acre future boundary adjustment with the adjacent neighbor to the southeast. The applicants have chosen not to proceed with the boundary adjustment and thus it has been removed from the revised site plans that are attached as part of Appendix A to this staff report.

**PREVIOUS COUNCIL DIRECTION**

**February 4<sup>th</sup>, 2026, Bylaw 03/2026** – Council granted first reading approval to Bylaw 03/2026, under the following motion:

*“Bylaw 03/2026 was introduced into the meeting to authorize the redesignation of a 48.73-acre portion of Ptn. NE 18-22-01 W5M from Agricultural District to Country Residential District in order to allow for the future subdivision of two 4.25 +/- acre Country Residential District lots with an Agricultural District balance parcel and 9.02 +/- acres of Environmental Reserve Easement.*

*The applicants may choose to illustrate the future boundary adjustment within the revised site plan. No Municipal Reserve parcel is to be shown.*

*In their consideration of the criteria noted in Agriculture Policy 4 of the MDP2010, Council is of the opinion that fragmentation of the subject lands would not be detrimental to the agricultural nature of the area. Additionally, the application falls within the density provisions and lot size restrictions of the Country Residential District and Agricultural District within the County's Land Use Bylaw.*

*The two new 4.25 +/- acre lots will be designated as Country Residential Sub-District “A” to ensure that the recommendations and restrictions as outlined in the septic disposal evaluations, grading/overland drainage plan, and building envelopes (provided as a conditions of subdivision) 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 and a \$5000.00 deposit as a pre-release condition will be required to ensure compliance with all conditions of the development permit.*

*Prior to further consideration of the Bylaw, the applicant is required to submit the following:*

1. *Applicant to fully execute and comply with all requirements as outlined within a Development Agreement for the purpose of external road infrastructure, contribution to MRO surfacing, grading and drainage and payment of the community sustainability fee and any other necessary municipal and on-site improvements as required by Council and/or the Public Works department;*
2. *Proof of water to be provided for both new lots and the balance in accordance with the Provincial Water Act and provided to the County's satisfaction.*
3. *Septic Disposal Evaluation, to be provided for the two 4.25 +/- acre Country Residential District parcels in accordance with Part 2 Section 6(4)(b) of the Matters Related to Subdivision and Development Regulation, to the satisfaction of the Public Works department, as a condition of subdivision;*
4. *Revised site plan to be provided which identifies building envelopes, for the two new proposed 4.25 +/- acre lots, which meet the requirements as outlined in Policy 9 under the Residential section of the MDP2010 to the satisfaction of the Public Works department, as a condition of subdivision;*
5. *Lot Grading / Drainage Plans to be provided for the subject lands, to the satisfaction of the Public Works department, as a condition of subdivision;*
6. *Final redesignation application fees to be submitted;*
7. *Submission of an executed subdivision application and the necessary fees."*

## **COUNCIL ACTION REQUESTED**

Request to Council to consider second and third reading of Bylaw 03/2026 which was re-introduced into the meeting to authorize the redesignation of a 48.73-acre portion of Ptn. NE 18-22-01 W5M from Agricultural District to Country Residential District in order to allow for the future subdivision of two 4.50 +/- acre Country Residential District lots with an Agricultural District balance parcel and 9.02 +/- acres of Environmental Reserve Easement.

The applicants may choose to illustrate the future boundary adjustment within the revised site plan. No Municipal Reserve parcel is to be shown.

In their consideration of the criteria noted in Agriculture Policy 4 of the MDP2010, Council is of the opinion that fragmentation of the subject lands would not be detrimental to the agricultural nature of the area. Additionally, the application falls within the density provisions and lot size restrictions of the Country Residential District and Agricultural District within the County's Land Use Bylaw.

The two new 4.50 +/- acre lots will be designated as Country Residential Sub-District "A" to ensure that the recommendations and restrictions as outlined in the septic disposal evaluations, grading/overland drainage plan, and building envelopes (provided as a conditions of subdivision) 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 and a \$5000.00 deposit as a pre-release condition will be required to ensure compliance with all conditions of the development permit.

## **APPENDICES**

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### **APPENDIX A - MAP SET:**

LOCATION MAP

HALF MILE MAP – LAND USE

HALF MILE MAP – PARCEL SIZES

ORIGINAL SITE PLAN

LETTER FROM APPLICANT'S AGENT REGARDING REVISED SITE PLAN

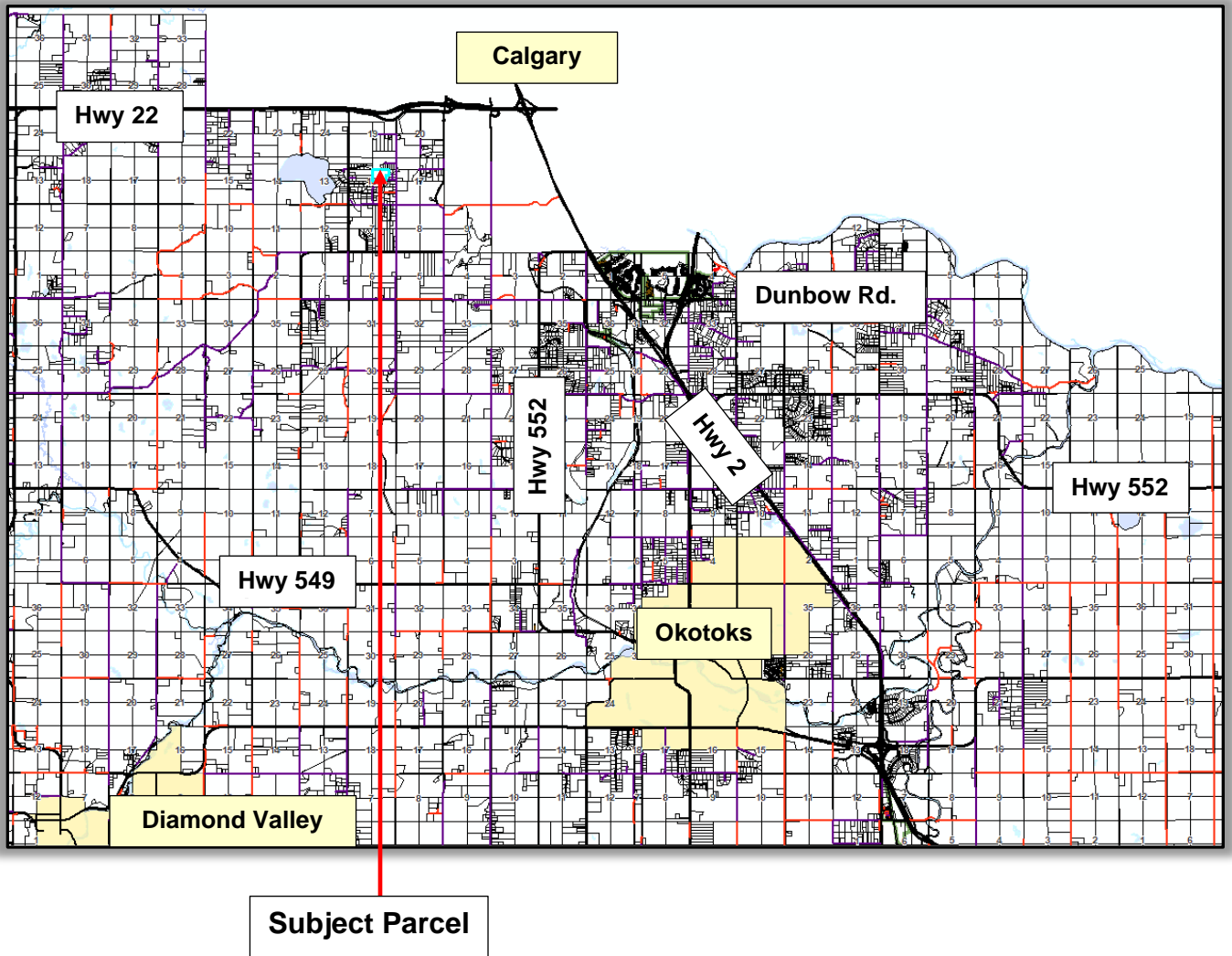
REVISED SITE PLAN DRAWING SET PROVIDED BY APPLICANT

ORTHO PHOTO

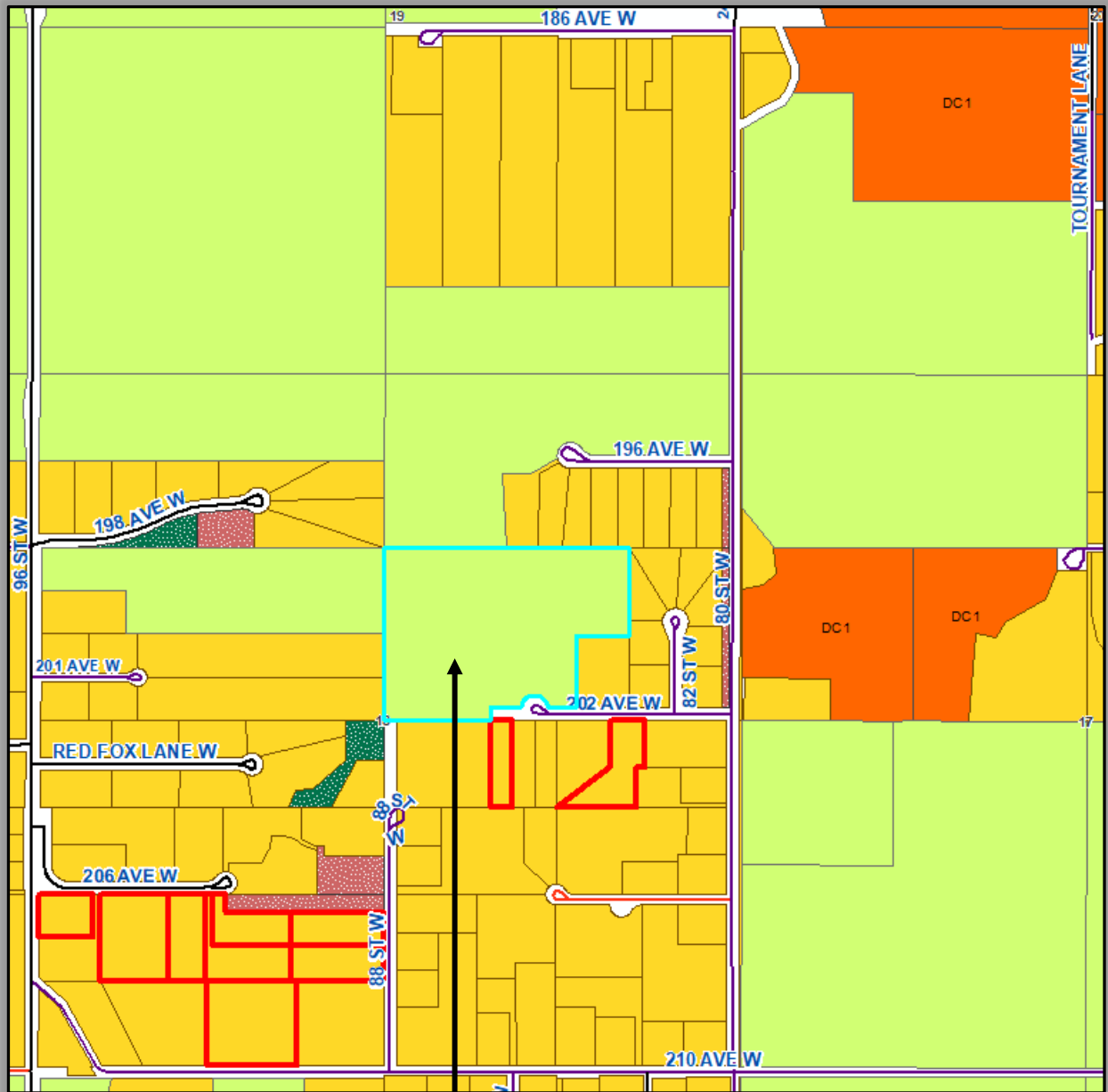
### **APPENDIX B:**

DRAFT BYLAW – SECOND AND THIRD READING WITH AMENDMENTS

**APPENDIX A: LOCATION MAP**



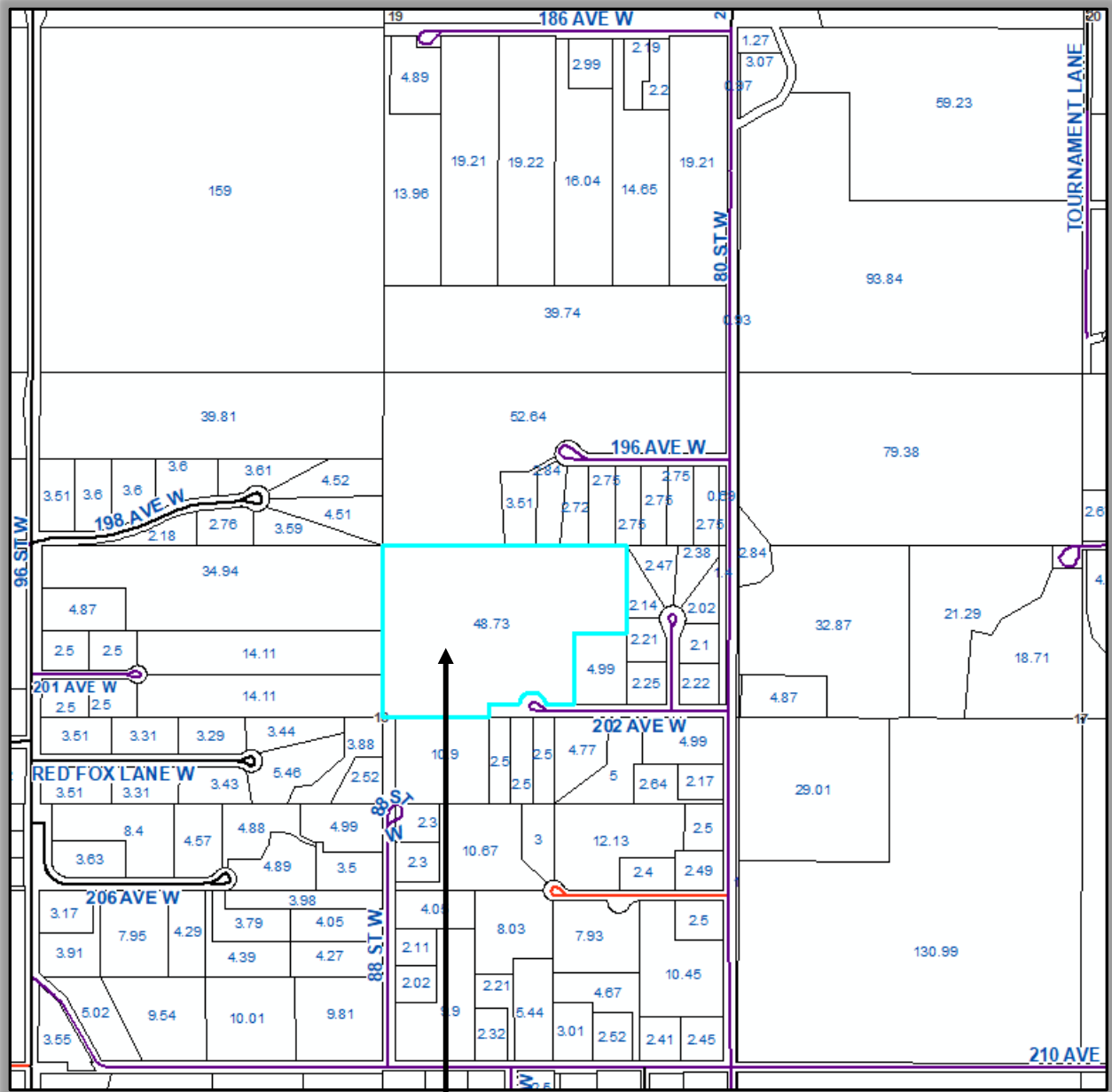
**APPENDIX A: HALF MILE MAP – LAND USE**



**Subject Parcel**

Legend					
	Hard Surface (Chip/oil)		CR- Country Residential		MR- Municipal Reserve
	Gravel		CRA- Country Residential Sub A		MLR-Municipal Land/Reserve District
	Developer Pavement		DC - Direct Control		BP- Bussiness Park
	Pavement		RB- Rural Business		INR- Natural Resource Extraction
	Flood Hazard Protection District		EP- Environmental Protection		ER- Environmental Reserve
	In Transition		A- Agricultural		
	AA- Agricultural Sub A				

**APPENDIX A: HALF MILE MAP – LOT SIZES**



**Subject Parcel**





Unit 17, 109 Stockton Point  
P.O. Box 238, Okotoks, Alberta T1S 1A5  
(403) 982-7773 | info@badkeconsulting.com

Civil Engineering • Planning • Surveying

May 25, 2026

Foothills County  
P.O. BOX 5695,  
High River, Alberta  
T1V 1M7

**Attention: Foothills County Council**

Re: Land Use Redesignation - Revised Site Plan  
Buitelaar Lands  
Remainder of NE18-22-1-W5M

Dear Foothills County Council,

On behalf of **Marlen and Susan Buitelaar**, registered owners of the remainder of NE ¼ Sec. 18-22-1-W5M, we write to request that Foothills County Council grant second and third readings of Bylaw 03/2026.

At the time first reading of Bylaw 03/2026 was granted, Council requested that the applicants provide a revised site plan reducing the proposed subdivision to a total of two new Country Residential parcels. In addition, Council requested that the future Municipal Reserve contribution be provided by way of cash-in-lieu rather than land dedication.

To address this request, we have prepared a revised site plan showing two new Country Residential parcels, each 4.50 acres (1.82 hectares) in size, and have removed the Municipal Reserve lot. Considering the two new CR lots and the road allowance dedication associated with extending 202 Avenue and relocating its cul-de-sac, the remainder Agricultural District parcel is proposed at 38.96 acres (15.77 hectares) ± in size. Environmental Reserve Easement area dedication remains at 9.02 acres (3.65 hectares).

This site plan revision increases the size of proposed Lots 1 and 2 by 0.25 acres each. The purpose of this increase is to provide additional separation between the proposed Buitelaar and Harrison home sites, as well as between the existing residence and its adjacent lot line. In addition, we have moved Lot 1's proposed east property line westward so that the future road closure of the existing cul-de-sac bulb will affect only the remainder parcel.

Thank you for your continued consideration of our application. We trust that this site plan revision is acceptable to Council.

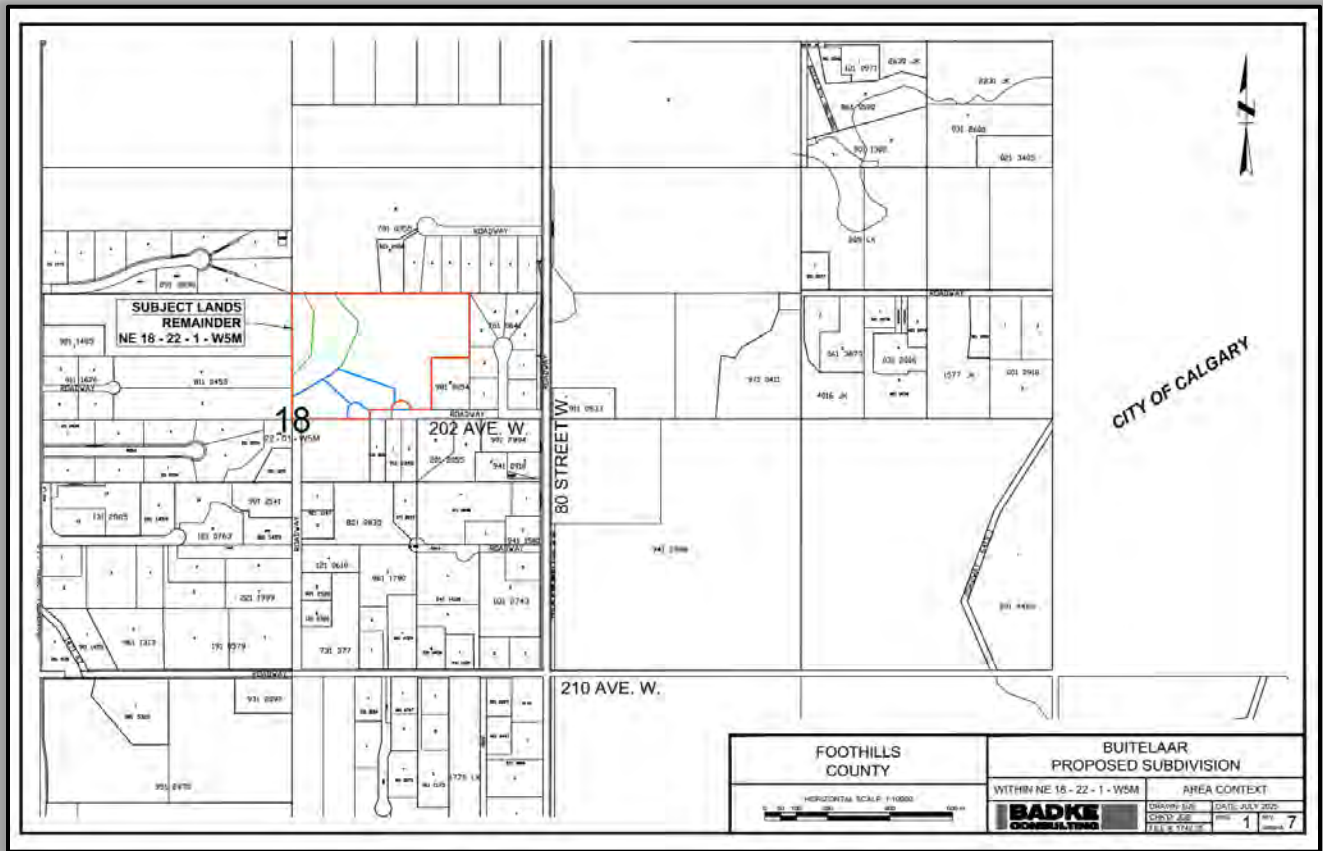
Yours sincerely,

**Badke Consulting Ltd.**

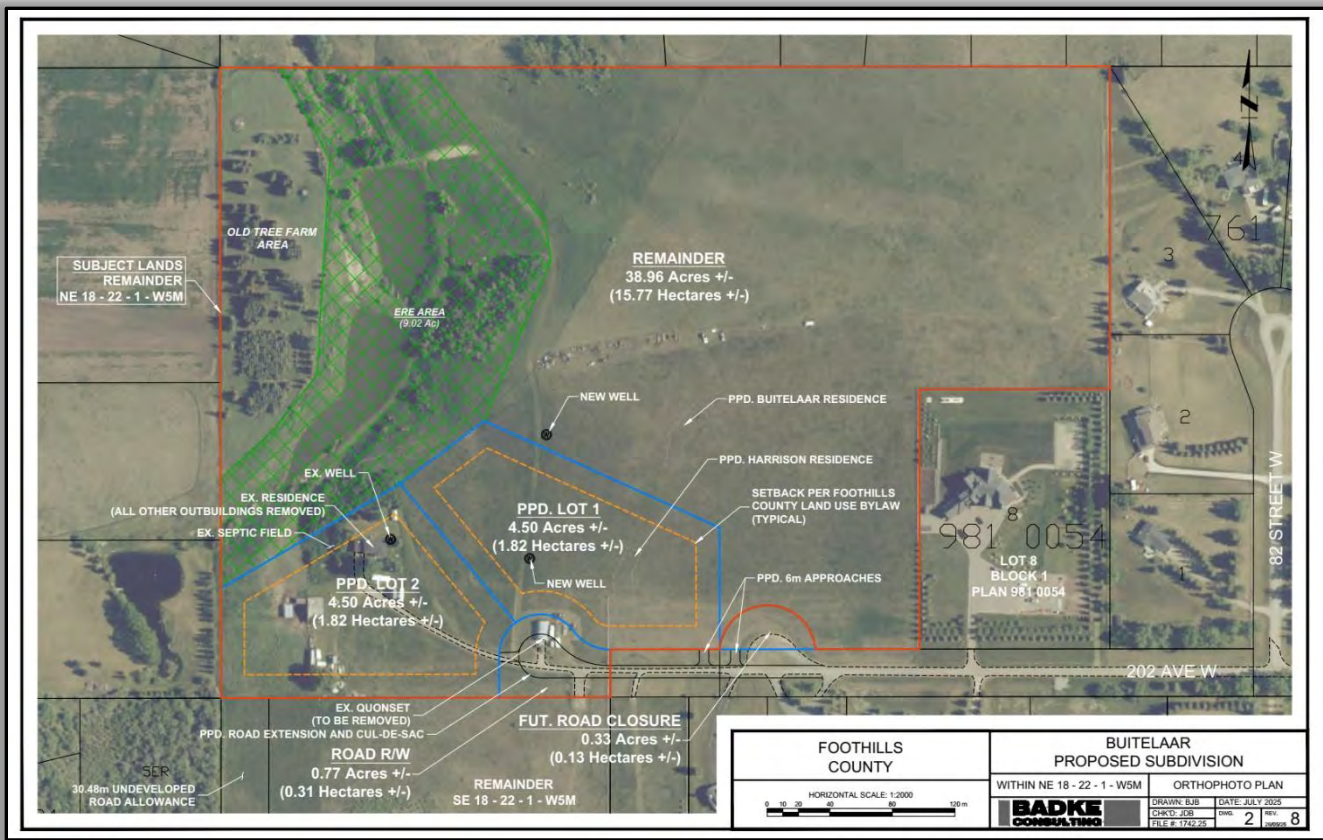
Jeff Badke, Principal Consultant

cc, Marlen and Susan Buitelaar, Landowners

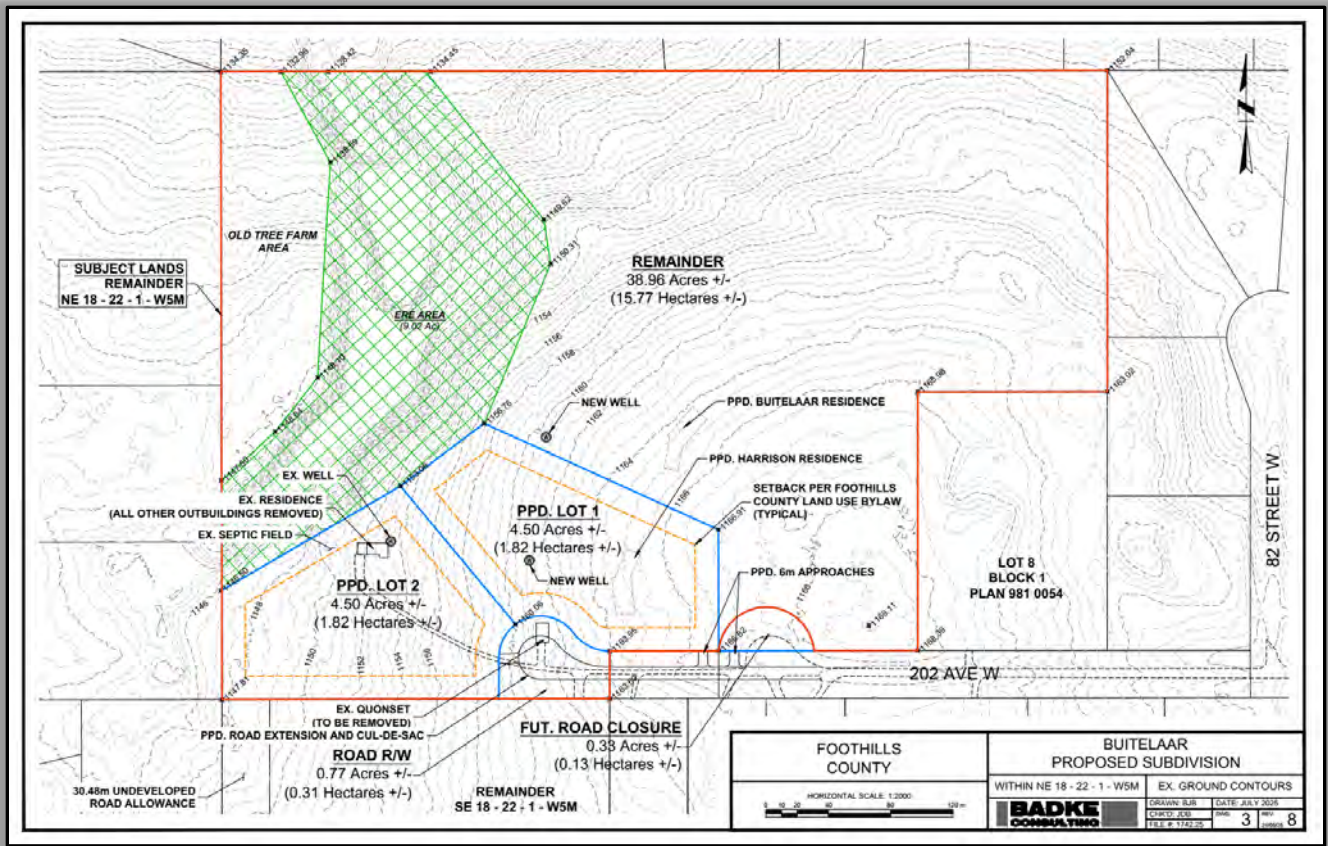
**APPENDIX A: REVISED SITE PLAN DRAWING SET PROVIDED BY APPLICANT**



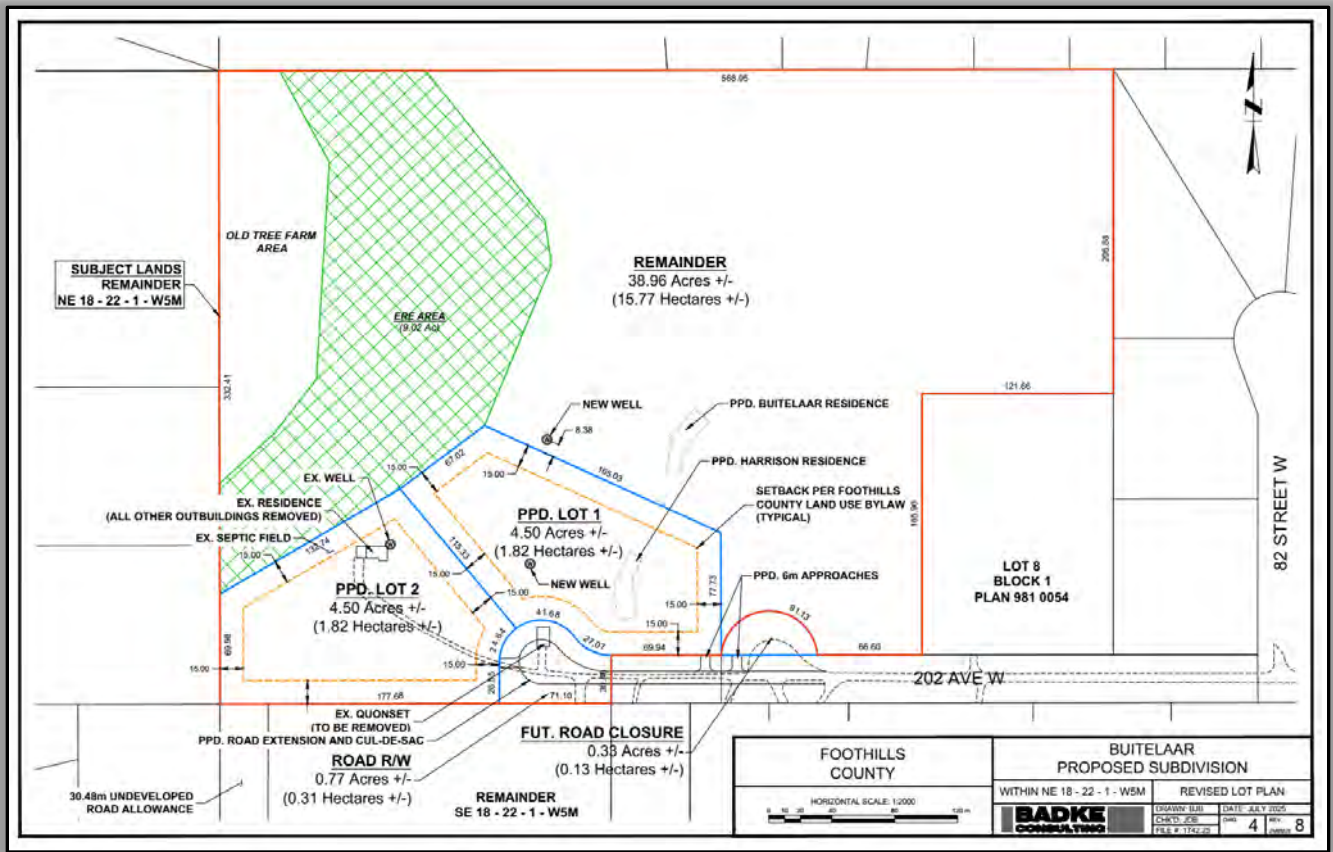
**APPENDIX A: REVISED SITE PLAN DRAWING SET PROVIDED BY APPLICANT**



**APPENDIX A: REVISED SITE PLAN DRAWING SET PROVIDED BY APPLICANT**



**APPENDIX A: REVISED SITE PLAN DRAWING SET PROVIDED BY APPLICANT**



APPENDIX A: ORTHO PHOTO



**BYLAW XX/2025**

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

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

**AND WHEREAS** the Council has received an application to further amend the Land Use Bylaw by authorizing the redesignation of a 48.73 acre portion of Ptn. NE 18-22-01 W5M from Agricultural District to Country Residential District in order to allow for the future subdivision of ~~three~~ **two** 4.25 +/- **4.50 +/-** acre Country Residential District lots with an approximate ~~33.27 +/-~~ **38.96 +/-** acre Agricultural District balance parcel, 9.02 +/- acres of Environmental Reserve Easement and 0.77 +/- acres of Road.

**NOW THEREFORE THE COUNCIL ENACTS AS FOLLOWS:**

1. Land Use Map No. 2201 is amended by redesignating a 48.73 acre portion of Ptn. NE 18-22-01 W5M from Agricultural District to Country Residential District in order to allow for the future subdivision of ~~three~~ **two** 4.25 +/- **4.50 +/-** acre Country Residential District lots with an approximate ~~33.27 +/-~~ **38.96 +/-** acre Agricultural District balance parcel, 9.02 +/- acres of Environmental Reserve Easement and 0.77 +/- acres of Road.
2. This Bylaw shall have effect on the date of its third reading and upon being signed.

FIRST READING: February 4<sup>th</sup>, 2026

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

SECOND READING:

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO


THIRD READING:

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

PASSED IN OPEN COUNCIL assembled at the Town of High River in the Province of Alberta  
this        day of        , 20        .

**MISCELLANEOUS PLANNING ITEM  
PLANNING AND DEVELOPMENT REPORT TO COUNCIL  
SECOND AND THIRD READING TO BYLAW 35/2025  
June 10<sup>th</sup>, 2026**

<b>SECOND AND THIRD READING TO BYLAW 35/2025</b>		
<b>APPLICATION INFORMATION</b>	<b>FILE NO. 25R020</b>	
	<b>LEGAL DESCRIPTION:</b> Plan 7410201, Block 1, PTN: SW 29-21-01-W5M	
	<b>LANDOWNER:</b> Eric Doyon	
	<b>AREA OF SUBJECT LANDS:</b> 40.16 acres	
	<b>CURRENT LAND USE:</b> Agricultural District	
	<b>PROPOSED LAND USE:</b> Country Residential Sub-District "A"	
<p><b>PROPOSAL:</b> To consider revisions to the applicant's site plan as requested by Council, with amendments to Bylaw 35/2025, upon acceptance of these revisions.</p> <p><b>AND</b></p> <p>Redesignation of a portion of Plan 7410201, Block 1, PTN: SW 29-21-01-W5M to allow the future subdivision of one (1) new 7.62 +/- acre Country Residential Sub-District "A" parcel with 1.68 +/- acres of Environmental Reserve Easement registered over the west boundary of the 32.53 +/- acre Agricultural District balance parcel.</p>		
<b>DIVISION NO:</b> 5	<b>COUNCILLOR:</b> Alan Alger	<b>FILE MANAGER:</b> Theresa Chipchase

**PURPOSE OF REQUEST**

Request to Council to provide second and third reading to Bylaw 35/2025, **as all conditions put forth with first reading of this bylaw have been complied with.**

**PLEASE NOTE:** the following Council members were present at the May 21<sup>st</sup>, 2025, public hearing whereby Bylaw 35/2025 was granted 1<sup>st</sup> reading: Deputy Reeve Oel, Councillor Alger, Reeve Siewert and Councillor McHugh.

**BACKGROUND**

**Location**

The subject parcel is located 15.0 kilometres northwest of the Town of Okotoks, 6.0 kilometres north of Highway 549, and 4.0 kilometers west of Highway 552 and is directly north of 274<sup>th</sup> Avenue West and directly east of 80<sup>th</sup> Street West.

**Pertinent Site Considerations**

The parcel has a continuous slope from its lowest point along the west boundary to its highest along the east boundary. The lands outside of those currently disturbed for the new residence on the site, are cropland, which is farmed in conjunction with additional lands north and east of the applicant, excepting out a wide shallow drainage area near the western boundary which contains native grasses, willow, and some buckbrush. No water persists within the drainage, however the area contains a channel, that includes some aquatic vegetation which would

suggest the presence of intermittent drainage. The channel travels north from the applicant's property into a creek system and ponds on lands adjacent to the applicant to the north, northeast.

The yard site to be retained within the 32.53 +/- acre balance parcel contains a residence, a shop, and a horse shelter.

## **PREVIOUS COUNCIL DIRECTION**

**May 21<sup>st</sup>, 2025** – Council granted granting first reading approval to Bylaw 35/2025 under the following motion:

*“Bylaw 35/2024 was introduced into the meeting to authorize the redesignation of an 8.5 +/- acre portion of Plan 7410201, Block 1; Ptn. SW 29-21-01 W5M from Agricultural District to Country Residential District in order to allow for the future subdivision of one 8.50 +/- acre Country Residential District lot with an approximate 31.66 +/- acre Agricultural District balance parcel and 6.5 +/- acres of Environmental Reserve Easement registered over the drainage area within the balance parcel.*

*In consideration of the criteria noted within Agricultural Policy 5 of the MDP2010, Council is of the opinion that the lands are suitable for the intended use and 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.*

*The new 8.50 +/- acre parcel shall be Country Residential Sub-District “A” to ensure that the recommendations and restrictions as outlined in the septic disposal evaluation, lot grading/drainage plan and building envelopes (provided as conditions of subdivision) 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 and a \$5,000.00 deposit as a pre-release condition to ensure compliance of all conditions of the development permit are required.*

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

- 1. Landowners to fully execute and comply with all requirements as outlined within the Municipal Development Agreement for the purposes of lot grading/drainage plans, and payment of the community sustainability fee, and any other necessary municipal and on-site improvements as required by Council and/or the Public Works department;*
- 2. Applicant to provide a revised site plan that illustrates the access to the proposed parcel to the satisfaction of the public works department, including the removal of the field access. In addition, the site plan must show the parcel sizes with the ERE within the balance parcel.*
- 3. Proof of adequate water supply is to be provided in accordance with the Municipal Water Policy for the proposed 8.50 +/- acre lot, to the satisfaction of the County;*
- 4. Septic Disposal Evaluation to be provided for the proposed 8.50 +/- acre lot, in accordance with Part 2 Section 6(4)(b) of the Matters Related to Subdivision and Development Regulation, to the satisfaction of the Public Works department, as a condition of subdivision;*
- 5. Site Plan to be provided, which identifies building envelopes for the proposed 8.50 +/- acre lot, which meet the requirements as outlined in Policy 9 under the Residential section of the MDP2010 and Section 17 of the Matters Related to Subdivision and Development*

*Regulation, to be provided to the satisfaction of the Public Works department, as a condition of subdivision;*

- 6. Lot Grading / Drainage Plans to be provided for the subject lands, to the satisfaction of the Public Works department, as a condition of subdivision;*
- 7. Final redesignation application fees to be submitted; and*
- 8. Submission of an executed subdivision application and the necessary fees.*

*That Bylaw 35/2025 be given first reading.”*

## **Revised Site Plan**

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As per condition # 2 of the above noted first reading motion provided to Bylaw 35/2025, Council required the applicant to provide a revised site plan which was to identify the drainage through the property, to be included solely within the balance parcel, with an Environmental Reserve Easement to be shown over the drainage.

Terramatic Technologies was employed by the applicant to draft the revised site plan replacing the applicant's hand drawn site plan, whereby the following acre size changes were noted to the approval granted by Council on May 21<sup>st</sup>, 2025:

- Proposed lot reduced from 8.50 +/- acres to **7.62 +/- acres**
- Balance parcel increased from 31.66 +/- acres to **32.53 +/- acres**
- Environmental Reserve Easement reduced from 6.50 +/- acres to **1.68 +/- acres**

Should Council choose to approve the site plan revisions, prior to the provision of second and third reading to this Bylaw, staff respectively requests the following changes to the first reading motion be considered, as shown below in red.

## **COUNCIL ACTIONS REQUESTED**

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### **REVISIONS TO FIRST READING MOTION - BYLAW 35/2025**

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Prior to Council's consideration of second and third reading to Bylaw 35/2025, staff is requesting acknowledgement of the changes to the lot sizes within the updated site plan provided by the applicant, requesting approval of the following revisions to Council's first reading motion, as provided below in red:

*“Bylaw 35/2024 was introduced into the meeting to authorize the redesignation of an ~~8.5 +/-~~ **7.62 +/-** acre portion of Plan 7410201, Block 1; Ptn. SW 29-21-01 W5M from Agricultural District to Country Residential District in order to allow for the future subdivision of one ~~8.50 +/-~~ **7.62 +/-** acre Country Residential District lot with an approximate ~~31.66 +/-~~ **32.53 +/-** acre Agricultural District balance parcel and ~~6.5 +/-~~ **1.68 +/-** acres of Environmental Reserve Easement registered over the drainage area within the balance parcel.*

*In consideration of the criteria noted within Agricultural Policy 5 of the MDP2010, Council is of the opinion that the lands are suitable for the intended use and 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.*

*The new ~~8.50 +/-~~ **7.62 +/-** acre parcel shall be Country Residential Sub-District “A” to ensure that the recommendations and restrictions as outlined in the septic disposal evaluation, lot grading/drainage plan and building envelopes (provided as conditions of subdivision) 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 and a \$5,000.00 deposit as a pre-release condition to ensure compliance of all conditions of the development permit are required.*

**AND**

**CONSIDERATION OF SECOND AND THIRD READING – BYLAW 35/2025**

---

Request to Council to consider second and third reading of Bylaw 35/2025 to authorize the redesignation of a 7.62 +/- acre portion of Plan 7410201, Block 1; Ptn. SW 29-21-01 W5M from Agricultural District to Country Residential District in order to allow for the future subdivision of one 7.62 +/- acre Country Residential District lot with an approximate 32.53 +/- acre Agricultural District balance parcel and 1.68 +/- acres of Environmental Reserve Easement registered over the drainage area within the balance parcel.

In consideration of the criteria noted within Agricultural Policy 5 of the MDP2010, Council is of the opinion that the lands are suitable for the intended use and 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.

The new 7.62 +/- acre parcel shall be Country Residential Sub-District “A” to ensure that the recommendations and restrictions as outlined in the septic disposal evaluation, lot grading/drainage plan and building envelopes (provided as conditions of subdivision) 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 and a \$5,000.00 deposit as a pre-release condition to ensure compliance of all conditions of the development permit are required.

**APPENDICES**

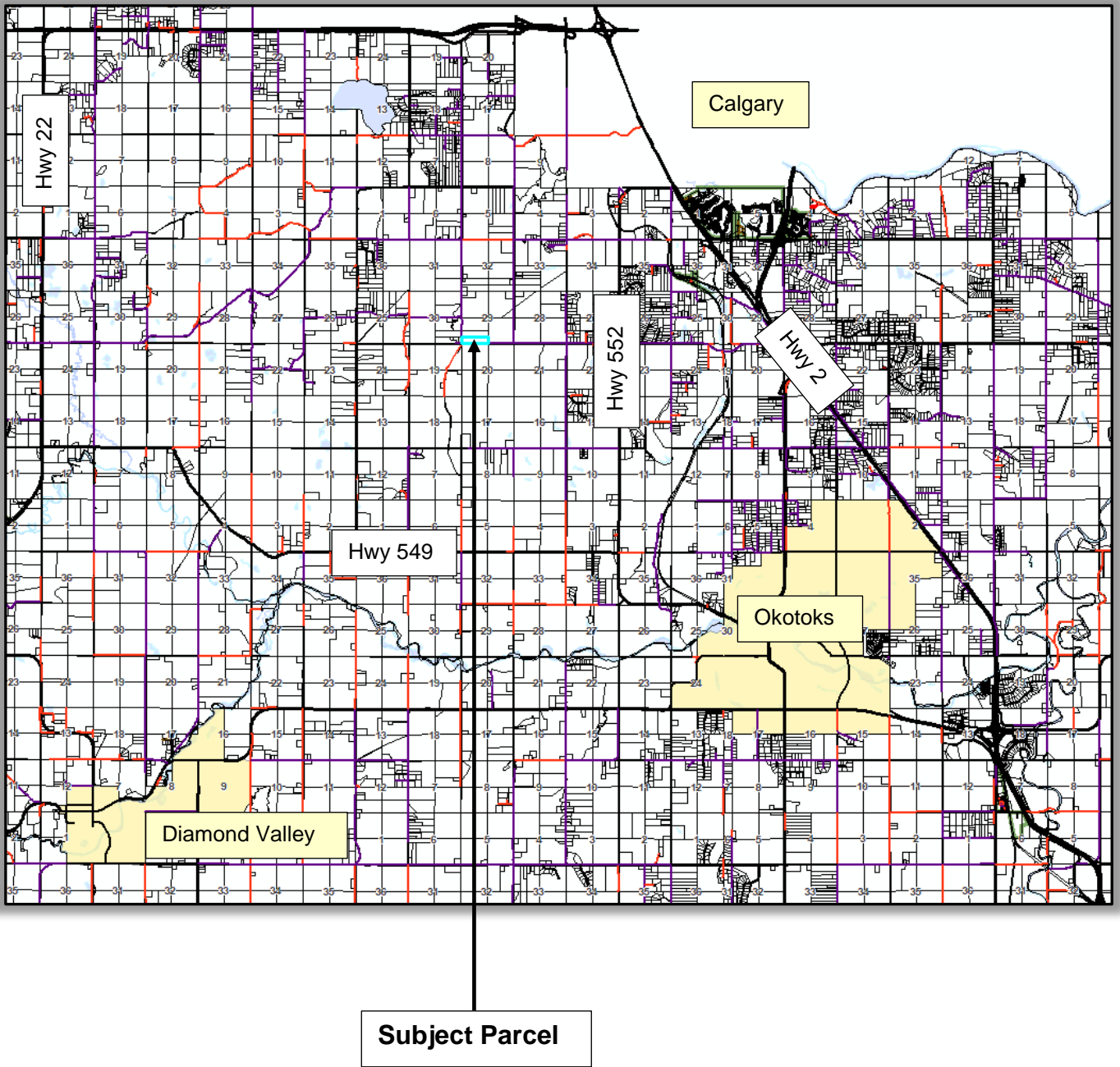
**APPENDIX A: MAP SET:**

- LOCATION MAP
- HALF MILE MAP – LAND USE
- HALF MILE MAP – PARCEL SIZES
- SITE PLAN
- ORTHO PHOTO

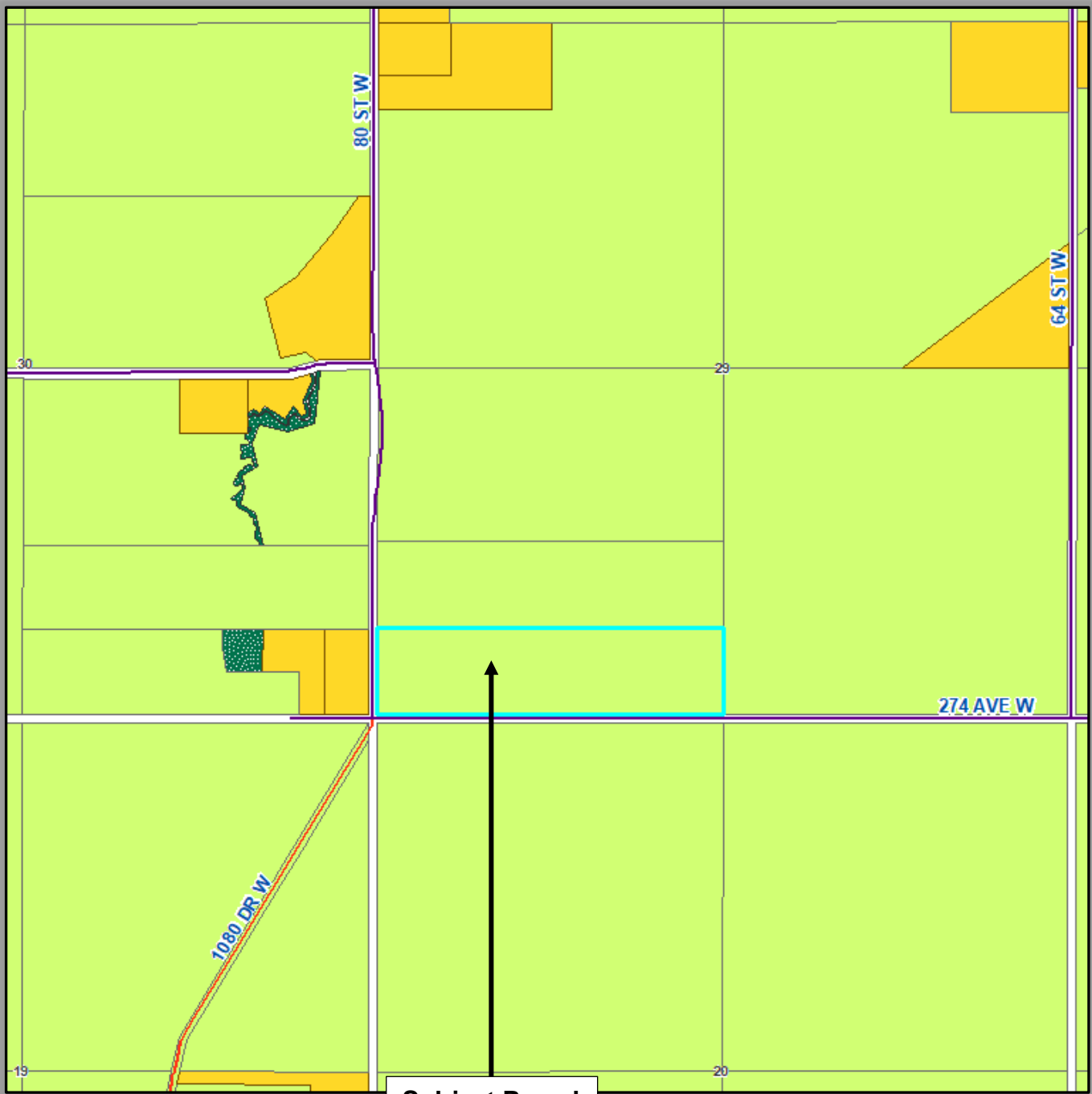
**APPENDIX B:**

BYLAW – SECOND/THIRD READING WITH AMENDMENTS

**APPENDIX A: LOCATION MAP**



**APPENDIX A: HALF MILE MAP – LAND USE**

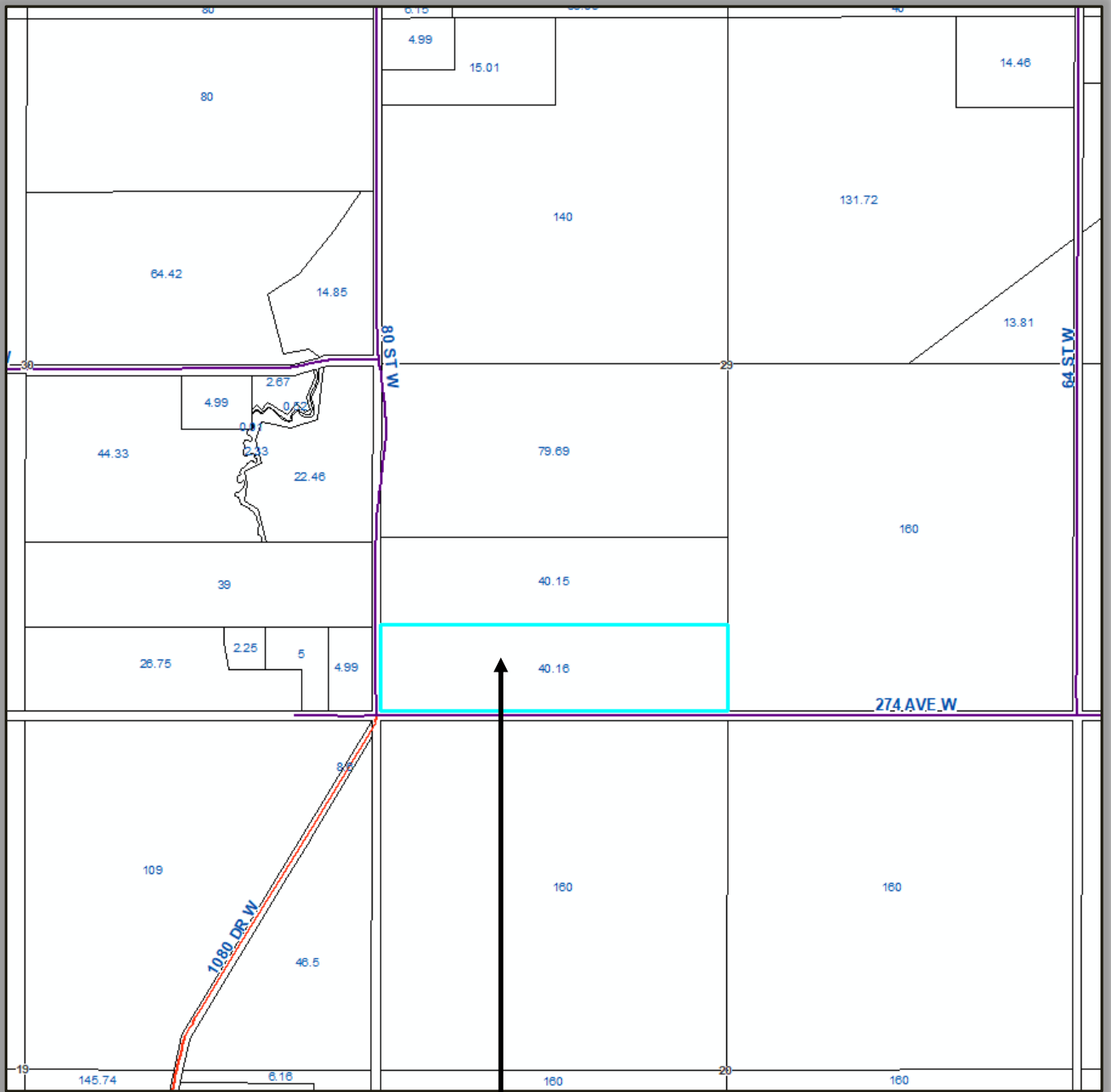


**Subject Parcel**

**Legend**

- |                                  |                                  |                                      |
|----------------------------------|----------------------------------|--------------------------------------|
| Hard Surface (Chip/oil)          | CR- Country Residential          | MR- Municipal Reserve                |
| Gravel                           | CRA- Country Residential Sub A   | MLR- Municipal Land/Reserve District |
| Developer Pavement               | DC - Direct Control              |                                      |
| Pavement                         | BP- Bussiness Park               |                                      |
| Flood Hazard Protection District | RB- Rural Business               |                                      |
| In Transition                    | INR- Natural Resource Extraction |                                      |
| A- Agricultural                  | EP- Environmental Protection     |                                      |
| AA- Agricultural Sub A           | ER- Environmental Reserve        |                                      |

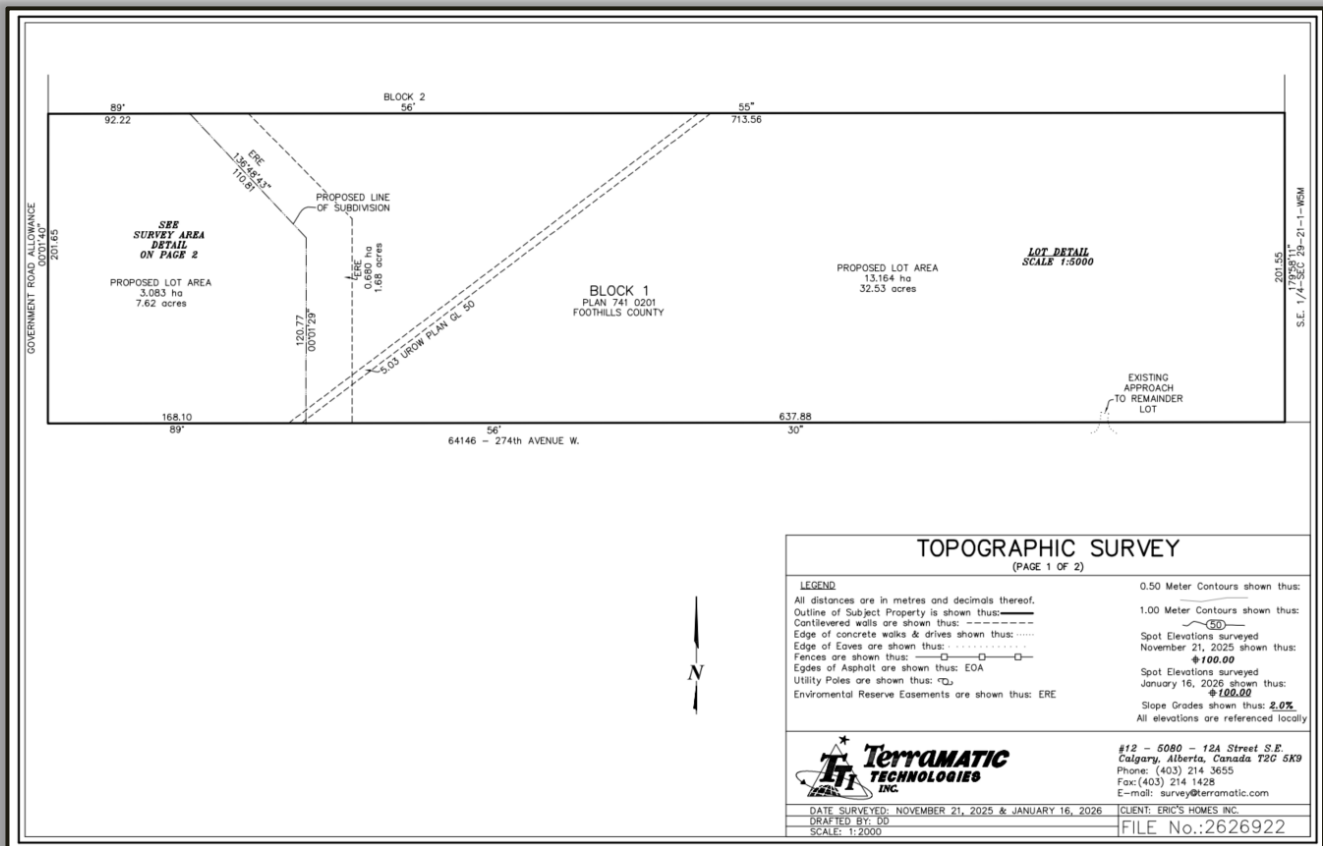
**APPENDIX A: HALF MILE MAP – LOT SIZES**

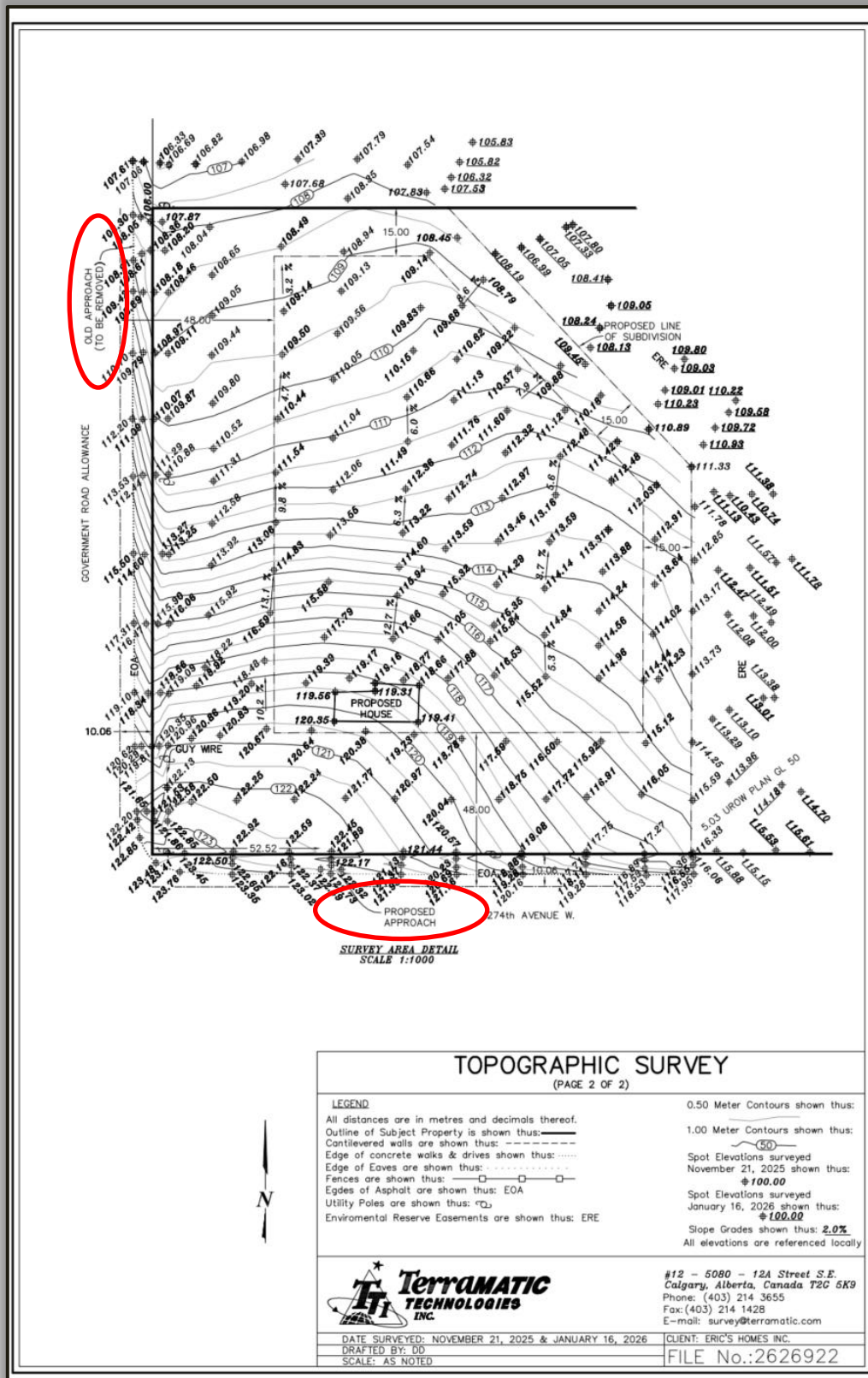


**Subject Parcel**

# APPENDIX A: SITE PLAN - ORIGINAL







Approach to be removed and new approach location to proposed lot (approved by public works), shown circled in red on the site plan above.

APPENDIX A: ORTHO PHOTO



**BYLAW 35/2025**

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

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

**AND WHEREAS** the Council has received an application to further amend the Land Use Bylaw by authorizing the redesignation of a ~~7.5~~ **7.62** +/- acre portion on Plan 7410201, Block 1; Ptn. SE 19-22-04 W5M from Agricultural District to Country Residential District, in order to allow for the future subdivision of one new ~~7.5~~ **7.62** +/- acre Country Residential lot, with ~~6.5~~ **1.68** +/- acres of Environmental Reserve Easement and an approximate ~~32.66~~ **32.53** +/- acre Agricultural District balance parcel.

**NOW THEREFORE THE COUNCIL ENACTS AS FOLLOWS:**

1. Land Use Map No. 2204 is amended by redesignating a ~~7.5~~ **7.62** +/- acre portion on Ptn. SE 19-22-04 W5M from Agricultural District to Country Residential District, in order to allow for the future subdivision of one new ~~7.5~~ **7.62** +/- acre Country Residential lot, with ~~6.5~~ **1.68** +/- acres of Environmental Reserve Easement and an approximate ~~32.66~~ **32.53** +/- acre Agricultural District balance parcel.
2. This Bylaw shall have effect on the date of its third reading and upon being signed.

FIRST READING: May 21<sup>st</sup>, 2025

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

SECOND READING:

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO


THIRD READING:

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

PASSED IN OPEN COUNCIL assembled at the Town of High River in the Province of Alberta this day of \_\_\_\_\_, 20\_\_\_\_\_.

**MISCELLANEOUS PLANNING ITEM  
 PLANNING AND DEVELOPMENT REPORT TO COUNCIL  
 SECOND AND THIRD READING TO BYLAW 17/2025  
 June 10<sup>th</sup>, 2026**

<b>SECOND AND THIRD READING TO BYLAW 17/2025</b>		
<b>APPLICATION INFORMATION</b>	<b>FILE NO. 25R004</b>	
	<b>LEGAL DESCRIPTION:</b> NE 15-17-28-W4M	
	<b>LANDOWNER:</b> Maureen Keith	
	<b>AREA OF SUBJECT LANDS:</b> 156.98 Acres	
	<b>CURRENT LAND USE:</b> Agricultural District	
	<b>PROPOSED LAND USE:</b> Agricultural District	
<b>PROPOSAL:</b> Amendment to the Agricultural District in order to allow the future subdivision of one 75.0 +/- acre Agricultural District lot with an 81.98 +/- acre Agricultural District balance parcel from NE 15-17-28-W4M.		
<b>DIVISION NO:</b> 1	<b>REEVE:</b> Rob Siewert	<b>FILE MANAGER:</b> Theresa Chipchase

**PURPOSE OF REQUEST**

Request to Council to provide second and third reading to Bylaw 17/2025, as all conditions put forth with first reading of this bylaw have been complied with.

**PLEASE NOTE:** the following Council members were present at the March 5<sup>th</sup>, 2025, public hearing whereby Bylaw 17/2025 was granted 1<sup>st</sup> reading: Deputy Reeve Oel, Councillor Alger, Reeve Siewert and Councillor McHugh.

**BACKGROUND**

**Location**

The subject parcel is located directly south of 674<sup>th</sup> Avenue East and directly west of 168<sup>th</sup> Street East, approximately four kilometres east of Highway 2, 5 kilometres east of the Hamlet of Cayley and falls within the Intermunicipal Development Plan area between Foothills County and the Municipal District of Willow Creek.

**Pertinent Site Considerations**

The parcel is naturally separated by a slight bench in the topography with an approximate 10% change in grade, running north to southeast roughly through the middle of the lands.

The lower west section of the quarter contains a number of ponds with interconnected drainage allowing overland flow from the ponds through an oxbow into Willow Creek within the neighboring municipality to the south. Within this lower section there is also an indoor riding arena (private) and a number of horse shelters.

The upper lands to the east are for the most part hay lands outside of the yard site along the north boundary which contains the residence. There are several ephemeral ponds on this side of the property and the lands are predominantly utilized as hay lands.

## **Access**

Access exists to the proposed 81.98 +/- acre balance parcel from two approach locations connecting the property to 674<sup>th</sup> Avenue East located on the north side of the property. One approach provides access to the residence and the second provides a dedicated access to the indoor arena.

Access to the new 75.0 +/- acre parcel is proposed to be provided from a field approach located on the east side of the proposed lot from 168<sup>th</sup> Street East.

## **BACKGROUND - QUARTER SECTION HISTORY**

**September 15<sup>th</sup>, 2021** – Development Permit 21D 177 – conditional approval of a 16,146 square foot private indoor riding arena with an attached barn, on the applicant's parcel, with no more than four vehicle trips and no more than four non resident users allowed per day. The approval also required the submission of comprehensive site drainage and grading plans.

## **PREVIOUS COUNCIL DIRECTION**

**March 5<sup>th</sup>, 2025, Bylaw 17/2025** – application approved by Council granting first reading to Bylaw 17/2024, under the following motion:

*“Bylaw 17/2025 was introduced into the meeting to authorize an amendment to the Agricultural Land Use District to allow for the future subdivision of one 75.0 +/- acre Agricultural District lot, leaving an 81.98 +/- acre Agricultural District balance parcel on Ptn. NE 15-17-28 W4M. In their consideration of the criteria noted within the Agricultural Policy 4 of the MDP2010, Council is of the opinion that the lands are suitable for the intended use and 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 lots size restrictions of the Agricultural District within the County's Land Use Bylaw.*

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

- 1. Landowners to fully execute and comply with all requirements as outlined within the Municipal Development Agreement for the purpose of payment of the community suitability fee and any other necessary municipal and on-site improvements as required by Council and the Public Works department;*
- 2. Final redesignation application fees to be submitted; and*
- 3. Submission of an executed subdivision application and the necessary fees.”*

## **COUNCIL ACTION REQUESTED – SECOND AND THIRD READING TO BYLAW 17/2025**

Request to Council to provide second and third reading to Bylaw 17/2025 for amendment to the Agricultural Land Use District to allow for the future subdivision of one 75.0 +/- acre Agricultural District lot, leaving an 81.98 +/- acre Agricultural District balance parcel on Ptn. NE 15-17-28 W4M.

In their consideration of the criteria noted within the Agricultural Policy 4 of the MDP2010, Council is of the opinion that the lands are suitable for the intended use and 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 lots size restrictions of the Agricultural District within the County's Land Use Bylaw.

## **APPENDICES**

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### **APPENDIX A - MAP SET**

LOCATION MAP

LAND USE MAP

LOT SIZES MAP

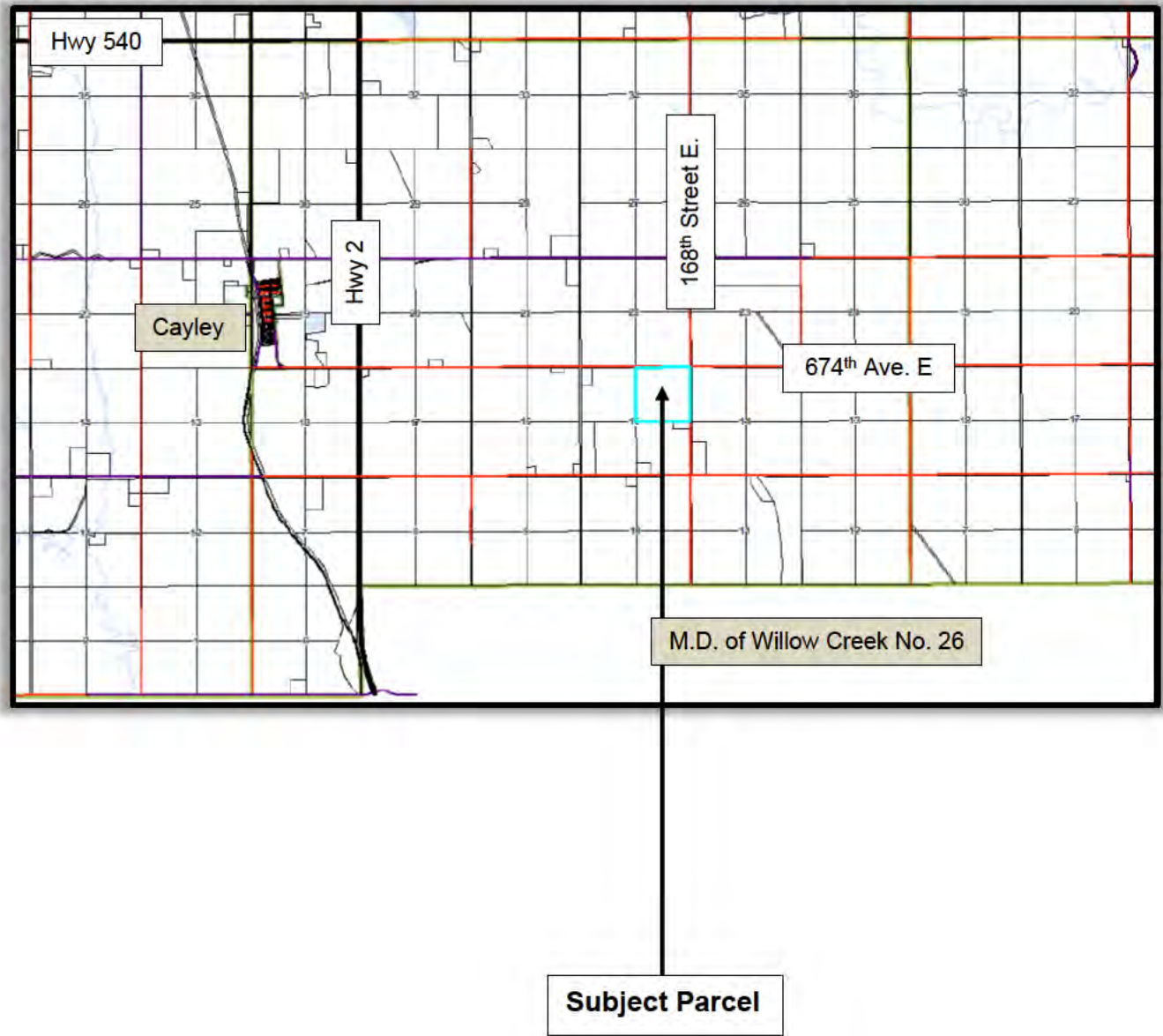
SITE PLAN

ORTHO PHOTO

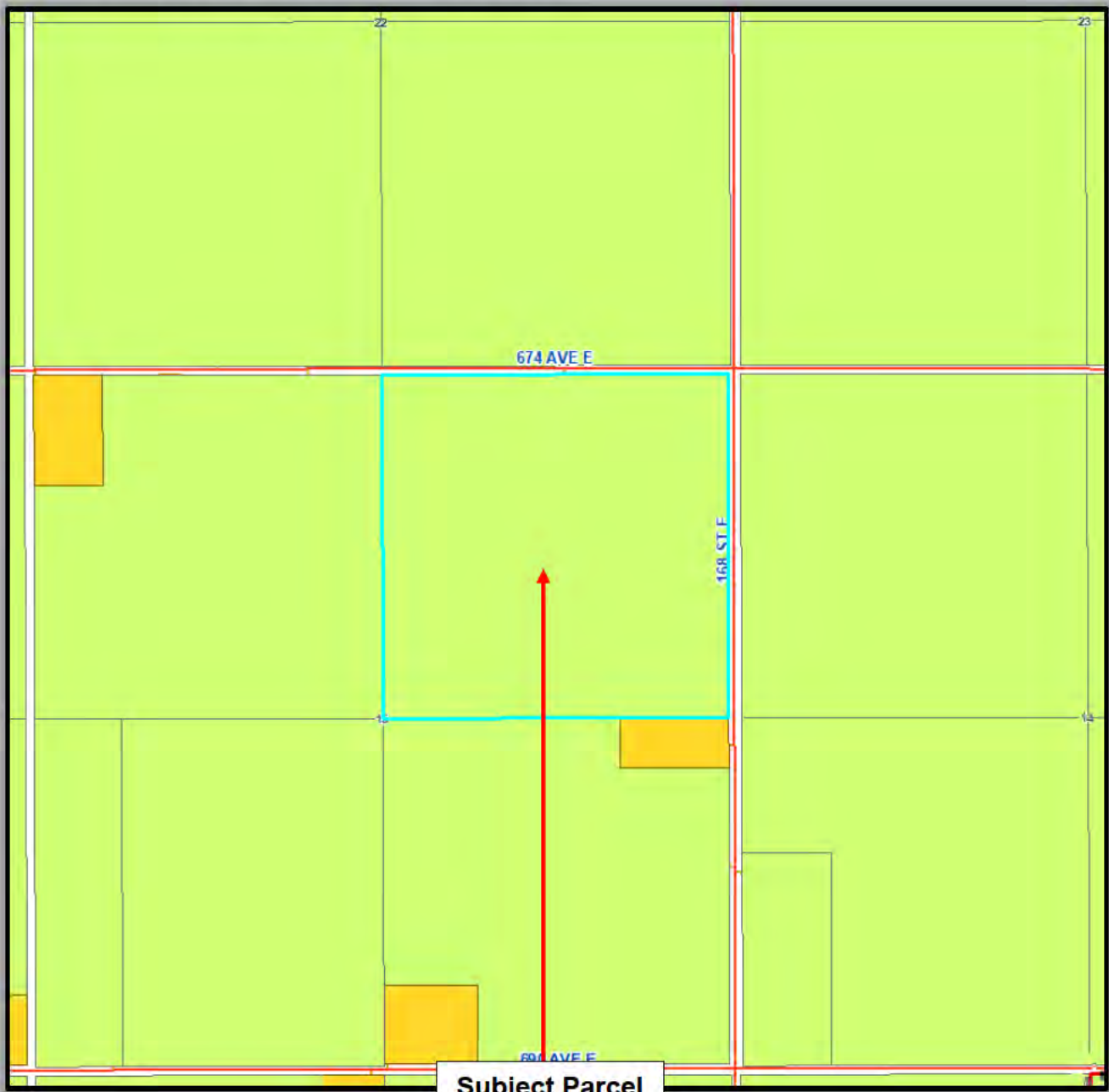
### **APPENDIX B**

BYLAW 17/2025 – FIRST READING

**APPENDIX A: LOCATION MAP**



**APPENDIX A: HALF MILE MAP – LAND USE**



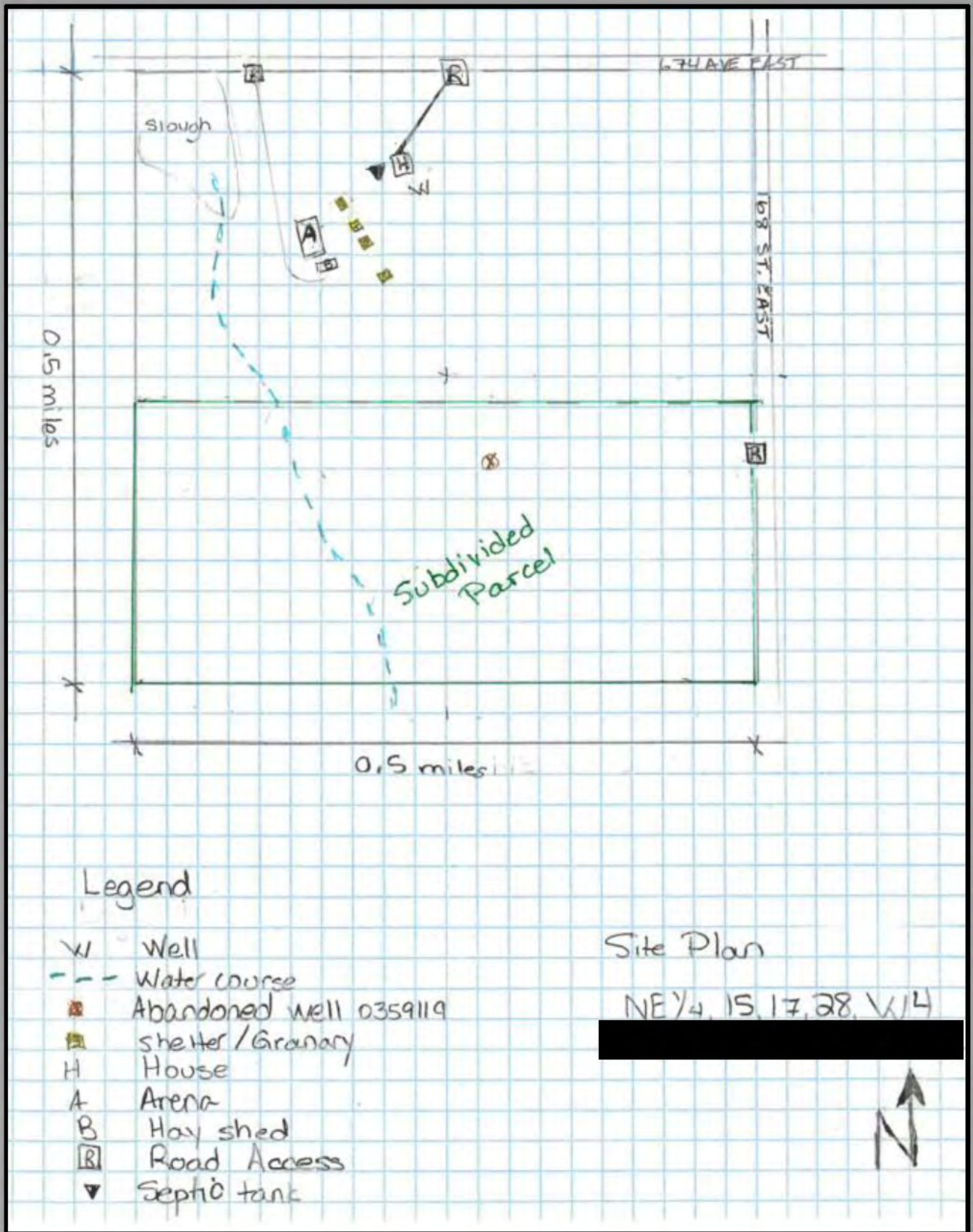
**Subject Parcel**

Legend		
Hard Surface (Chip/oil)	CR- Country Residential	MR- Municipal Reserve
Gravel	CRA- Country Residential Sub A	MLR- Municipal Land/Reserve District
Developer Pavement	DC - Direct Control	
Pavement	BP- Bussiness Park	
Flood Hazard Protection District	RB- Rural Business	
In Transition	INR- Natural Resource Extraction	
A- Agricultural	EP- Environmental Protection	
AA- Agricultural Sub A	ER- Environmental Reserve	

**APPENDIX A: HALF MILE MAP – LOT SIZES**



APPENDIX A: SITE PLAN





Approximate Subdivision line

**BYLAW XX/2025**

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

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

**AND WHEREAS** the Council has received an application to further amend the Land Use Bylaw by authorizing the amendment to the Agricultural Land Use District to allow for the future subdivision of one 75.0 +/- acre Agricultural District lot, leaving an 81.98 +/- acre Agricultural District balance parcel on Ptn. NE 15-17-28 W4M.

**NOW THEREFORE THE COUNCIL ENACTS AS FOLLOWS:**

1. Under SECTION 12.0.0, AGRICULTURAL DISTRICT, the following shall be added under Part 8 Bylaw Amendments:

*Ptn. NE 15-17-28 W4M within which shall allow for the future subdivision of one new 75.0 +/- acre Agricultural District lot, with an approximate 81.98 +/- acre Agricultural District balance parcel.*

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

FIRST READING: March 5<sup>th</sup>, 2025

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

SECOND READING:

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO


THIRD READING:

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

PASSED IN OPEN COUNCIL assembled at the Town of High River in the Province of Alberta this day of 20 .

**MISCELLANEOUS PLANNING ITEM  
PLANNING AND DEVELOPMENT REPORT TO COUNCIL  
2<sup>nd</sup> and 3<sup>rd</sup> READINGS TO BYLAW 59/2025  
JUNE 10, 2026**

<b>APPLICATION INFORMATION</b>		<b>FILE NO. 25R 051</b>
<b>The following Councilors can vote on this item: Reeve Siewert, Deputy Reeve Oel, Councillor Alger, and Councillor McHugh</b>		
	<b>LANDOWNER:</b> Chinook Feeders 2024 Ltd. <b>APPLICANT:</b> 2716438 Alberta Ltd <b>AGENT:</b> Daniele Chiodini of Taurus Canada Renewable Natural Gas Corporation	
	<b>LEGAL DESCRIPTION OF LANDS:</b> Ptn. SE 11-17-27-W4 (160 ac)	
	<b>AREA OF SUBJECT LANDS:</b> 160 Acres	
	<b>CURRENT LAND USE:</b> Agricultural District	
<p><b>PROPOSAL:</b> Application for a site-specific amendment to the Agricultural District on Ptn. SE 11-17-27-W4 (160 acres), to allow for an Anaerobic Digester Facility as a Permitted Use, and an exception to the maximum height requirements as follows:</p> <ul style="list-style-type: none"> <li>i Anaerobic Digesters up to a maximum height of 30m;</li> <li>ii Accessory building (Biogas upgrading building) up to maximum height of 16m;</li> <li>iii Flare Tower up to a maximum height of 16m.</li> </ul>		
<b>DIVISION NO: 1</b>	<b>COUNCILLOR:</b> Rob Siewert	<b>FILE MANAGER:</b> Heather Hemingway

**PURPOSE OF REQUEST**

Request to Council to provide 2nd and 3rd reading to Bylaw 59/2025.

**BACKGROUND INFORMATION**

September 17, 2025, subsequent to a public hearing, Foothills County Council granted first reading to Bylaw 59/2025 to authorize a site-specific amendment to the Agricultural District to allow for an Anaerobic Digester Facility, generally as proposed, as a Discretionary Use on the subject lands (Ptn. SE 11-17-27-W4 – 160 acres), and to allow for exceptions to the maximum height requirement for the project as follows:

- i Anaerobic Digesters up to a maximum height of 30m;
- ii Accessory building (Biogas upgrading building) up to maximum height of 16m;
- iii Flare Tower up to a maximum height of 16m.

May 13, 2026, Foothills County Council postponed 2<sup>nd</sup> and 3<sup>rd</sup> reading to Bylaw 59/2025 to authorize a site-specific amendment to the Agricultural District to allow for an Anaerobic Digester Facility, generally as proposed, as a Discretionary Use on the subject lands (Ptn. SE 11-17-27-W4 – 160 acres) and directed Administration to return with more information regarding haul route, cumulative impacts on roads and traffic, and information related to an appropriate road use contribution.

**MINOR REVISIONS TO PROPOSAL**

The following minor modifications were identified through the Development Permit application:

**a. Renewable Natural Gas (RNG) Transport:**

The applicant has revised its RNG transportation approach. Instead of injecting RNG into a pipeline located closer to the site, the updated proposal involves trucking the RNG via compressed natural gas (CNG) trailers to an injection point on the TransCanada Pipeline system.

- On average, this change is expected to result in approximately **three trucks per day departing the site.**

**b. Site Layout Adjustments:**

Minor changes have been made to the facility layout and component locations, including:

- The lagoon has been redesigned to be shallower due to a higher-than-anticipated groundwater table, resulting in an increased surface area. The lagoon will remain fully covered, and odour management measures are unchanged.

- The addition of two stormwater management basins to support site drainage and runoff control.

Administration considers the proposed changes to be consistent with the development generally as presented to Council and is of the opinion that they do not affect the overall approval or further readings of the Land Use Bylaw amendment.

### VEHICLE TRIP ANALYSIS

Based on the application materials, the application does not quantify the current day-to-day traffic volume generated by the existing feedlot; it only identifies the current site access as being via Range Rd. 272 or Township Rd. 172 into Chinook Feeders. The materials also state that traffic outside the proposed biodigester facility is expected to follow “similar haul routes as the current practices,” with routing informed by nutrient management plans for land application. This suggests the existing haul route is generally based on the same road network and farm-field application pattern, but the documents do not provide a mapped current haul route beyond the access roads noted above.

For the proposed biodigester, the materials state that no additional public-road traffic is expected from fresh manure deliveries because the biodigester is directly connected to the feedyard, keeping manure transport off public roads. The proposal states the biodigester would reduce public-road truck traffic by approximately 50%, largely as a result of the 190,000 tonnes/year of manure being reduced to approximately 97,440 tonnes/year of solid digestate. Solid digestate would be hauled off-site at an average of 20-25 trucks per day, five days a week, over an eight-month window to avoid spring road-ban periods.

As for truck types, the documents only specify manure/feedstock hauling trucks: tractor with semi-trailer, A-Train, and B-Train configurations, typically in the 24-30 tonne range. Some examples of these vehicles are shown below:



The application materials do not identify truck types for cattle hauling. They also do not identify truck types for solid digestate hauling, although they note that existing land-application equipment with vertical beaters can be used. For RNG delivery, the application proposed pipeline delivery or trucking the RNG to a nearby existing gas collection system.

**COUNCIL ACTION REQUESTED:**

Council is requested to consider granting 2nd and 3rd reading to Bylaw 59/2025 authorizing a site-specific amendment to allow for an Anaerobic Digester Facility, generally as proposed, as a Discretionary Use on the subject lands (Ptn. SE 11-17-27-W4 – 160 acres), and to allow for exceptions to the maximum height requirement for the project as follows:

- i Anaerobic Digesters up to a maximum height of 30m;
- ii Accessory building (Biogas upgrading building) up to maximum height of 16m;
- iii Flare Tower up to a maximum height of 16m.

**APPENDICES**

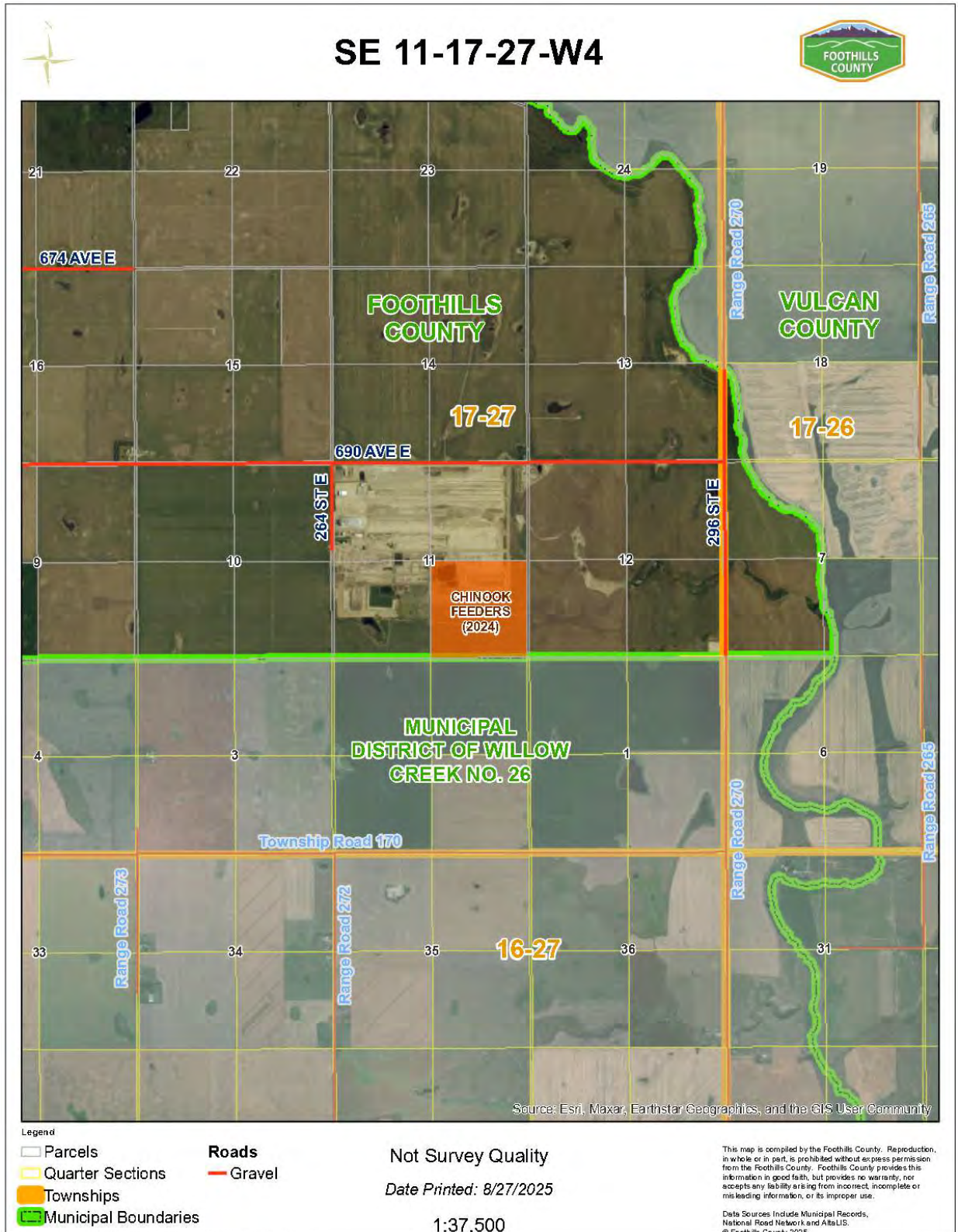
**APPENDIX A: MAP SET:**

Location map  
Original layout map submitted at SSA  
Revised layout map submitted with DP

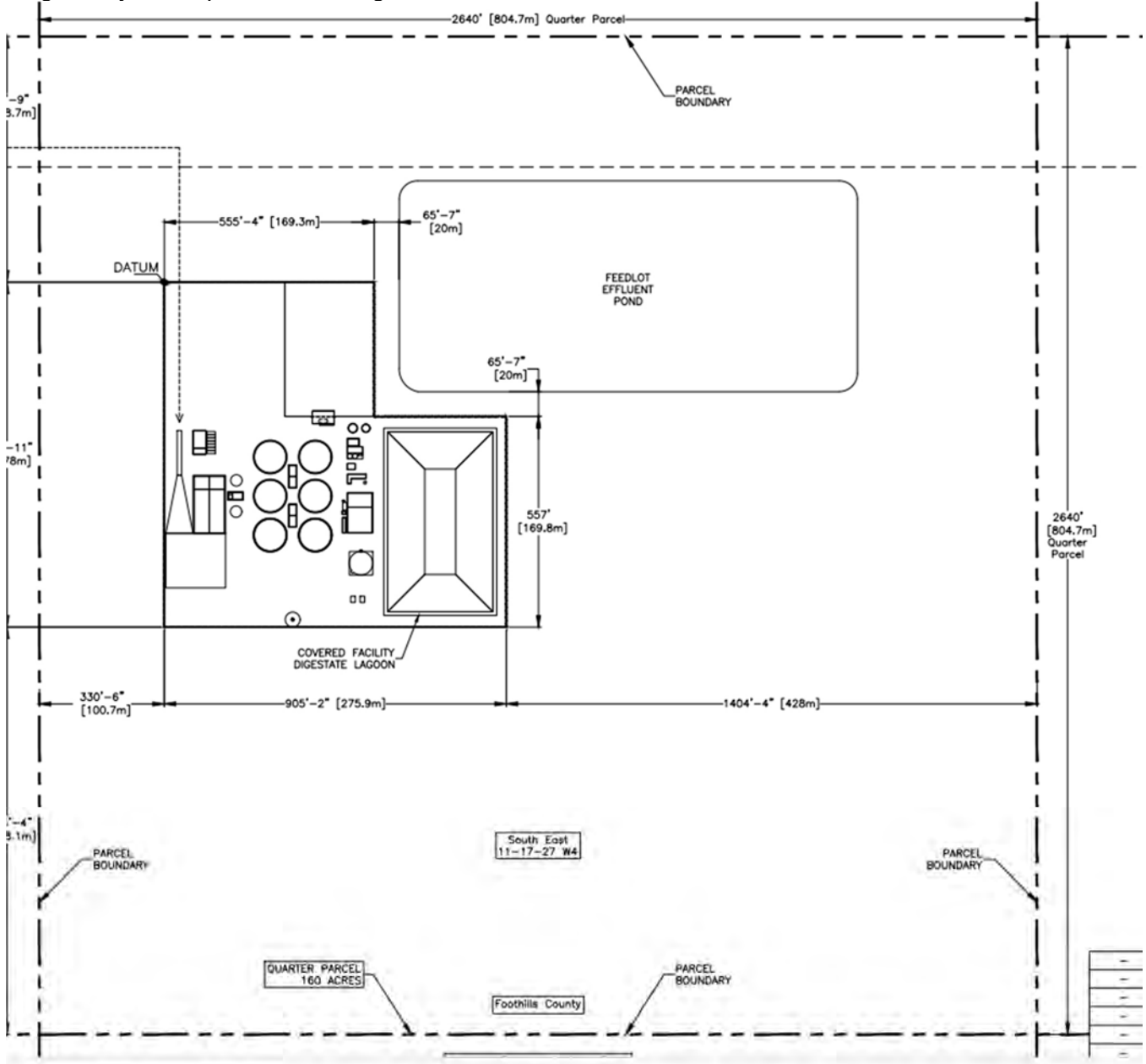
**APPENDIX B: PROPOSED BYLAW**

Draft Bylaw 59/2025 - Bylaw For Site-Specific Amendments For Anaerobic Digester Facility

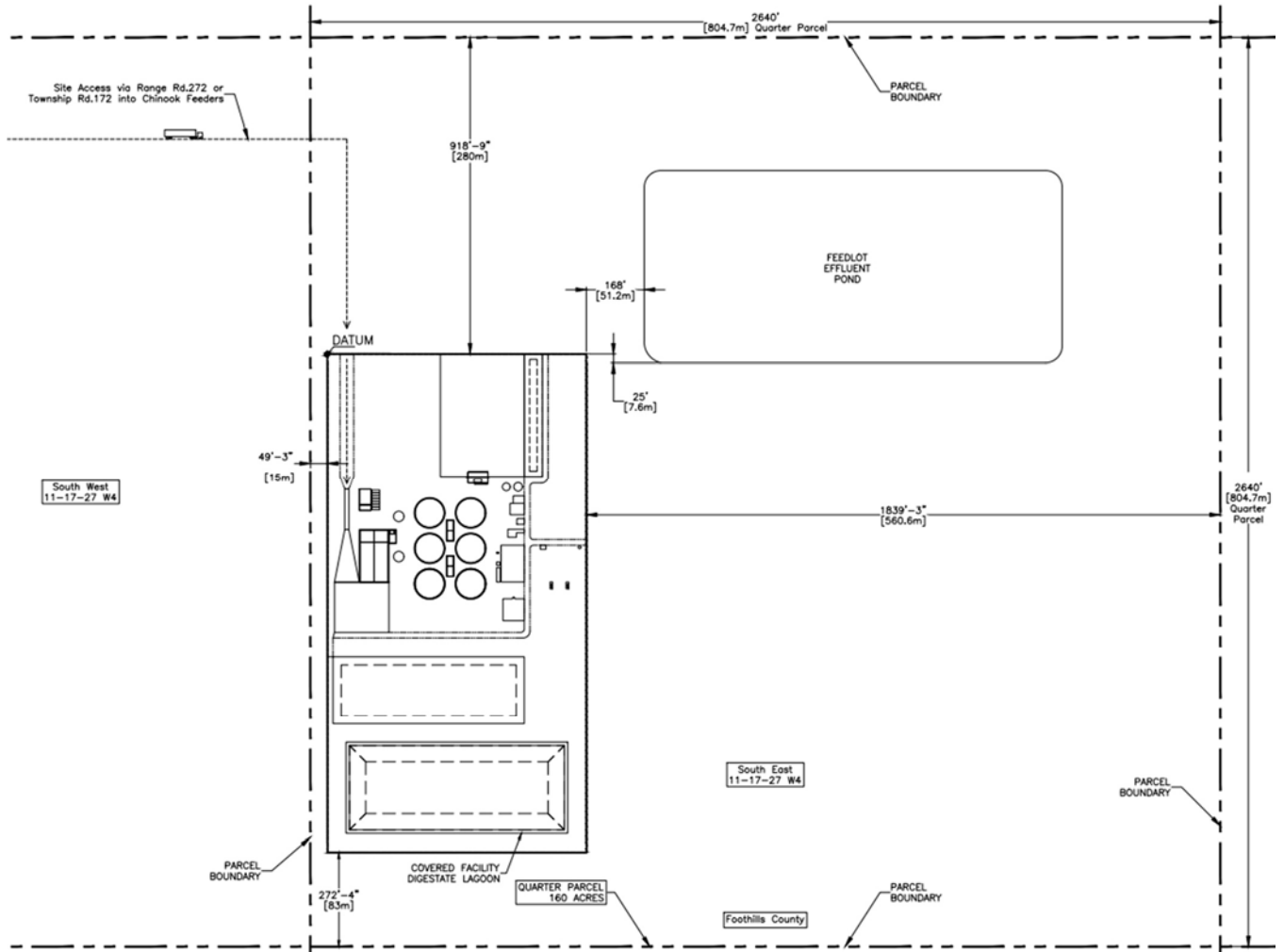
**APPENDIX A – MAP SET**  
 Location Map



**APPENDIX A: MAP SET:**  
Original layout map - SSA Hearing



**APPENDIX A: MAP SET:**  
 Revised layout - Development Permit



**APPENDIX B: PROPOSED BYLAW**

**BYLAW 59/2025**

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

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

**AND WHEREAS** the Council has received an application to further amend the Land Use Bylaw by authorizing a Site-Specific Amendment to the Agricultural District land use rules to allow for an Anaerobic Manure-Only Biodigester Facility, generally as proposed as a discretionary use and to allow for an exception to the maximum height requirements as follows:

- i Anaerobic Digesters up to a maximum height of 30m;
- ii Accessory building (Biogas upgrading building) up to maximum height of 16m;
- iii Flare Tower up to a maximum height of 16m.

all on Ptn. SE 11-17-27 W4M.

**NOW THEREFORE THE COUNCIL ENACTS AS FOLLOWS:**

- 1. Under SECTION 12.1 AGRICULTURAL DISTRICT, the following shall be added under Section 12.1.5 DISCRETIONARY USES on Ptn. SE 11-17-27 W4M:

*To allow for an Anaerobic Manue-Only Biodigester Facility and to allow for an exception to the maximum height requirements as follows:*

- i Anaerobic Digesters up to a maximum height of 30m;*
- ii Accessory building (Biogas upgrading building) up to maximum height of 16m;*
- iii Flare Tower up to a maximum height of 16m.*

*On the lands described as Ptn. SE 11-17-27 W4M (subject lands).*

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

FIRST READING: September 17, 2025

-

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

SECOND READING:

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO


THIRD READING:

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

PASSED IN OPEN COUNCIL assembled at the Town of High River in the Province of Alberta this day of \_\_\_\_\_, 20\_\_\_\_\_.

**MISCELLANEOUS PLANNING ITEM  
 PLANNING AND DEVELOPMENT REPORT TO COUNCIL  
 DIRECT CONTROL DISTRICT #10 – DEVELOPMENT PERMIT APPLICATION  
 June 10, 2026**

<b>DEVELOPMENT PERMIT</b>	<b>FILE NO. 26D 071</b>
	<b>LEGAL DESCRIPTION:</b> Ptn: E 24-20-29 W4M; Plan 0311515, all 289 Units & Common Areas
	<b>LANDOWNERS:</b> Condominium Corporation No. 0311515 and respective unit owners
	<b>CURRENT LAND USE:</b> Direct Control District #10
<p><b>PROPOSAL:</b> This application contains a request to Council in two parts;  <b>Part A:</b> Master Development Permit application to consolidate previously approved uses and structures, allow for new development being Recreation Vehicle Park Businesses, Park Models, proposed new Satellite Washroom Building, and bringing an existing Sea-Can into compliance.  <b>Part B:</b> Application to allow for new use being Winter Occupancy for a maximum of 8 units to provide security and maintenance for the park during park closure.</p>	
<b>DIVISION NO:</b> 7	<b>COUNCILLOR:</b> R.D. McHugh
<b>FILE MANAGER:</b> Brittany Smith	

**EXECUTIVE SUMMARY:**

**Proposal**

This application is to be considered in two parts:

**Part A** includes a Master Development Permit for the lands known as Country Lane Estates to consolidate previous approvals on these lands that allowed for decks, sheds and either a gazebo or sunroom. Additionally, this application requests acknowledgement of the existing buildings currently located on common property and previously approved under independent development permits under this request for approval which includes:

- +/- 1,270 sq. m (13,670 sq. ft) Multi-Use Clubhouse/Pool,
- +/- 83 sq. m (893 sq. ft) Maintenance Garage
- +/- 15 sq. m (161 sq. ft) Shed
- +/- 80 sq. m (861 sq. ft) Satellite Washroom
- Two utility buildings equal to +/- 95 sq. m (1,022 sq. ft)

Additionally, Part A requests Councils consideration to allow for Recreation Vehicle Park Businesses, Park Models, construction of a new +/- 65 sq. m (700 sq. ft) Satellite Washroom Building, and to bring an existing Sea-Can into compliance.

**Part B** requests Councils consideration to allow for 8 units to be occupied for Winter Occupancy during regular park closure (between November 1 and March 31 each year) to provide maintenance and security for the park.

*Section 18.10.6.14 of the County’s Land Use Bylaw outlines that the term for the master development permit regarding Winter Occupancy shall be for a minimum of five (5) years, and Council may grant a longer term at their discretion. A letter from the applicants has been provided and is included within Appendix B of this staff report requesting Council consider granting the approval of Part B on a permanent basis.*

A detailed application cover letter has been provided by the applicant in support of this application and has been included in Appendix B of this staff report.

Should Council choose to support this application, all previously approved development permits for existing common property structures and uses, as well as development permits 03D 215, 18D 159 and 23D 154, shall be replaced by this approval.

### **Location**

The subject lands, which are referred to as Country Lane Estates, are accessed from 79<sup>th</sup> Street E and are adjacent to the Sheep River. This is approximately 180 metres west of Highway 2 and 1.5 kilometre north of the interchange of Highway 2 and Highway 547.

### **Policy Evaluation**

The application was reviewed in terms of the Land Use Bylaw 60/2014.

### **Referral Considerations**

The application was circulated to all internal and external agencies. Public Works recommends that an updated letter from a certified professional Engineer be provided indicating there are no concerns regarding the proposed building and existing Sea-Can and consistency with the existing Stormwater Management Plan that was completed in July of 2025. Alberta Transportation and Economic Corridors (ATEC) provided that the proposed development will require a Roadside Development permit which has been obtained and provided by the applicant as of May 11, 2026.

### **BACKGROUND:**

Country Lane Estates (CLE) was created in 2003 under a condominium corporation, with individually titled units. As RV's cannot be considered as a permanent dwelling under the Alberta Building Code, Council approved the Development Permit for a maximum of 200-day stays.

**February 19, 2004:** Council granted approval to Development Permit 03D 215 on Plan 0311515, Units 1 – 300, Ptn. E 24-20-29 W4M allowing the following for each unit:

- One (1) shed to a maximum size of 150 sq. ft.
- One (1) deck to a maximum of 360 sq. ft., not exceeding the length of the trailer;
- Decks are permitted to have an engineered roof, however, are not permitted to be enclosed;
- The deck and roof must meet the minimum setback distances as outlined below;
- Skirting is permitted for the decks and RV units;
- Minimum setbacks must be adhered to:
  - FRONT YARD: no closer than 20 ft. (6.1 m) from the front property line;
  - REAR YEAR: no closer than 1 ft. (0.3 m) from the back property line;
  - SIDE YARD: no closer than 1 ft. (0.3 m) from the side property line.

**June 15, 2011:** Council granted 3<sup>rd</sup> reading to Bylaw 123/2010, authorizing a Site Specific Amendment to the Direct Control District #10 for Country Lane Estates in order to allow for the following:

- Add the definition of *Park Model Recreation Vehicle*;
- Add Screening as a Discretionary Use whereby each individual unit owner will be required to come in with their own development permit and reasons for wanting screening;
- Add the definition of *Screening*;

**November 7, 2018:** Council granted approval to Development Permit 18D 159 to allow for one freestanding Gazebo, no larger than 280 sq. ft. per unit within Country Lane Estates.

**July 5, 2023:** Council granted approval to Development Permit 23D 073 to allow for the construction of an enclosed accessory structure not exceeding 280 sq. ft., to be used as a sunroom in place of the gazebo permitted under Development Permit 18D 159 on Plan 0311515, Unit 173 within CLE.

**April 17, 2024:** Council granted approval to Development Permit 23D 154 to allow for the construction of either 1 gazebo OR sunroom, no larger than 280 sq. ft., on each unit within Country Lane Estates.

**October 8, 2025:** Council granted 3<sup>rd</sup> reading to Bylaw 39/2025 authorizing amendments to Direct Control (DC) District #10 which included textual amendments, administrative changes to reflect the current operations of Country Lane Estates to align with the County's development standards, to revise the occupancy period from 200 days in a calendar year to an open period from April 1 to October 31 each year, to implement winter

occupancy requirements for maximum 8 units to stay over the winter for security and maintenance purposes and to allow unit owners to provide small business services to other members of the recreation vehicle park.

### **PURPOSE OF APPLICATION:**

Development Permit Application 26D 071 is submitted as a condition of Bylaw 39/2025 to bring all previous approvals and the amendment items into compliance under one Master Development Permit.

#### **Previously Approved Uses:**

- 1 Recreational Vehicle or Park Model located on each unit (*currently Park Models require independent approval by the County to allow them to be located on units*)
- One (1) shed to a maximum size of 150 sq. ft. per unit
- One (1) deck to a maximum of 360 sq. ft., not exceeding the length of the Recreation Vehicle, per unit
- Skirting for decks and Recreational Vehicles
- One (1) Gazebo or One (1) Sunroom no larger than 280 sq. ft. per unit

#### **New Proposed Uses:**

##### **Winter Occupancy:**

The application proposes that no more than eight (8) Unit Owners, selected by the Condominium Corporation Board (the Board), may occupy their Recreation Vehicles or Park Model during the period the park is closed (November 1 to March 31 each year) to provide security and maintenance for the park.

Each unit must receive written permission from the Condominium Corporation Board (the Board). Each year the Board will accept applications from Unit Owners wishing to stay during the winter, and a Winter Stay Committee will assess applications to determine the eight Unit Owners allowed to remain in the park. Assessment will be implemented in accordance with the Condo Corporation policies and bylaws and will include reviewing the Park Models/Recreational Vehicles to ensure they are habitable over the winter as per the Minimum Housing and Health Standards for Winter Occupancy at Country Lane Estates document (included in Appendix C of this staff report), assigning responsibilities to each unit, and tracking which units are occupied each winter season. A list of the occupied units will be provided to Foothills County as part of the Emergency Response Plan each year as required.

Those unit owners granted permission to stay over the winter season may occupy their units for only two consecutive winters and reapply for winter occupancy each year.

##### **Recreation Vehicle Park Business:**

Amendments to the DC#10 district under Bylaw 39/2025 included adding a new use and definition for Recreation Vehicle Park Business which means an office situated within a Park Model or Recreation Vehicle that is located within the Recreation Vehicle Park located within Country Lane Estates and where the business or service offered is provided to other Unit Owners within the Recreation Vehicle Park only.

To operate a Recreation Vehicle Park Business out of the unit, the unit owners must comply with the following provisions:

- Unit Owners shall request in writing and be granted permission from the Board to operate a Recreation Vehicle Park Business out of their unit
- The unit owner shall provide services only to other Unit Owners within the Recreation Vehicle Park known as Country Lane Estates
- All employees of the business working on site must be residents of the Park Model or Recreation Vehicle
- No outdoor storage of business materials are situated on the property
- No traffic is generated by the business

##### **Park Model as Discretionary Use:**

Park Model is a discretionary use within the DC#10 District and requires an approved Development Permit by the County to be allowed within Country Lane Estates. This application requests that the Park Model use be

approved under this Master Development permit to allow Park Models to be utilized in the Recreation Vehicle Park without requiring further separate Development Permit approvals by the County for new Park Models on individual lots.

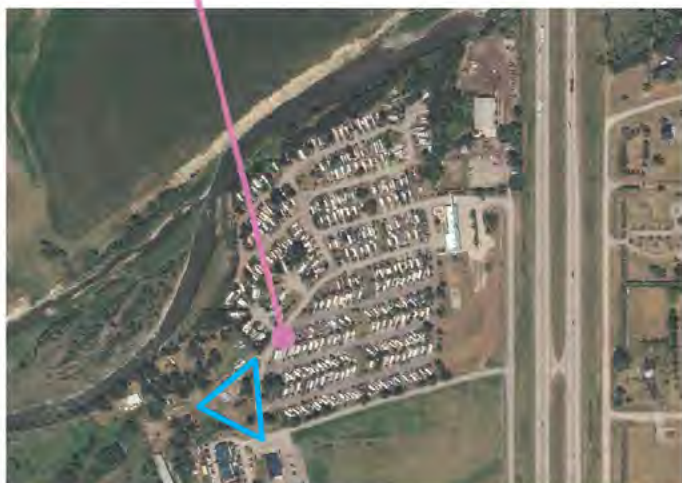
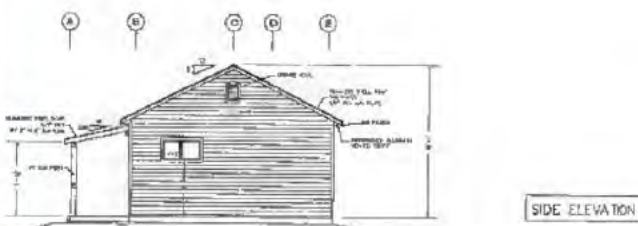
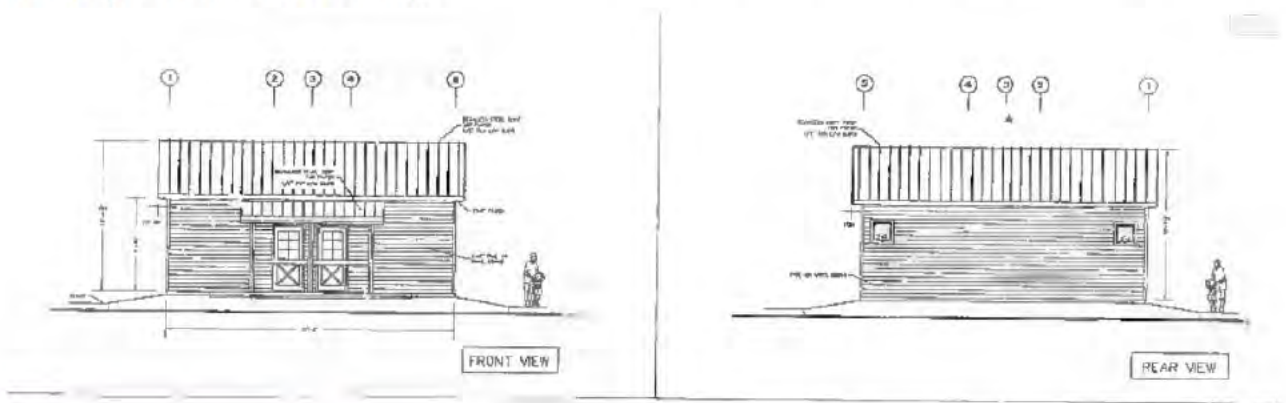
The Board may still require a separate application and may approve or deny the Park Model at their discretion.

Definition within Land Use Bylaw 60/2014 Section 18.10.8:

Park Model – means a Recreation Vehicle that conforms to the Canadian Standards Association CAN/CSA Z241 Series and is designed for seasonal camping with a gross floor area no greater than 50 square metres (538 sq. ft.) when in set-up mode and is not permitted to be placed on a permanent foundation. Each Park Model must ensure that the axels, wheels and hitch remain on each unit, no exceptions. Each Park Model must be moveable or secured to the satisfaction of the approved emergency response plan (ERP).

**New Satellite Washroom**

This application requests approval to allow for a new satellite washroom building equal to 65 sq. m (700 sq. ft.) located as per figures below. Utilities and a cement slab are already available in the proposed location to support the proposed washroom building.



**Existing Sea-Can**

The application identifies one existing +/- 40 sq. m (430.5 sq. ft) sea-can utilized for equipment storage is requested to remain located on the southwest portion of the site next to the existing maintenance garage. The sea-can has been painted to match the maintenance garage.

(The location of the sea-can is identified outlined in blue on the figure on the previous page of this staff report.)



**REFERRAL CIRCULATIONS:**

<b>CIRCULATION REFERRALS</b>	
<b>REFEREE</b>	<b>COMMENTS</b>
<b>INTERNAL</b>	
Public Works Department	An updated Stormwater Management Plan (SWMP) was provided in July 2025. Public Works recommends that an engineer’s letter be provided indicating there are no concerns regarding the proposed building/washroom and sea-can and their consistency with the existing SWMP.  If concerns are raised through the engineer’s letter, a revised SWMP will be required.
Building & Safety Codes Department	No comments received.
Foothills Fire Department	Following ongoing requirements: <ul style="list-style-type: none"> <li>• Address of property is to be posted</li> <li>• Ensure access for Fire Department apparatus</li> <li>• Fire extinguishers to be installed as per National Fire Code</li> <li>• Fire Safety Plan to be posted</li> <li>• Doors and means of egress as per National Fire Code</li> <li>• Emergency &amp; Exit Lighting shall be tested, inspected and maintained</li> </ul> Country Lane Estates receives an annual fire inspection and is currently compliant with the National Fire Code. The annual fire inspection schedule will be maintained, an additional fire inspection for this development permit is not required.
<b>EXTERNAL</b>	
Alberta Transportation and Economic Corridors	Transportation and Economic Corridors has the following comments and/or requirements with respect to this proposal: <ol style="list-style-type: none"> <li>1. This approval does not excuse violation of any other legislation, regulation, bylaw, or act, which may affect the proposed operation. This permit is issued subject to any other municipal, provincial, or federal approvals that may be required. Issuance of a permit by Transportation and Economic Corridors does not guarantee the permittee will be able to obtain other required approvals. The permit holder is responsible for obtaining any other permits or approvals from other agencies and jurisdictions as required.</li> </ol>

<b>CIRCULATION REFERRALS</b>	
	<p>2. Alberta Transportation and Economic Corridors has concluded that the proposed Development is adjacent to Highway 2. As a result, the proponent is required to submit a Development permit application to ATEC for further review and approval.</p> <p><i>(applicant provided approved Roadside Development Permit – 2026-0072249)</i></p>
Alberta Health Services	<p>Thank you for the opportunity to comment on the above noted Plan and amendments. Alberta Health Services – Environmental Public Health (AHS-EPH) reviews and provides comment on land use applications from a public health perspective. It is understood that the purpose of this application is for Winter Stay and Recreation Vehicle Park Business provisions, for Park Models to be approved for use within Country Lane Estates RV Parks, for a proposed satellite washroom building, proposed maintenance shop expansion, existing sea-can allowance, and consolidation of previous approved uses within the Master Development Permit. AHS-EPH has no concerns with the application from a public health perspective, though the following comments do apply:</p> <p>Please note that the property must be maintained in accordance with the Alberta Public Health Act, Nuisance and General Sanitation Guideline 243/2003 which stipulates,</p> <p><i>No person shall create, commit or maintain a nuisance. A person who creates, commits or maintains any premise in a condition that is or might become injurious or dangerous to the public health or that might hinder in any manner the prevention or suppression of disease is deemed to have created, committed or maintained a nuisance.</i></p> <p>It is understood that the proposed washroom building will be connected to municipal water and tie into the existing private sewage disposal system. Any existing or future private sewage disposal systems must be completely contained within the property boundaries and must comply with the most recent Alberta Private Sewage Systems Standard of Practice. Prior to installation of any sewage disposal system, a proper geotechnical assessment should be conducted by a qualified professional engineer.</p>
<b>PUBLIC</b>	
<p>Development Permit applications on Direct Control District properties are not advertised in the Western Wheel or circulated to neighbouring landowners unless a Public Meeting is held.</p>	

**POLICY EVALUATION:**

**Land Use Bylaw 60/2014:**

The purpose and intent of the Direct Control District #10 within Land Use Bylaw 60/2014 is to allow for the direct control by the Council over development of the lands. Land use and development requirements are at the discretion of Council.

Direct Control District #10 is included as Appendix E.

**OPTIONS FOR COUNCIL CONSIDERATION:**

**PART A: MASTER DEVELOPMENT**

**OPTION #1 – APPROVAL**

Council may choose to approve Part A for Development Permit 26D 071 to consolidate previous approvals that allowed for decks, sheds and either a gazebo or sunroom development, acknowledge existing buildings currently located on common property and previously approved under independent development permits and allow for Recreation Vehicle Park Businesses, Park Models, construction of a new +/- 65 sq. m (700 sq. ft) Satellite Washroom Building, and to bring an existing Sea-Can into compliance on Ptn. E½ 24-20-29 W4M, Plan 0311515, Common Lot Property, and individual units within Country Lane Estates for the following reasons:

*Moved that Part A - Development Permit 26D 071 Master Development Permit for Country Lane Estates, be approved, subject to the following conditions:*

Council is requested to provide direction on whether they wish to delegate authority to the Development Officer to review and accept conditions.

**Part A: APPROVAL DESCRIPTION**

Upon completion of all pre-release conditions, this approval allows for:

- Continued use of existing structures and development on common property including: Clubhouse/Pool, Maintenance Garage, Shed, Satellite Washroom
- Occupancy of the Recreation Vehicle Park between April 1 and October 31 each year
- 1 Recreational Vehicle or Park Model on each unit
- Unit Owners may operate a Recreation Vehicle Park Business within individual units upon approval from the Condo Corporation Board, providing services only to other Unit Owners within the Recreation Vehicle Park.
- Construction of an additional satellite washroom building equal to +/- 65 sq. m (700 sq. ft) as per the accepted and submitted plans
- One Sea-Can as per the accepted and submitted site plan
- One Shed on each lot no greater than 13.94 sq. m (150 sq. ft.)
- One deck to a maximum of 33.45 sq. m (360 sq. ft.)
  - The deck is permitted to have an engineered roof but shall not be enclosed unless appropriate development permit approval has been obtained from the County (i.e. Screened in deck)
  - The deck and roof must meet required minimum setback distances
  - The deck must not exceed the length of the Recreational Vehicle
- One gazebo or sunroom to a maximum 26 sq. m (280 sq. ft.)
  - Approval must be granted by the Condominium Corporation Board and verify compliance with municipal requirements (i.e. lot coverage, setbacks, etc)
- Skirting is permitted for decks, Park Models and Recreational Vehicles.

Council may wish to provide any of the following conditions, or any additional conditions, as pre-release condition(s) should they be of the opinion that the requirement be addressed prior to the Development Permit being signed and issued.

**PRE-RELEASE CONDITIONS:**

*Pre-release conditions must be complied with before the Development Permit is signed and issued. Failure to complete the pre-release condition(s) on or before October 10, 2026, will see this development permit decision deemed null and void, unless a time extension is issued under agreement between the Development Authority and the Applicant(s).*

1. An engineer’s letter is to be provided indicating there are no concerns regarding the proposed building/washroom and sea-can and their consistency with the existing Stormwater Management Plan (SWMP). If concerns are raised through the engineer’s letter, a revised SWMP will be required. The applicant is advised that review and acceptance of the required report may be subject to payment of review fee(s) as per the Foothills County fee schedule;

### **CONDITIONS OF APPROVAL:**

*The following requirements must be completed within twenty-four (24) months from the date the Development Permit is signed and issued unless a time extension is approved under agreement between the Development Authority and the Applicant(s). Failure to complete the conditions of approval will see the Development Permit be deemed null and void.*

1. The applicant shall maintain the development in accordance with all conditions of approval and plans that have been acknowledged by the municipality to be appropriate. Any revisions and/or additions to the use of this land shall not proceed unless appropriate approvals and permits have been obtained;
2. The existing sea-can must be painted to match the adjacent accessory building (existing maintenance building)
3. The applicant shall ensure that all unit owners obtain all necessary building and safety code permits and inspections from Foothills County to the discretion of the County's Safety Codes Officer. A building permit must be obtained for any gazebo or sunroom that is larger than 107.64 sq. ft. (10 sq. m.). Any lighting within a gazebo or sunroom must have an electrical permit in place and no extension cords are permitted for this use;
4. Fire pits cannot be located under a gazebo or sunroom or within 3 meters of the structure;
5. Any new Condominium Corporation bylaws or rules, or amendments to the existing Condominium Corporation Bylaws, or rules shall be filed with Foothills County within fifteen (15) days of their passage or adoptions.
6. The condominium bylaws or rules shall include the following provisions:
  - a. Unit owners shall consent in writing to the removal of any Recreation Vehicle and Park Model located on a Unit in case of a flood which threatens to cause damage to the Recreation Vehicle or Park Model; and
  - b. Unit owners shall comply with the emergency response plan to be prepared and updated annually by the Board and completed to the satisfaction of the County.
7. An Emergency Response Plan shall be updated annually by the Condominium Corporation Board and provided to the County by October 15 of each year and shall include the following provisions:
  - A 24-hour and 48-hour flood emergency plan
  - A strategic plan outlining how temporary structures would be dismantled, or back-up plan if structures cannot be dismantled by unit owners;
8. The Recreation Vehicle Park is open from April 1<sup>st</sup> to October 31<sup>st</sup> each year and shall have no occupancy of the Units when the park is closed for the season from the date of November 1<sup>st</sup> to March 31<sup>st</sup> each year, notwithstanding Section 18.10.6.12 and 18.10.6.13 of the County's Land Use Bylaw.
9. No building/structure or group of buildings/structures including accessory buildings/structures and impervious surfaces shall cover more than 60% of any Unit
10. Unit Owners may operate a Recreation Vehicle Park Businesses out of their Unit providing services only to other Unit Owners within Country Lane Estates Recreation Vehicle Park, if granted permission from the Condominium Corporation Board, all employees of the business are residents of the Recreation Vehicle or Park Model that the business operates from, with no outdoor storage of business materials situated on the property and no traffic is generated by the business.
11. The issuance of a development permit by the County does not relieve the landowners of the responsibility of complying with all other relevant County bylaws and requirements, nor excuse violation of any provincial or federal regulation or act which may affect use of the land. This includes, but is not limited to:
  - a. Compliance with the requirements of Alberta Transportation and Economic Corridors
12. The applicant agrees to indemnify and hold harmless Foothills County from any and all third party claims, demands, or actions for which the applicant is legally responsible, including those arising out of negligence or willful acts by the applicant or the applicant's agent(s). In addition, the applicant will carry insurance to cover general liability including bodily injury and property damage to a third party;
13. The issuance of a development permit by the County does not relieve the landowner(s) of the responsibility of complying with all other relevant County bylaws and requirements, nor excuse

violation of any provincial or federal regulation or act or encumbrance held under title to the property; which may affect use of the land;

14. The applicants shall be responsible for payment of any professional costs including legal fees that may be incurred by the County with respect to the implementation of this permit.

**ADVISORY REQUIREMENTS:**

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

1. This approval wholly replaces all previous approvals for existing Development on Common Properties and Development Permits 03D 215, 18D 159 and 23D 154.
2. Each unit owner is responsible to obtain approval for the gazebo or sunroom from the Country Lane Estates condo board. The condo board is responsible to ensure all aspects of the Direct Control District have been complied with, including the minimum setback distances and compliance with the maximum lot coverage of 60%;
3. Each Unit Owner shall ensure that all development complies with the Land Use Bylaw and approved development permit(s);
4. Any proposed development that does not align with the Land Use Bylaw and approved development permit(s) shall first obtain a separate development permit approval from the County;
5. An Emergency Response Plan shall be updated annually by the Condominium Corporation Board and provided to the County by October 15 of each year and shall include the following provisions:
  - A 24-hour and 48-hour flood emergency plan
  - A strategic plan outlining how temporary structures would be dismantled, or back-up plan if structures cannot be dismantled by unit owners;
6. It is the applicant's responsibility to ensure compliance with the overall Emergency Response Plan at all times.
7. No buildings/structure or group of buildings/structures including accessory buildings/structures, and impervious surfaces shall cover more than sixty (60) percent of any Unit
8. Development of the land shall comply with the requirements of the Building, Safety and Fire Codes at all times The applicant shall ensure that all unit owners obtain all necessary building and safety code permits and inspections from Foothills County to the discretion of the County's Safety Codes Officer. A building permit must be obtained for any gazebo or sunroom that is larger than 107.64 sq. ft. (10 sq. m.). Any lighting within a gazebo or sunroom must have an electrical permit in place and no extension cords are permitted for this use;
9. No portion of the gazebo or sunroom shall be used in association with any business, unless approved by the Condo Board for operation of a Recreation Vehicle Park Business;
10. No portion of a gazebo, sunroom, or shed shall be used for the purposes of overnight accommodation;
11. Fire pits cannot be located under a gazebo or sunroom or within 3 meters of the structure;
12. No topsoil shall be hauled off the said land nor shall the placement of the building be permitted to alter the natural drainage of the property;
13. All installation(s) of exterior lighting shall adhere to the guidelines and technical specifications as outlined within the Dark Sky Bylaw;
14. The applicant shall be responsible for payment of any professional costs including legal fees that may be incurred by the County with respect to the implementation of this permit.
15. The landowner/applicant indemnify and hold harmless the County against the cost of any claims or actions, or awards for loss or damage to the Owner(s) arising from the use of the subject property;
16. The issuance of a development permit by the County does not relieve the landowners/applicants of the responsibility of complying with all other relevant municipal bylaw and requirements, nor excuse violation of any provincial or federal regulation or act which may affect use of the land;
17. Anything exceeding provisions contemplated under this approval cannot proceed without the property approvals by the County.

**PART A: OPTION #2: POSTPONE APPLICATION**

Council may choose to postpone determination on Development Permit 26D 071 to allow for the development and use of E½ 24-20-29 W4M, Plan 0311515, Common Lot Property, and individual units within Country Lane Estates for the following reasons:

1. *To allow for submission of additional information and/or clarification.*
2. *At their discretion, Council may also request that a Public Meeting be held respecting this application for Development Permit.*

**PART B: WINTER OCCUPANCY**

**OPTION #1 – APPROVAL**

Council may choose to approve Part B for Development Permit 26D 071 to allow for a Maximum eight (8) units to be occupied during regular park closure (between November 1 and March 31 each year) to provide maintenance and security for the Country Lane Estates Recreation Vehicle Park on Ptn. E½ 24-20-29 W4M, Plan 0311515, Common Lot Property, for the following reasons:

*Moved that Part B - Development Permit 26D 071 Winter Occupancy, be approved on a permanent basis, subject to the following conditions:*

**Part B: - APPROVAL DESCRIPTION**

This approval allows for:

- Maximum eight (8) units to be occupied during regular park closure (between November 1 and March 31 each year) to provide maintenance and security for the park
- The term for the winter occupancy approval shall be granted on a permanent basis as submitted within the application.

*Council may choose to amend this condition to reduce the term of approval for a minimum of five (5) years or extend the term to a timeframe determined by Council.*

**CONDITIONS OF APPROVAL:**

*The following requirements must be completed within twenty-four (24) months from the date the Development Permit is signed and issued unless a time extension is approved under agreement between the Development Authority and the Applicant(s). Failure to complete the conditions of approval will see the Development Permit be deemed null and void.*

1. The following conditions are in addition to the development permit conditions as outlined in Part A
2. The Recreation Vehicle Park is open from April 1<sup>st</sup> to October 31<sup>st</sup> each year and shall have no occupancy of the Units when the park is closed for the season from the date of November 1<sup>st</sup> to March 31<sup>st</sup> each year, notwithstanding Section 18.10.6.12 and 18.10.6.13 of the County’s Land Use Bylaw allowing for a maximum of eight (8) units to be occupied during park closure (between November 1 and March 31 each year) to provide maintenance and security for the park;
3. Recreation Vehicles and Park Models shall be certified as Habitable for winter occupancy to the satisfaction of the Condominium Corporation Board;
4. The Unit Owners shall meet the criteria for long-term occupancy established and enforced by the Condominium Corporation No. 0311515 and the Minimum Housing and Health Standards for Winter Occupancy at the Recreation Vehicle Park;
5. In addition to the requirements outlined in Part A, the Emergency Response Plan to be updated annually by the Condominium Corporation Board shall also include the following provisions:
  - A list of the Units that will be occupied for Winter Occupancy during park closure;
  - The contact information for a primary contact who will be on site during park closure;

**OPTION #2: POSTPONE APPLICATION**

Council may choose to postpone Part B for Development Permit 26D 071 to allow for Winter Occupancy of maximum eight (8) units to be occupied during regular park closure (between November 1 and March 31 each year) for the following reasons:

- *To allow for submission of additional information and/or clarification.*
- *At their discretion, Council may also request that a Public Meeting be held respecting this application for Development Permit.*

**APPENDICES:**

**APPENDIX A:**

MAP 1 - LOCATION MAP

MAP 2 – LAND USE MAP

**APPENDIX B:**

COVER LETTER AND APPLICATION DETAILS SUBMITTED BY APPLICANT

REQUEST OF COUNCIL FOR TIMELINE OF APPROVAL FOR PART B

**APPENDIX C:**

MINIMUM HOUSING & HEALTH STANDARDS FOR WINTER OCCUPANCY - PROVIDED BY THE APPLICANT IN SUPPORT OF THE APPLICATION

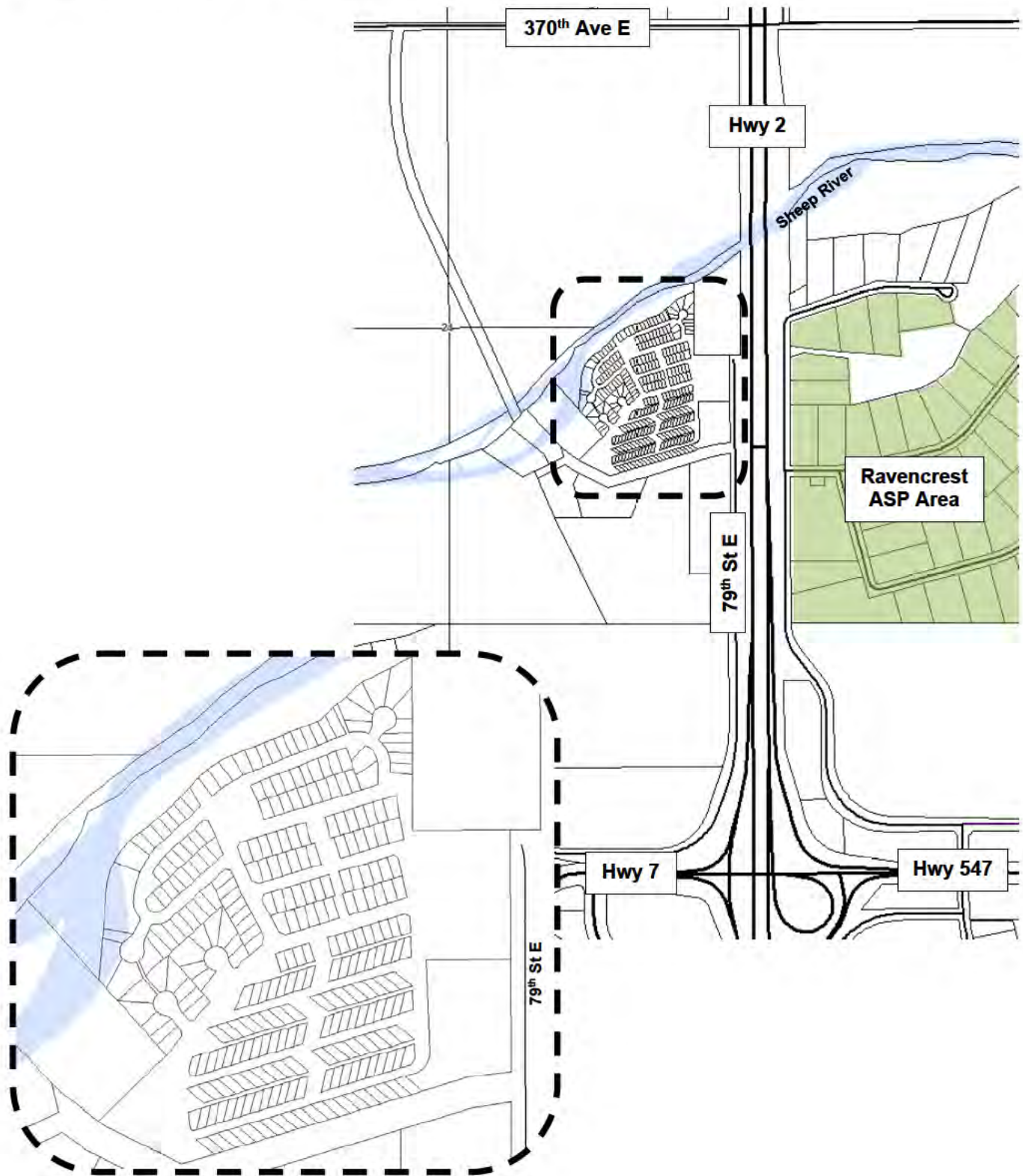
**APPENDIX D:**

EMERGENCY RESPONSE PLAN – SUBMITTED FOR APPROVAL

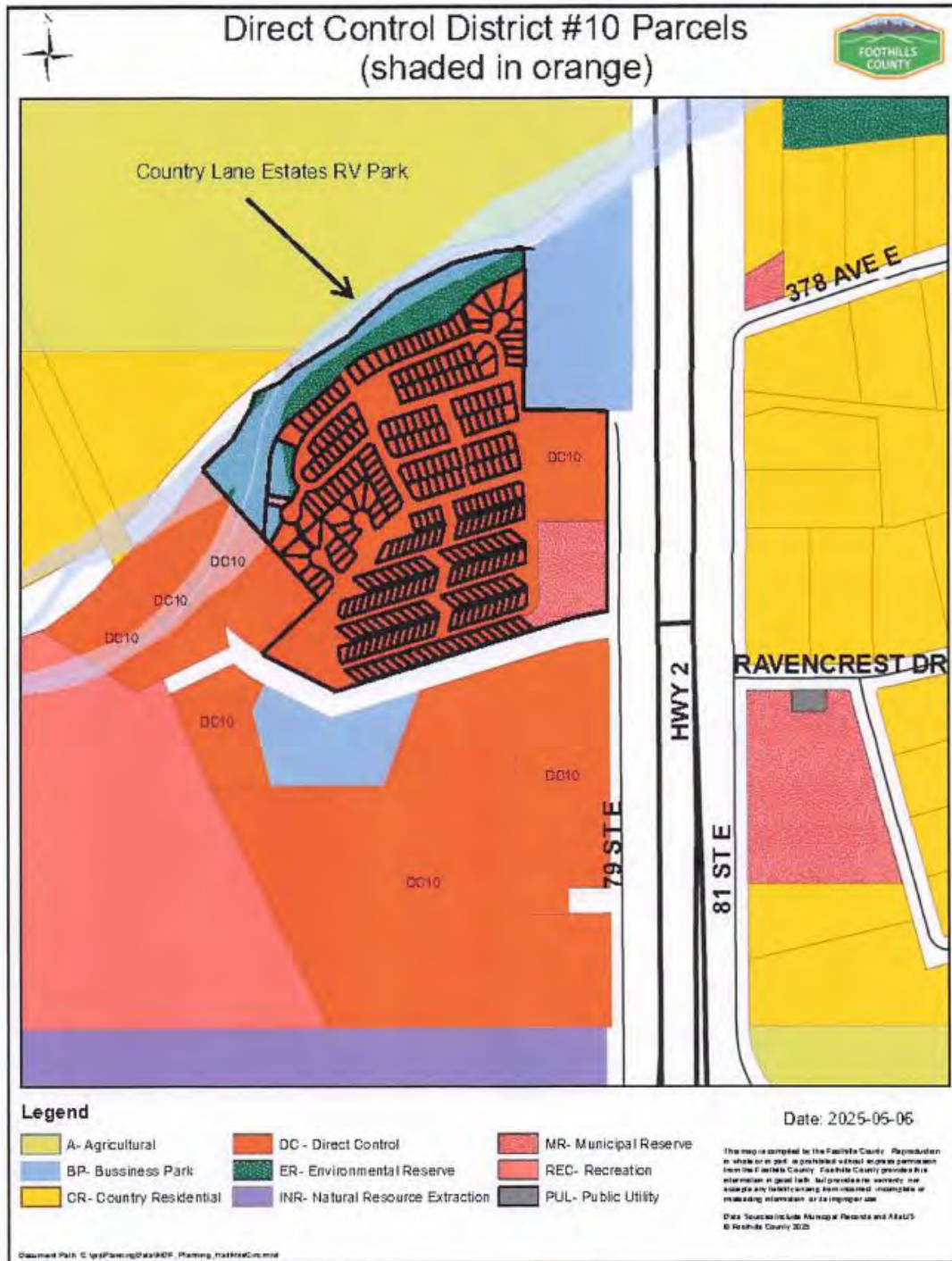
**APPENDIX E:**

LAND USE BYLAW SECTION 18.10 - DIRECT CONTROL DISTRICT #10

**APPENDIX A: LOCATION MAP**



**APPENDIX A: LAND USE MAP**



## APPENDIX B: - APPLICANT COVER LETTER

110-259 Midpark Way SE | Phone: 403.300.2220  
Calgary, AB T2X 1M2 | TWPplanning.com



Foothills County  
Box 5605  
High River, AB  
T1V 1M7

Updated: February 9, 2026

**ATTN:** Samantha Payne, Manager of Planning Applications and Brittany Smith,  
Planning Officer

**RE:** Country Lane Estates – Master Development Permit

Dear Samantha Payne and Brittany Smith,

Township Planning + Design Inc. has prepared a Master Development Permit application, including the following:

- Request for the provision for Winter Stay and Recreation Vehicle Park Business;
- Request for Park Models to be approved for use within Country Lane Estates RV Park;
- Request a proposed satellite washroom building, proposed maintenance shop expansion, and existing sea-can to bring it into compliance; and
- Consolidation of previously approved uses within the Master Development Permit.

On May 28, 2025, Council granted first reading to Bylaw 39/2025 authorizing the amendments to Direct Control (DC) District #10, including the provisions for Winter Stay and a new Discretionary use for Recreation Vehicle Park Business. To facilitate the Winter Stay and Recreation Vehicle Park Business, a Master Development Permit application was required as a condition of first reading. This Master Development Permit application includes the following information:

- Application for Master Development Permit application (*revised*);
- Credit Card Authorization for development permit application fee and final land use fees for a total of \$2,000 (\$100 filing fee + \$400 DP application fee + \$1,500 final land use fee) (*paid*);
- Agency Agreement authorizing Township Planning + Design Inc. to act on behalf of Country Lane Estates Condominium Corporation No.0311515 (*submitted*);
- Certificate of Title for Plan 0311515, Block 2 (one of the common property parcels) (*submitted*);
- Plan of Survey (*submitted*);
- Abandoned Well Map and Declaration (*submitted*);
- Country Lane Estates Bylaws (*submitted*);
- Country Lane Estates Emergency Response Plan (*submitted*); and
- Minimum Housing and Health Standards for Winter Stay (*submitted*).

To support Planning and Development in the assessment of the Master Development Permit, we offer the following additional information:

In alignment with the conditions of first reading, TWP has prepared this Master Development Permit to facilitate uses at Country Lane Estates RV Park as outlined below:

1. Allow for Winter Stay in alignment with the amended DC#10 and to provide a clear definition for Winter Stay, the limit on Winter Stay, and how it will be implemented and managed by the Condominium Corporation.
2. Allow for the Recreation Vehicle Park Business to allow Unit Owners to provide services to other Unit Owners within Country Lane Estates.
3. Allow Park Models to be approved for use within County Lane Estates.

## 1. Winter Stay

Winter Stay means that up to eight Unit Owners may occupy their Recreation Vehicles or Park Models during the period the park is closed (November 1 to March 31 each year) provided they receive written permission from the Condominium Corporation Board (The Board). Each year, The Board will accept applications from Unit Owners who wish to stay during the winter. The Board has a Winter Stay Committee that implements the Winter Stay program who will assess each application for Winter Stay to determine the eight Unit Owners allowed to remain in the park during park closure. The Winter Stay Committee is responsible for reviewing the applications for Winter Stay, assessing the Park Models/RVs for being habitable over the winter, assigning responsibilities to each Unit Owner staying during the winter, and tracking which Units are occupied each winter season. The application and review process will be managed and implemented in accordance with Condominium Corporation's policies and bylaws. The Board will provide a list of the occupied units to Foothills County as part of the Emergency Response Plan each year (as required in the DC#10).

The Board and Winter Stay Committee will review each application for Winter Stay against the *Minimum Housing and Health Standards for Winter Occupancy at Country Lane Estates* to ensure the units are suitable for winter occupancy. The Unit Owners approved for winter occupancy will be required to have winterized units, in accordance with the Country Lane Estates Bylaws and *Minimum Housing and Health Standards for Winter Occupancy at Country Lane Estates*. Each Unit Owner applying to stay over the winter must meet the criteria established in the approved Country Lane Estates Condominium Corporation Bylaws.

Each Unit Owner must also meet the requirements to be one of the eight Units occupied during the closure period including having specific roles and responsibilities as established by The Board. The eight Unit Owners granted permission to stay during park closure will be assigned a specific role related to the operations, safety, and maintenance of the park's assets during the closure period. Those positions are assigned and tracked by the Winter Stay committee.

The eight Unit Owners granted permission to stay over the winter season may occupy their units for only two consecutive winters. Unit Owners will be required to submit applications for winter occupancy each year and the Winter Stay Committee may allow occupancy for up to two consecutive winter seasons.

## 2. Recreation Vehicle Park Business

Recreation Vehicle Park Business means an office situated within a Park Model or Recreation Vehicle that is located within the Recreation Vehicle Park located within Plan 0311515 and where the business or service offered is provided to other Unit Owners within the Recreation Vehicle Park only.

The Master Development Permit is intended to allow Unit Owners to operate a Recreation Vehicle Park Business out of their Unit. The Board will be required to apply for a business license to allow Unit Owners to operate the business from their Units within the park.

In order to operate a Recreation Vehicle Park Business out of the Unit, the Unit owners must comply with the following provisions:

- a. Unit Owners shall request in writing and be granted permission from the Condominium Corporation Board to operate a Home Office out of their Unit;
- b. The Unit Owner shall provide services only to other Unit Owners within the Recreation Vehicle Park within Plan 0311515;
- c. All employees of the business working on the site must be residents of the Park Model or Recreation Vehicle;
- d. No outdoor storage of business materials are situated on the property; and
- e. No traffic is generated by the business.

## 3. Park Model

Park Model is a discretionary use in the DC#10 District and requires an approved development permit under the Foothills County Land Use Bylaw in order to be allowed within Country Lane Estates RV Park. We are requesting the 'Park Model' use be approved under this Master Development Permit to allow for the Park Models to be utilized in CLE without requiring further, separate DPs for every Park Model proposed. The Master DP would serve as the approval from Foothills County to allow Park Models within Country Lane Estates. However, the Country Lane Estates Condominium Board may still require a separate application and may approve or deny the Park Model at their discretion.

### Additional Structures Requested to be Permitted Under the Master Development Permit:

- ~~Maintenance Shop Expansion and New Washroom Building~~  
There is one (1) existing maintenance garage on the southwest portion of site currently used to repair and store equipment. ~~This application requests approval for future expansion of this existing maintenance shop, resulting in a total building area not exceeding ±900 sq. ft. (83 sq. m.).~~ This application also requests approval for a new satellite washroom building not exceeding 700 sq. ft (65 sq.m.) in size, under this Master DP. The utilities and cement slab are already available and placed on site to support the proposed washroom building.
- **Sea Can**  
There is one existing sea-can on the southwest portion of site and is currently used for equipment storage. Sea-Can is a discretionary use requiring a development permit under DC #10 of Foothills County land Use Bylaw. Therefore, we are requesting to allow sea-can under this Master Development Permit to bring in it into compliance. The sea-can is intended to remain on site for storage.

### Buildings – Existing and Proposed

The following table includes all the common / community structures in Country Lane Estates along with their current function and areas as well as proposed buildings and expansion to an existing building. Please refer to the corresponding map for the location of the respective structures.

	Structure	Use	Area
01	Clubhouse / Pool	Meetings, office, cards, games, washroom/ shower, laundry	+/- 1,270 sq.m.
02	Watershed	Storage and water inlet pressure control	+/- 65 sq.m.
03	Maintenance Garage ( <del>with proposed expansion</del> )	Equipment repair/ storage	+/- 83 sq.m.
04	Sea-can (Permanent)	Part Storage, Equipment Storage	+/- 40 sq.m.
05	Shed	Bottle collection, storage	+/- 15 sq.m.
06	Satellite Washroom/ Storage (Proposed)	Concrete slab with piping available	+/- 65 sq.m.
07	Satellite Washroom	Showers / washrooms	+/- 80 sq.m.
08	Main Power distribution building	Electrical Control	+/- 30 sq.m.



*Common / Community Building Locations*

## Previous Permits

Furthermore, we request that these previously approved uses, along with their conditions, be consolidated into this Master DP to enable a single Master Development Permit to facilitate development and uses for Country Lane Estates:

- **Development Permit 03D 215**
  - One shed to a maximum size of 150 sq. ft., on each unit;
  - One deck to a maximum of 360 sq. ft. not exceeding the length of the trailer, on each unit;
    - the deck is permitted to have an engineered roof but shall not be enclosed unless appropriate development permit approval has been obtained from the County (i.e. Screened in deck);
    - the deck and roof must meet the required minimum setback distances;
    - the deck must not exceed the length of the Recreational Vehicle;
  - Skirting is permitted for decks, Park Models and Recreational Vehicles.
  
- **Development Permit 23D 154**
  - One gazebo or sunroom to a maximum of 280 sq. ft., on each unit;
    - the Country Lane Estates Condo Board shall be responsible for providing approval for each request and for verifying compliance with municipal requirements (i.e. lot coverage, setbacks, etc.);
    - all necessary building and safety code permits and inspections need to be obtained (building permit is required for a gazebo or sunroom larger than 107.64 sq. ft.);
    - any lighting within the gazebo or sunroom must be supported by permanent wiring that is authorized under an electrical permit, no extension cords are permitted for this use;
    - all installations of exterior lighting shall adhere to the requirements of the County's Dark Sky Bylaw;
    - Fire pits shall not be located under/in a gazebo or sunroom or within 3 metres of a structure;

We trust that the enclosed application materials and supporting information provide the County with sufficient information to review the Master DP application. Should you require any additional information, please do not hesitate to contact the undersigned.

Sincerely,  
Township Planning + Design Inc.



Robyn Erhardt, B.A., M.Plan., RPP, MCIP  
Senior Planner  
Urban and Regional Planning

Cc: - Chuck McClain – Chair, Country Lane Estates Board

110-259 Midpark Way SE  
Calgary, Alberta T2X 1M2

Phone: 403.300.2220  
TWPplanning.com



**Foothills County Council**  
**309 Macleod Trail**  
**High River, AB**  
**T1V 1M7**

**ATTN: Foothills County Council**

**2/06/2026**

**RE: 26D071 – Country Lane Estates Master DP Timeframe**

Dear Foothills County Council,

On behalf of the Country Lane Estates (CLE) Condominium Corporation Board, Township Planning + Design respectfully requests that Council approve the Winter Occupancy on a permanent basis to allow the CLE Condominium Corporation to operate without having to re-apply every five years.

Winter Occupancy is required to provide efficient and safe operation of CLE throughout the year by allowing up to eight unit-owners to live in the park during the winter months for security and maintenance purposes. The Winter Occupancy program is guided by the DC#10, The Condominium Corporation Bylaws, and the Minimum Housing and health Standards for Winter Occupancy at CLE. Furthermore, the CLE Board must approve each unit-owner, assign specific responsibilities to each owner, and provide this information to the County. Any changes to the operation of the Winter Occupancy program need to be approved by the CLE Board and the County at the time the changes are made; therefore, the five-year timeframe is not necessary.

Imposing a timeframe on the Winter Stay would create additional administrative processes for CLE and the County and require Council to unnecessarily revisit the permit every five years.

Sincerely,  
**Township Planning + Design Inc.**

A handwritten signature in black ink that reads "Robyn Erhardt".

Robyn Erhardt, B.A, M.Plan.  
Senior Planner, RPP, MCIP  
Urban + Regional Planning

Cc: Country Lane Estates Condominium Corporation

**Minimum Housing and Health Standards  
for  
winter occupancy  
at  
Country Lane Estates**

## Purpose

The primary objective of this Minimum Winter RV Occupancy and Health Standard at Country Lane Estates (CLE) is to protect and promote the health and well-being of residents of RV's and park Models which are approved to remain at CLE over the winter season.

The primary intent of the Minimum Winter RV Occupancy and Health Standard at CLE is to establish minimum conditions which are essential to maintaining residents' health, and which make their RV premises safe, sanitary and fit for human habitation. This Housing Standard governs the conditions and maintenance, the supplied utilities, and the use and occupancy of the RV during the winter or off-season. In contrast, the government-controlled design and construction codes of RV's and park Models ensure the RV is habitable during CLE's open season from April to October.

This Standard was developed by the Board of Directors and an owner's user group with several years of winter occupancy experience at CLE.

This Minimum Winter RV Occupancy and Health Standard, however, are enforced by inspections of RV premises by a CLE owner group comprising two members at large and one board of directors' member or should a dispute arise between CLE committee and an owner then a member of the Regional Health Authorities on a complaint by owner basis.

## I. DEFINITIONS

Dwelling means a unit that:

- consists of 1 or more rooms;
- is used or intended to be used for accommodations purposes; and
- contains cooking, eating, living, sleeping and sanitary facilities, including but not limited to; a kitchen sink, wash basin, bathtub or shower and a toilet

Habitable room: means a room that is intended to be used for sleeping, living, cooking or eating

Potable water: means water that is safe for human consumption

Regulation: means the Housing Regulation made pursuant to the Public Health Act.

Smoke/ CO Alarm: means a combined smoke detector and audible alarm device designed to sound an alarm within the RV or Park Model in which it is located upon the detection of smoke and / or CO within that RV or Park Model

## HOUSING PREMISES

The owner shall ensure that the RV/ Park Model is structurally sound, in a safe condition, in good repair, and maintained in a waterproof, windproof and weatherproof condition.

1. Good repair, safe condition and structurally sound.

(a) The RV/Park Model shall be structurally sound.

(b) Skirting / aprons and spaces under the RV / Park Model shall be structurally sound, insulated to a minimum of R10 value, maintained in good repair and free from water infiltration and accumulation.

(c) Building materials that have been damaged or show evidence of rot or other deterioration shall be repaired or replaced.

## 2. Windproof, waterproof, weatherproof condition

(a) Roof and exterior cladding.

(i) The roof, exterior cladding of walls and skirting or aprons shall be maintained in a waterproof, windproof (notwithstanding the Alberta building codes required ventilation of crawl spaces) and weatherproof condition.

(b) Windows and exterior doors

(i) All windows and exterior doors shall be maintained in good repair, free of cracks and have weatherproofing installed.

(ii) windows shall protect against cold weather through the provision of a storm sash, double glazing, or other durable thermal/air resistant barrier as may be approved by the review committee

## 3. Safe and Secure

(a) Locking Window and Door Hardware. Exterior windows and doors shall be capable of being secured.

(b) Emergency Egress

(i) each bedroom shall have at least one outside window large enough for egress which may be opened from the inside without the use of tools or special knowledge.

(ii) If the window referred to in section 3(b)(i) is provided with security bars, the security bars shall be installed so they may be opened from the inside without the use of any tools or special knowledge.

(c) Handrails

(i) Inside and/or outside stairs or decks including all treads, risers, supporting structural members, handrails, shall be maintained in good repair and shall comply with the requirements of the Alberta Building Code.

## 4. Ventilation

(i) All rooms used for sleeping shall be provided with:

(a) an openable window area of 0.28m<sup>2</sup> (3.0 ft<sup>2</sup>); or

#### IV. EQUIPMENT AND FURNISHINGS

RV/Park Model are supplied with adequate; sanitary facilities, potable water, electric utilities, propane and space for sleeping;

6. Plumbing and Drainage System. Every RV/Park Model shall be connected to CLE sewage system, and the owner is accountable for the costs to thaw should their sanitary sewer line freeze during the winter.

- (a) The plumbing system and the sanitary sewer drainage system; including drains, fixtures, traps, vents, stacks, piping connecting RV/Park Model to CLE infrastructure, and sewage holding tanks shall be maintained in a proper operating condition.
- (b) Adequate water volume and pressure shall be provided to ensure the proper operation and flushing of all fixtures.
- (c) CLE must ensure a single central water hydrant is available to supply potable water to RV/Park Model owners for their holding tank and water storage device refilling
- (d) All plumbing fixtures shall be serviceable, free from leaks, trapped and vented to the outside.
- (e) Water pumps and water lines that can be exposed to sub-zero temperatures will be heat traced and insulated.
- (f) Sanitary sewer lines will be insulated, and weather protected.

#### 7. Washroom Facilities

- (a) The washbasins and bathtub or shower within the RV/ park Model shall be supplied with potable hot and cold running water.
- (b) Should the owner require 'dry camping" approval then
  - (i) provision for a manufactured portable sanitary sewer system within the RV/Park Model must be maintained
  - (ii) CLE must provide a Sanitary Sewer dump station at a nearby location
  - (iii) The Clubhouse sanitary systems must be available including; kitchen sink (board room), laundry, common area showers, hand washing, and toilet facilities must be available.

#### 8. Heating Facilities

- (a) All heating facilities within a housing premises are to be properly installed and maintained in good working condition, and be capable of safely and adequately heating all the rooms within the RV/Park Model to a temperature of;
  - (i) at least 22C(71F), and
  - (i) any area where the water supply system is maintained to a temperature of at least 5C(42F)

(b) Cooking appliances and portable space heaters / installed electric fireplaces shall not be used as the primary source for the required to heat an RV/Park Model.

(i) a minimum of two (2) electric heating devices should be available to augment heat should the ambient temperature fall below minus 25C, the heaters are to be pre-tested to ensure the circuits they are attached to, and the entire unit, does not draw excessive amperage.

(d) Every owner must ensure a continuous supply of electricity, water and propane

#### 9. Smoke / CO / Propane Alarms

(a) Smoke / CO alarms shall be installed between each sleeping area and the remainder of the RV/Park Model

(b) Propane alerts shall be installed near cooking stoves connected to Propane

(c) All alarms shall be operational and in good repair at all times.

#### 10. Garbage and Refuse

(a) Every RV/Park Model shall have access to the storage of garbage and refuse bin located at CLE

(b) CLE will be responsible for final disposal from the waste and refuse bin to the County waste disposal facilities

**CONDOMINIUM CORPORATION NO. 0311515**

**O/A Country Lane Estates**

**370165 – 79 Street East, Foothills County, Alberta**

**EMERGENCY  
RESPONSE  
Plan**

**May 2026**

# Country Lane Estates - Emergency Response Plan (ERP)

<b>Facility Name</b>	Country Lane Estates
<b>Facility Address</b>	370165 79th Street East, Foothills County, AB, T1S 1N1
<b>ERP Date</b>	May 21 2026

## Introduction

Country Lane Estates is a seasonal recreational residential property located in Foothills County, Alberta. This facility is operational from April 1 through October 31 annually with a group of 8 owner sites performing security and maintenance activities during the off season. Country Lane does allow owner access to their properties in the off season.

Due to its location, potential hazards include severe Alberta weather (flood, snow, wind, wildfire risk), as well as typical building emergencies like fire, gas leaks, and medical incidents. The purpose of this ERP is to establish clear procedures for management, staff, and residents to respond effectively to minimize harm and property damage during an emergency.

Country Lane Estates has a common property administrative building. Within that building is an area called “the board room” which is also a portion of the fireside lounge. This area will be the incident command center.

During an emergency event, IF emergency services issue an evacuation order then all residents, guests MUST promptly evacuate the property and will not be allowed to re-enter the property until the evacuation order is rescinded by the issuing authority.

## **Before the RV Park Opens**

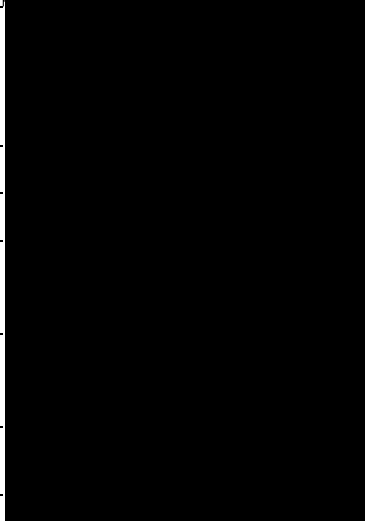
**Each year the R.V. Park Condominium Corporation is required to:**

- Select a member of the Board as Team Leader
- Update the Emergency Response Team training register (historical and current certification)
- Select its emergency response team and list the team members.
- Review roles and procedures for staff and Executive Committee.
- Orientate new staff and executives to the Park's Emergency Response Plan.
- Establish the Muster Point on the east side parking lot (southeast corner) by Clubhouse to ensure roadways remain open and uncongested.
- Notify all owners of the location of the Emergency Response Plan on [www.countrylaneestates.ca](http://www.countrylaneestates.ca)

**Country Lane Estates - Emergency Response Plan (ERP)**

## Contacts

### Emergency Management & Response Team (ERT)

Role	Name	Position	Primary Phone
<b>Incident Commander</b> (In charge during an emergency)	Chuck McClain	Chairman - BOD	
<b>Alternate commander</b>	Cam King	Treasurer - BOD	
<b>Safety Coordinator</b>	Lee Williams	BOD	
<b>Admin Building site specialist</b>	Linda Sojer	Office administrator	
<b>Outside Buildings site specialist</b>	Grant Taylor	Maintenance Manager	
<b>Incident specialist</b>		Director	

### ERT Qualifications (Historical and Current qualifications)

Role	Name	Training
<b>Incident Commander</b>	Chuck McClain	Industrial Fire Fighting, CPR, First Aid, Incident management, Hazardous environment controls and risk assessment
<b>Alternate commander</b>	Cam King	First Aid, ICS100 & ICS200 training in emergency response.
<b>Safety Coordinator</b>	Lee Williams	First Aid, Confined space entry, fall protection, construction safety
<b>Admin Building site specialist</b>	Linda Sojer	
<b>Outside Buildings site specialist</b>	Grant Taylor	
<b>Incident specialist</b>	Director	

**Country Lane Estates - Emergency Response Plan (ERP)**

**Off Season Owners 2025-26 – Must be updated each October and provided to the County Emergency Services department**

<b>Role</b>	<b>Name</b>	<b>Address – Phone Number</b>
<b>Night Security</b>	Gary Taylor	
<b>Night Security</b>	Duncan McLaren	
<b>Night Security</b>	Dan Hawes	
<b>Night Security</b>	Anita Stotz	
<b>Maintenance</b>	Mike Dubois	
<b>Maintenance</b>	Mike Sojar	
<b>Custodial</b>	Bonita Cormier	
<b>Custodial</b>	Normand Turgeron	

## Country Lane Estates - Emergency Response Plan (ERP)

### On-Site First Aid/CPR Personnel

Name	Phone Number
Grant Taylor Maint. Manager	
Jack Hetter – Pool Manager	

### External Emergency Contacts

Service	Contact Numbers	Notes
<b>ALL EMERGENCIES</b>	<b>9-1-1</b>	Fire, Police, EMS
<b>Fire Department</b>	403-603-6305	Heritage Point
<b>Police/RCMP</b>	403-995-6400 403-938-4202	Okotoks
<b>EMS (Hospital)</b>	403-652-2200	High River
<b>Hazmat Response</b>	403-938-1500	High Country Vac services
<b>Power (Fortis)</b>	310-9473	
<b>Gas (ATCO Gas) - emergency number</b>	1-800-511-3447	
<b>Water/Sewer</b>	403-652-2341	Foothills County Utilities
<b>Alberta Environment – emergency</b>	1-780-445-4505 1-800-222-6514	
<b>Alberta Municipal Affairs – disaster services</b>	1-800-272-9600	
<b>Foothills County</b>	403-652-2341	

## Country Lane Estates - Emergency Response Plan (ERP)

### Types of Emergencies

The following emergencies have been identified as potential threats to Country Lane Estates:

#### Site / Location based Emergencies

- **Highway accident**
- **Fires** (Internal and External)
- **Gas Leaks – admin building**
- **Power Outage – extended duration**
- **Structural Failure** (Roof collapse, partial damage)
- **Water Main Break / Sewer Backup**

#### Extreme Weather / Natural Disasters (Common to Foothills County, AB)

- **Tornado / High Windstorm**
- **Wildfire** (Risk due to proximity to rural areas)
- **Flood** (Overland or localized drainage failure)

#### Medical / Chemical Incident Emergencies

- **Incident or Injury** (Heart Attack and Stroke, Slips, Trips, and Falls)
- **Chemical Related** (e.g., cleaning chemicals, pool chemical)

#### Workplace Violence / Security

- **Aggressive Behavior / Physical Assault** (Resident/Visitor conflict)

## Response Procedures

This section details the expected actions for key emergency situations. All personnel must review these procedures.



**Country Lane Estates - Emergency Response Plan (ERP)**

**1. Site / Location based Emergencies**

**Highway incident**

<b>Action</b>	<b>Details</b>
<b>Safety First</b>	<b>Call 911 if you witness the accident.</b>
<b>Immediate Action</b>	Notify owners IF there appears to be an imminent threat of impact to CLE (chemical / fuel truck with loss of containment) using email and both Facebook pages.
<b>Evacuation</b>	Immediately evacuate the admin / pool area/building.

**Train derailment – Aldersyde intersection**

<b>Action</b>	<b>Details</b>
<b>Alert</b>	Upon receiving a warning from Alberta Emergency Alert or local authorities, initiate Shelter-in-Place by sending an email to owners and using the TWO Facebook pages for CLE.
<b>Shelter-in-Place</b>	Everyone must move to the safe shelter area inside their home or designated shelter area: CLE clubhouse great room, satellite washroom or maintenance shop.
<b>Protection</b>	<p>Prepare for the vapor cloud by</p> <ol style="list-style-type: none"> <li>1. Close and lock (tighter shut) all windows and doors</li> <li>2. Place wet towels or rags at the base of doors and windows the moisture helps trap and neutralize gases (chlorine)</li> <li>3. Manage ventilation – shut off all HVAC equipment to prevent a fan from drawing outside air into your shelter.</li> <li>4. Close any dampers / exhaust fans you may have that could allow outside air into your shelter (bathroom or kitchen range hood fans)</li> <li>5. If you detect a “bleach like” smell in your shelter move to a room within your shelter and seal that room by duct taping the door and window cracks, all electrical outlet sand vents</li> <li>6. if the smell begins to enter your room breath through a wet towel for temporary relief until assistance arrives or an all clear is given</li> </ol>

## Country Lane Estates - Emergency Response Plan (ERP)

<b>All Clear</b>	<p>Remain sheltered until the Incident Commander or authorities announce / inform you the warning has been lifted.</p> <p>Listen to your cell phone local news feeds and watch for emails from the administration for updates</p>
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### Fire – any building

Action	Details
<b>Alarm &amp; Notification</b>	<p>1. Notify building occupants of fire – shout Fire Fire Fire</p> <p>2. Call 9-1-1 immediately.</p> <p>Give the full address (370165 79th Street East) and details of the fire's location.</p>
<b>Initial Response</b>	<p>Only attempt to extinguish a fire if it is small, contained, and the exit path is clear. Use the nearest fire extinguisher (P.A.S.S. method).</p>
<b>Evacuation</b>	<p>All personnel and residents must evacuate the building and surrounding residences using the nearest safe exit.</p>
<b>Muster</b>	<p>Proceed directly to the designated Muster Point in the Southeast corner of the main parking lot.</p>
<b>Accountability</b>	<p>Building Supervisors/Incident Commander must determine if any persons are missing at the Muster Point and report any persons known to be in attendance in the building but are not at the muster point to the Fire Department.</p>

## Country Lane Estates - Emergency Response Plan (ERP)

### Fire – uncontrolled outdoors

Action	Details
<b>Alarm &amp; Notification</b>	1. Notify owners adjacent to the fire of the immediate threat 2. Call 9-1-1 immediately. Give the full address (370165 79th Street East) and details of the fire's location.
<b>Initial Response</b>	Only attempt to extinguish a fire if it is <b>not aggressive, contained in a small area</b> , and your exit path is clear. Use the nearest fire extinguisher (P.A.S.S. method) or garden hose if available.
<b>Evacuation</b>	All personnel and residents should evacuate the area immediately if the fire threatens the location they are in.
<b>Muster</b>	Proceed directly to the designated Muster Point in the Southeast corner of the main parking lot.
<b>Accountability</b>	Incident Commander must determine if any persons are missing at the Muster Point and report any persons known to be in attendance in the threatened area but are not at the muster point to the Fire Department.

### Gas Leak (Natural Gas)

Action	Details
<b>Safety First</b>	<b>DO NOT</b> turn on/off lights, appliances, or switches, or use a phone near the leak, as a spark can cause an explosion.
<b>Immediate Action</b>	Open doors/windows for ventilation if safe to do so.
<b>Evacuation &amp; shut off</b>	Immediately evacuate the area/building. The Safety Coordinator, if safe, must attempt to turn off the main gas line valve <b>outside</b> the building. Located on the outside north wall just inside the entrance gate.
<b>Notification</b>	Call <b>9-1-1</b> and the Gas Utility Company (ATCO Gas).

**Country Lane Estates - Emergency Response Plan (ERP)**

**Power outage – extended duration (more than two hours)**

<b>Action</b>	<b>Details</b>
<b>Notification</b>	Contact Fortis on their emergency number – see the above table. The call attendant will record your issue but be sure to ask the call attendant to give the responding technician a contact number at CLE for assistance upon his arrival.
<b>Immediate Action</b>	<ol style="list-style-type: none"> <li>1. Use key number 30 from the office lock box to open the SOUTH door on the grey main electrical building south of lot 266.</li> <li>2. Locate and open (turn off) the MAIN electrical breaker for CLE.</li> <li>3. Locate and open the nine sub panel breakers.</li> <li>4. Leave the electrical room and wait for the technician</li> <li>5. Inform the technician that the Main and the sub panel load breakers are open – follow the technicians' instructions from there onward.</li> <li>6. Once power supply is restored</li> <li>7. Close the main breaker</li> <li>8. Close sub-panel breakers one at a time with a 30 second pause between each one.</li> <li>9. Once completed, drive around the park and ensure power appears to be operational.</li> </ol>

**Country Lane Estates - Emergency Response Plan (ERP)**

**Structural Failure (Roof Collapse – any building)**

<b>Action</b>	<b>Details</b>
<b>Alarm &amp; Notification</b>	1. Notify building occupants of need to evacuate – shout evacuate evacuate evacuate 2. Call 9-1-1 immediately. Give the full address (370165 79th Street East) and details of the roof collapse location.
<b>Initial Response</b>	1. Shut of power to the building at the main electrical building 2. Admin building - Shut off gas to the at the meter – outside the building on the north wall by the exit gate 3. Maintenance shop – Shut off the propane at the tank – outside southeast corner of the building 4. IF safe to do so – Shut off the water to the admin building INSIDE the clubhouse in the ‘closet’ at the far Southeast corner of the great room.
<b>Evacuation</b>	All occupants must evacuate the entire building – even if the specific area does not seem to be affected.
<b>Muster</b>	Proceed directly to the designated Muster Point in the Southeast corner of the main parking lot.
<b>Accountability</b>	Building Supervisors/Incident Commander must determine if any persons are missing at the Muster Point and report any persons known to be in attendance in the building but are not at the muster point to the Fire Department.

**Country Lane Estates - Emergency Response Plan (ERP)**

**Water Main or Sewer Backup**

<b>Action</b>	<b>Details</b>
<b>Alert</b>	Upon failure to remove sewage waste from CLE by vacuum truck the maintenance department will initiate the sewage system loss of containment action
<b>Prevent loss of containment</b>	<ol style="list-style-type: none"> <li>1. Notify owners to limit the use of the sewage system, encourage those with sewage holding tanks to close their discharge valves and become “self-contained”.</li> <li>2. Reach out to alternate sewage handing companies beyond the contracted service provider.</li> <li>3. Ensure that the sewage system caps are screwed in place on all lots from 206 to 216 – the lowest levels on the sewage system.</li> <li>4. Install sewer plugs in the satellite washroom shower drains and floor drains</li> <li>5. Close and lock the satellite washroom from any use until the emergency is over</li> <li>6. Monitor the bell holes in the sewer system for back up, should the sewage bell hole in front of lot 209 fill to within 4 feet from the top – shut off water to the park in the main water building.</li> </ol>
<b>Elevate for assistance</b>	Notify officials at Alberta Environment that we have a sewage back up issue using their emergency line.

## Country Lane Estates - Emergency Response Plan (ERP)

### 2. Extreme Weather / Natural Disasters

#### Tornado Warning

Action	Details
<b>Alert</b>	Upon receiving a warning from Alberta Emergency Alert or local authorities, initiate Shelter-in-Place by sending an email to owners and using the TWO Facebook pages for CLE.
<b>Shelter-in-Place</b>	Everyone able to must move to the safe shelter area, away from all windows and exterior doors. Designated shelter area: CLE clubhouse great room, satellite washroom or maintenance shop.
<b>Protection</b>	IF a tornado is imminent, then crouch low and cover your head and neck. Use a heavy piece of furniture or blanket for protection if possible.
<b>All Clear</b>	Remain sheltered until the Incident Commander or authorities announce the warning has been lifted.

#### Wildfire

Action	Details
<b>Alert</b>	Upon receiving a warning from EMS services or a locally reported wildfire initiate evacuation order by sending an email to owners and using the TWO Facebook pages for CLE.
<b>Evacuate</b>	Everyone must move to a safe shelter area. Designated shelter area: CLE clubhouse great room or evacuate the park.
<b>Protection</b>	IF SAFE TO DO SO - Incident Commander to organize an inspection of the properties to ensure residences have been evacuated. Provide this information to the EMS
<b>All Clear</b>	Remain sheltered until the Incident Commander or authorities announce the situation is no longer a threat.

**Country Lane Estates - Emergency Response Plan (ERP)**

**Flood**

Action	Details
<b>Alert</b>	Upon receiving a warning from local EMS – typically fire departments or local authorities, initiate flood response notification by sending an email to owners and using the TWO Facebook pages for CLE.
<b>Evacuate</b>	<ol style="list-style-type: none"> <li>1. Everyone able to must move their recreational vehicle or unit off the CLE flood plain (Petro Can parking lot or Volker Stevin yard in Aldersyde).</li> <li>2. Those Park Models, Sunrooms or Gazebos that cannot be moved must confirm their engineered anchoring is in place and secured as per the design. See Notes at the end of this plan.</li> <li>3. ALL vehicles will be removed from the CLE flood plain. (Petro Can parking lot, or Volker Stevin property).</li> <li>4. Site maintenance will close and lock doors to the satellite washroom. Place sandbags against the door opening sillplate.</li> <li>5. Maintenance will ensure that all tables and chairs adjacent to the High River beach area are removed and placed in the playground area.</li> <li>6. Maintenance will move all mobile equipment to the main parking lot on the far east side adjacent to the access road.</li> <li>7. Should floodwater rise to the base of any power pedestal or light standard– typically lot 212 – then power to the sub distribution panels will be shut down in the main electrical building to the affected sub panel area.</li> <li>8. Residents will remove any chairs, tables, and other structures in the environmental reserve adjacent to their property. Place those items at the CLE playground.</li> <li>9. For sheds, gazebos and sunrooms – read the appendix 1 at the end of this document.</li> <li>10. The office administrator will force the main gates to the open position.</li> <li>11. Designated shelter area: CLE clubhouse great room or maintenance shop.</li> <li>12. Incident Commanded will organize a site inspection to confirm Residents are evacuated provide this information to EMS</li> </ol>

**Country Lane Estates - Emergency Response Plan (ERP)**

<b>Protection</b>	Residents should report to the office and “sign out” of the park on the posted residents register
<b>All Clear</b>	Remain evacuated until the Incident Commander or authorities announce the flood situation has been lifted.

**3. Medical /Chemical incident Emergencies**

**Medical Emergency – Incident or Injury**

<b>Action</b>	<b>Details</b>
<b>Notification</b>	Call <b>9-1-1</b> immediately. Provide the exact location and condition of the patient.
<b>First Aid</b>	Call for the nearest First Aid/CPR Trained Personnel (See Contacts section).
<b>Assistance</b>	Send someone to wait at the main entrance gate to guide EMS to the specific unit/location.

**Medical Emergency – Chemical related**

<b>Action</b>	<b>Details</b>
<b>Notification</b>	Call <b>9-1-1</b> immediately. Provide the exact location and condition of the patient.
<b>First Aid</b>	Call for the nearest First Aid/CPR Trained Personnel (See Contacts section). Pool specialist to retrieve data on the specific chemical for EMS and First aid personal
<b>Assistance</b>	Send someone to wait at the main entrance gate to guide EMS to the specific unit/location.

## Country Lane Estates - Emergency Response Plan (ERP)

### 4. Workplace Violence or Security

#### Aggressive Behavior / Physical assault (Resident / Visitor involvement)

Action	Details
<b>Notification</b>	Contact a member of the Board of Directors IF serious and escalating call <b>9-1-1</b> . Provide the exact location and condition of the situation.
<b>Initial Response</b>	<ol style="list-style-type: none"><li>1. The Director will evaluate the situation and attempt to de-escalate with the affected parties.</li><li>2. If necessary, notify the individuals that they are no longer allowed in that location and ask them to leave.</li><li>3. IF the situation does not correct voluntarily with the individuals, then call 911 and ask for assistance from the RCMP</li></ol>
<b>Assistance</b>	Send someone to wait at the main entrance gate to guide RCMP to the specific unit/location.

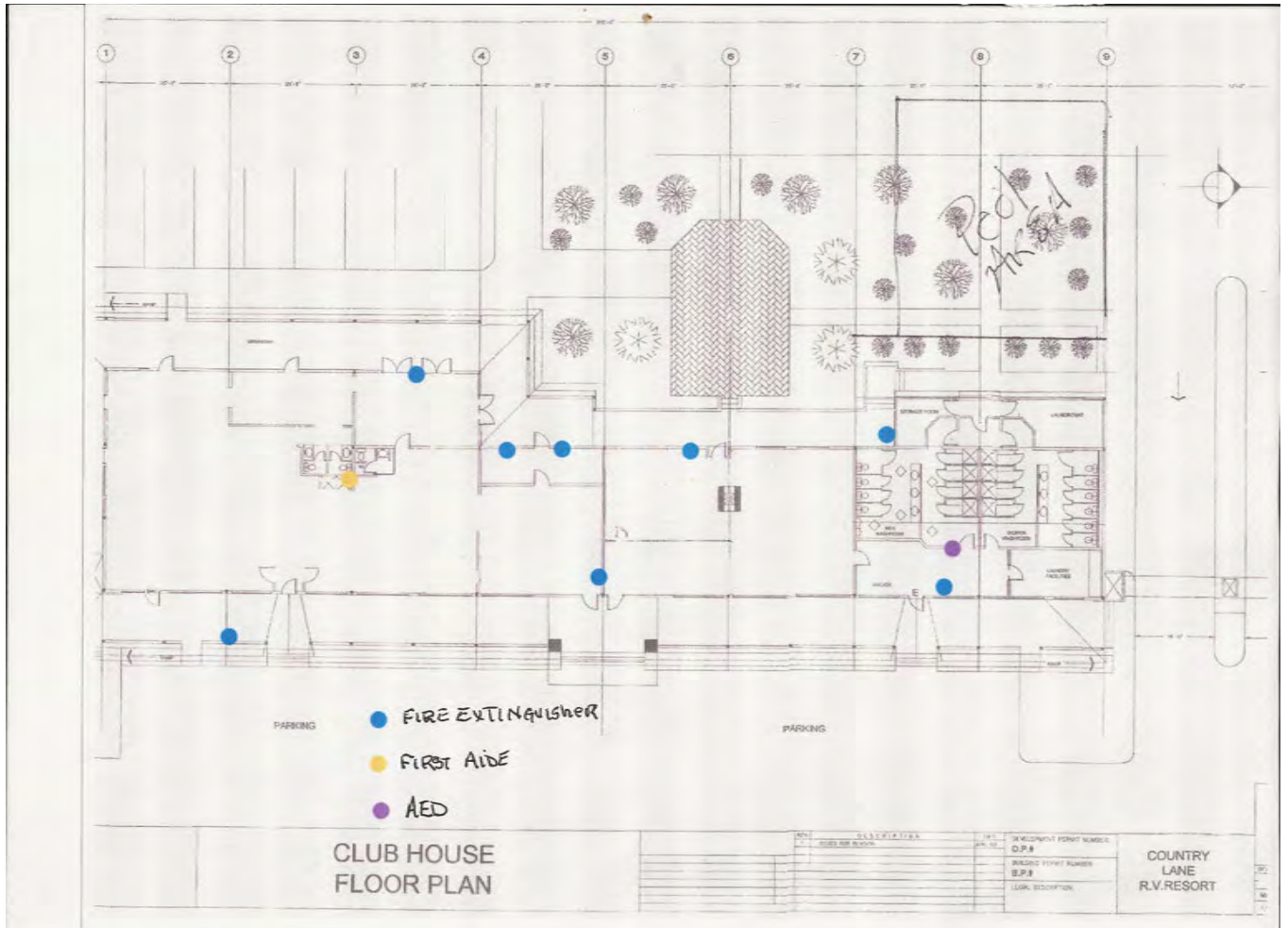
### Site and Building Maps

Site and building maps are critical for effective response.

- **Building Maps:** Must be posted in common areas (e.g., laundry area, Great Room) and show:
  - Location of Fire Extinguishers.
  - Location of First Aid Kit and AED.
  -
- **Property Map:** showing all structures, the Muster Point, utility shut-off locations, and entrances/exits.

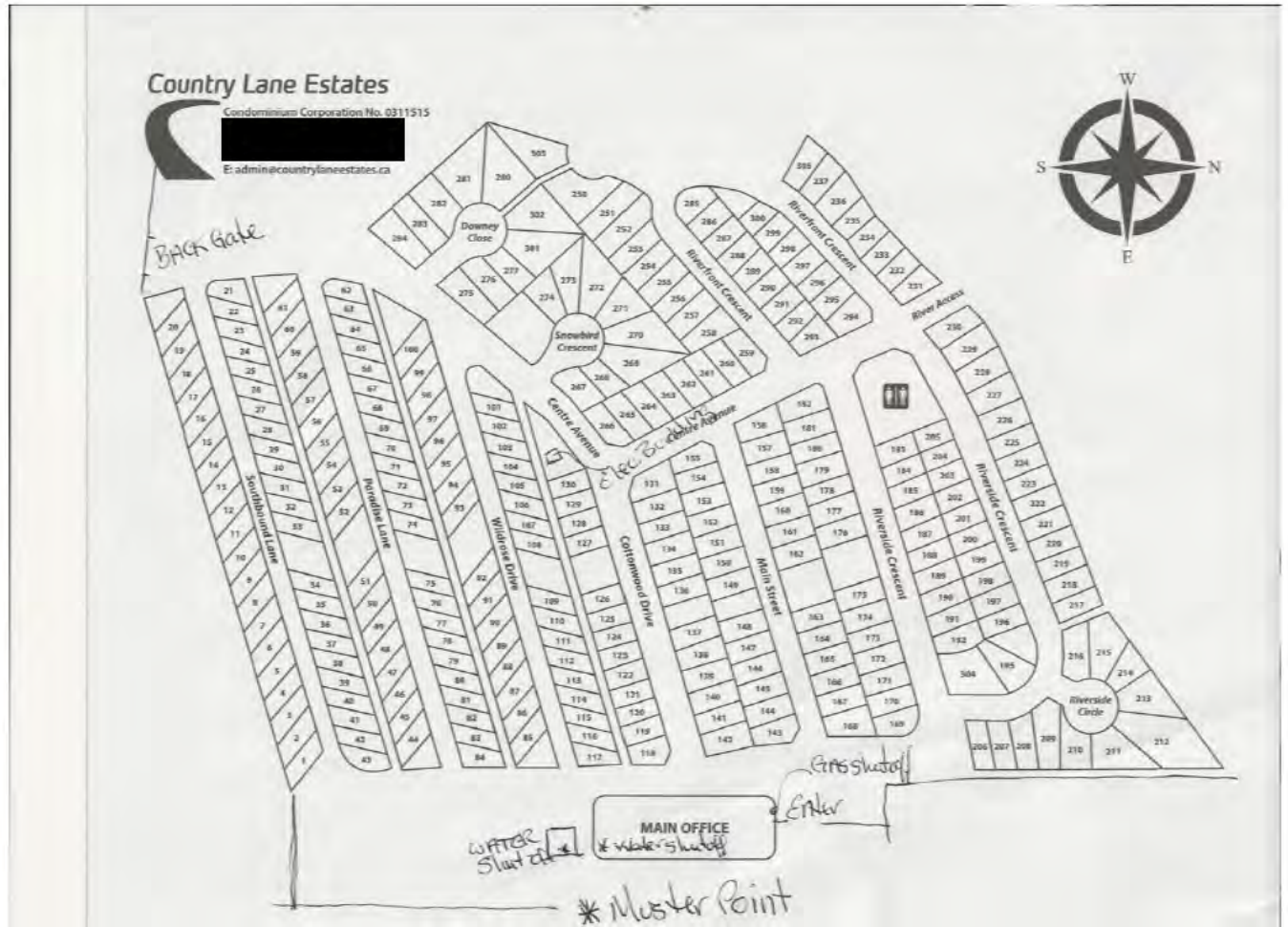
# Country Lane Estates - Emergency Response Plan (ERP)

## Clubhouse floor plan



# Country Lane Estates - Emergency Response Plan (ERP)

## CLE Exits, Muster points and Utility shut offs



## Training

The Employer (Management) must ensure that individuals are trained in their specific roles within this ERP.

### Training Procedure

1. **Initial Training:** All new staff and residents (upon moving in) must receive notification of where the ERM is located on the webpage.
2. **Annual Review & Sign-Off:** The complete ERP document must be reviewed and signed off “as reviewed” by all employees and directors annually to confirm understanding of procedures and roles.
3. **Drills:**
  - a. **Fire Drills:** The Board of Directors will conduct a minimum of one full evacuation drill of the admin building per year.
  - b. **Tabletop Exercises:** The Chairman will ensure that at least one yearly Tabletop Discussion with the Emergency Management and Response team to walk through the steps for a non-fire scenario (e.g., major flood, extended power outage).
4. **Required Training:** Directors will ensure designated personnel (office admin and Maintenance Manager) maintain valid training certificates for CPR and First Aid.

## Country Lane Estates - Emergency Response Plan (ERP)

### Appendix 1

1. Temporary anchoring to prevent unplanned movement for large structures (typically park models, sunrooms and gazebos).
  - a. During the lot improvement phase of the development, an owner must ensure they have a building permit from Foothills County for any structure over 10 feet x 10 feet with a roof of any sort (storage sheds up to 150sq feet are exempt).
  - b. Any structure that cannot be moved in a timely fashion (within an hour or two of notification) must have engineered anchoring which is not permanent but structurally designed to hold the structure in place during an overland water situation.
  - c. This structural anchoring must be engineered for the soil conditions at Country Lane Estates and for the potential of water to rise higher than the anticipated 1 in 50-year flood level.
  - d. The individual structure will need to have a building permit which includes the engineered anchoring for the structure type.
  - e. Owners should attempt to dismantle and remove the gazebo and or sunroom if possible – take the components to the southeast corner of the park (south and east of the playground).
  - f. If it is not possible to dismantle and remove a structure, the following mitigation measures will be followed:
    - i. Gazebos that are of the type I II III as per the Lot Improvement process must have the wall panels removed, and the support posts free to have water flow around and through the structure.
    - ii. Park models, if possible, should have the skirting removed to allow water to flow through the void space.
    - iii. Sheds that are at risk of movement should have any reasonable type of anchoring applied to limit movement.

## Country Lane Estates - Emergency Response Plan (ERP)

### WAIVER OF LIABILITY

Condominium Corporation No. 0311515  
o/a Country Lane Estates  
Box 1530  
Okotoks AB T1X 1B2

In consideration of Country Lane Estates providing emergency towing and RV removal service release and hold harmless the Corporation 0311515 and all employees/volunteers of said company. I understand that such a service involves possible risk of damage to my Recreational trailer/vehicle/park model and grounds; with that knowledge I do hereby expressly accept all the risk and all damage.

It is also acknowledged that emergency removal by anyone authorized by the board will only be activated during the WARNING phase of an evacuation or Flood Event. This WARNING notification will be given by Emergency Response Services (Fire, Police, Foothills County) or the Government of Alberta Emergency Management Services.

Your signature below releases Country Lane Estates and any of its employees/volunteers/contractors from any liability resulting from towing your Recreational trailer/vehicle/park model and your signature is testimony that you have read and understand this statement of release and have no questions whatsoever.

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Country Lane Estates - Emergency Response Plan (ERP)**

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

Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

## Foothills County Land Use Bylaw |

**18.10 DIRECT CONTROL DISTRICT #10 (DC10)****DC#10****18.10.1 PURPOSE AND INTENT**

The purpose and intent of this district is to guide the development and operation of the Recreation Vehicle Park and to allow for the Direct Control by Council over development on the following lands:

Plan 0311515, E ½ 24-20-29 W4M  
 Plan 9410556, Block 3; S.E. 24-20-29 W4  
 Plan 1310433, Block 7, Lot 1; S.E. 24-20-29 W4  
 Plan 9412581, Block 4, Lot 1, S.E. 24-20-29 W4  
 Plan 9412581, Block 4, Lot 2, S.E. 24-20-29 W4  
 Plan 9412581, Block 5, Lot 1, S.E. 24-20-29 W4  
 Plan 9511238, Block 6, Lot 1, S.E. 24-20-29 W4

**18.10.2 PERMITTED USES**

Recreation Vehicle (excluding Park Models)  
 Signs not requiring a Development Permit  
 Home Office  
 Solar Power System, Private (Not requiring a Development Permit)

**18.10.3 DISCRETIONARY USES**

Accessory Buildings / Uses  
 Agriculture, Intensive Arena, Commercial  
 Business / Administrative Office  
 Concession / Food Court  
 Convenience Store / Services  
 Convention Facility  
 Country Recreational Centre / Lodge  
 Dwelling single family.  
 -No more than 1 such dwellings are permitted on a lot that is less than 32.4 ha (80 acres) in size.  
 Equestrian Uses  
 Maintenance Shop  
 Park Model  
 Pathways - Equestrian/People  
 Retail Kiosk  
 Recreation Vehicle Park Business  
 Screening  
 Signs requiring a development permit  
 Short Term Campground  
 Solar Power System, Private (Requiring a Development Permit)  
 Staging Kitchen  
 Storage Utilities  
 Wash Areas  
 Washrooms

**18.10.4 REQUIREMENTS**

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

**18.10.5 MINIMUM REQUIREMENTS - GENERAL**

18.10.5.1 Area of Lot:

- a. Area shown on Certificate of Title; or
- b. Area allowed for by Bylaw amending this section.

18.10.5.2 Minimum Yard Setback Requirements:

- a. Front Yard Setback:
  - i. 5m (16.40 ft.) from an internal subdivision road – property line.
  - ii. 64m (209.97ft.) from the centre line of a Municipal Road, Major.
  - iii. 48m (157.48 ft.) from the centre line of a Municipal Road.
  - iv. 40m (131.23 ft.) from the ultimate right of way or 70 meters from the centre line of a Provincial highway, whichever is greater.
  - v. Or as determined by Council.
- b. Side Yard Setback:
  - i. 15m (49.21 ft.) from property line.
  - ii. Or as determined by Council.
- c. Rear Yard Setback:
  - i. 15m (49.21 ft.) from property line.
  - ii. Or as determined by Council.

Please refer to the Special Provisions section below for setbacks for units under Plan 0311515, E ½ 24-20-29 W4M.

18.10.5.3 Other Minimum Setback Requirements:

- a. See Section 9.27 "Special Setback Requirements" of this Land Use Bylaw for additional setback requirements that may apply.

**18.10.6 SPECIAL PROVISIONS REGARDING THE RECREATION VEHICLE PARK LOCATED ON PLAN 0311515, E ½ 24-20-29 W4M**

18.10.6.1 Minimum Yard Setback Requirements for each of the 289 Units:

- a. Front Yard Setback:
  - i. 5m (16.40 ft.) from a private road – property line.
  - ii. 1m (3.28ft) from an internal subdivision road – property line.
  - iii. Or as determined by Council.
- b. Side Yard Setback:
  - i. 0.3m (1.0 ft.) from property line.
  - ii. Or as determined by Council.

- c. Rear Yard:
  - i. 0.3m (1.0 ft.) from property line.
  - ii. Or as determined by Council.
- 18.10.6.2 Minimum Yard Setback Requirements for the Common Property:
  - a. Front Yard Setback:
    - i. 5m (16.40 ft.) from the property line adjacent to a private road.
    - ii. 5m (16.40 ft.) from the property line adjacent to a Municipal Road.
    - iii. 40m (131.23 ft.) from the ultimate right of way or 70m from the centreline of a Provincial highway, whichever is greater
    - iv. Or as determined by Council.
  - b. Side Yard Setback:
    - i. 1.5m (4.9 ft.) from property line.
    - ii. Or as determined by Council.
  - c. Rear Yard Setback
    - i. 1.5m (4.9 ft.) from property line.
    - ii. Or as determined by Council.
- 18.10.6.3 Each Unit Owner shall ensure that all development complies with the Land Use Bylaw and approved development permit(s).
- 18.10.6.4 Any proposed development that does not align with the Land Use Bylaw and approved development permit(s) shall first obtain a separate development permit approval from Foothills County, in accordance with 18.10.6.3.
- 18.10.6.5 Any new Condominium Corporation bylaws or rules, or amendments to the existing Condominium Corporation bylaws, or rules shall be filed with Foothills County within fifteen (15) days of their passage or adoption.
- 18.10.6.6 The condominium bylaws or rules shall include the following provisions:
  - a. Unit Owners shall consent in writing to the removal of any Recreation Vehicle and Park Model located on a Unit in case of a flood which threatens to cause damage to the Recreation Vehicle or Park Model; and
  - b. Unit Owners shall comply with the emergency response plan to be prepared and updated annually by the Board and completed to the satisfaction of the County.
- 18.10.6.7 The emergency response plan shall be updated annually by the Condominium Corporation Board and provided to the County by October 15 of each year. The emergency response plan shall include the following provisions:
  - a. A list of the Units that will be occupied during park closure;
  - b. The contact information for a primary contact who will be on site during park closure; and
  - c. The emergency response plan shall include a 24-hour and 48-hour flood emergency response plan.

## Foothills County Land Use Bylaw

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- 18.10.6.8 A restrictive covenant in a form satisfactory to the County shall be registered against the title to all Units that will be located wholly or partially within the one 1:100 year floodway to the effect that no development of any kind whatsoever, whether temporary or permanent will be permitted on any such Unit without the consent of both the Condominium Corporation Board and the County, which consents may be granted upon conditions including a condition that the Unit Owner grant releases (including an indemnity) from and against any and all claims for damages suffered by the Unit Owner or any other person by reason of the Unit being wholly or partially located within the one 1:100 year floodway.
- 18.10.6.9 A stormwater management plan may be required for any development proposed within the Recreation Vehicle Park.
- 18.10.6.10 The Recreation Vehicle Park is open from April 1st to October 31st each year. There shall be no occupancy of the Units when the park is closed for the season from the date of November 1st to March 31st each year, notwithstanding section 18.10.6.11 and 18.10.6.12, and 18.10.6.13.
- 18.10.6.11 There shall be no permanent occupancy of Recreation Vehicles located on Units within the Recreation Vehicle Park.
- 18.10.6.12 Unit Owners may occupy their Recreation Vehicle or Park Model as early as March 14 and as late as November 14 provided they have written approval from the Condominium Corporation Board.
- 18.10.6.13 A maximum of eight (8) Units may be occupied during park closure (November 1st to March 31st each year) provided the following provisions are met:
- A master development permit is obtained to allow occupancy during park closure;
  - Recreation Vehicles and Park Models shall be certified as Habitable for winter occupancy to the satisfaction of the Condominium Corporation Board; and
  - The Unit Owners shall meet the criteria for long-term occupancy established and enforced by the Condominium Corporation Board, as established in the Condominium Corporation Bylaws of Corporation No. 0311515 and the Minimum Housing and Health Standards for Winter Occupancy at the Recreation Vehicle Park.
- 18.10.6.14 The term for the master development permit shall be for a minimum of five (5) years, and Council may grant a longer term at their discretion.
- 18.10.6.15 Maximum Lot Coverage:
- No building/structure or group of buildings/structures including accessory buildings/structures, and impervious surfaces shall cover more than sixty (60) percent of any Unit; or
  - As determined by Council.
- 18.10.6.16 Unit Owners may operate a Recreation Vehicle Park Business out of their Unit if the following provisions are met:
- Unit Owners shall request in writing and be granted permission from the Condominium Corporation Board to operate a Recreation Vehicle Park Business out of their Unit;
  - The Unit Owner shall provide services only to other Unit Owners within the Recreation Vehicle Park within Plan 0311515;

- c. All employees of the business must be residents of the Recreation Vehicle or Park Model that the business operates out of;
- d. No outdoor storage of business materials are situated on the property; and
- e. No traffic is generated by the business.

#### 18.10.7 PROCEDURE

- 18.10.7.1 Notwithstanding the procedure established for Development Permit applications in the Land Use Bylaw, an application for a development permit in respect of the lands referred to in Section 18.10.1 shall be referred by the Development Officer to Council for its decision.
- 18.10.7.2 Notwithstanding the procedure established for the issuance of Development Permits in the Land Use Bylaw, Council shall decide on all applications for Development Permits for lands referred to in Section 18.10.1. Council may approve a Development Permit application with or without conditions or may refuse an application for Development Permit.
- 18.10.7.3 There is no appeal to the Development Appeal Board from a decision of Council on an application for a Development Permit in respect of the lands referred to in Section 18.10.1.

#### 18.10.8 DEFINITIONS - IN THIS DISTRICT:

**Arena, Commercial** - see Section 2 "Interpretations for definitions of, "arena, commercial". More information on riding arenas can be found in Section 10.3 of this bylaw.

**Concession / Food Court** - means a small area within a building where fast food & beverages are offered for sale over the counter any may provide for a seating area. However, this is not to be construed as a restaurant;

**Condominium Corporation** - means the condominium corporation constituted under the Condominium Property Act, R.S.A. 2000, c. C-22, by the registration of the Condominium Plan 0311515.

**Condominium Corporation Board** - means the Board of Directors of the Condominium Corporation;

**Convenience Store / Services** - means a store set up to provide for the basic needs of those people occupying the Recreational Park and Country Recreation Centre / Lodge. This would not be open to the general public and may include laundry and washroom facilities.

**Convention Facility** - means a building or facility available for the purposes of assembly, culture, instruction, and educational, social and recreational activity, and may include entertainment which is ancillary to the above-stated purposes.

**Country Recreational Centre / Lodge** - means a building which provides for short-term or occasional lodging and boarding of patrons. This building would include accessory facilities to the prime or principal use and intended for patrons of the Recreational Centre / Lodge.

**Equestrian Uses** - means uses that may include boarding, training / lessons, horse rentals, wash areas, manure / composting area, trail riding, to allow veterinary and farrier services and the necessary accessory buildings and uses, such as but not limited to, wash areas, box stalls, holding pens, paddocks, jumping course, outdoor riding rings, tack rooms.

**Habitable** – means a recreation vehicle that is determined to be suitable for a person to live in all year, in accordance with the Minimum Housing and Health Standards for Winter Occupancy and the minimum safety codes for recreation vehicles, to the satisfaction of the Condominium Corporation Board.

**Park Model** – means a Recreation Vehicle that conforms to the Canadian Standards Association CAN/CSA Z241 Series and is designed for seasonal camping with a gross floor area no greater than 50 square metres (538 sq. ft.) when in set-up mode and is not permitted to be placed on a permanent foundation. Each Park Model must ensure that the axels, wheels and hitch remain on each unit, no exceptions. Each Park Model must be moveable or secured to the satisfaction of the approved emergency response plan (ERP).

**Recreation Vehicle** – see Section 2.5 “Definitions” in this Land Use Bylaw for definitions of Recreation Vehicle. More information on recreation vehicle storage can be found in Section 10.18 of this Bylaw.

**Recreation Vehicle Park** – means the development designed and intended to be used for long term location of Recreation Vehicles and Park Models located within E ½ 24-20-29 W4M Plan 0311515, between April 1st and October 31st of the year.

**Recreation Vehicle Park Business** – means an office situated within a Park Model or Recreation Vehicle that is located within the Recreation Vehicle Park located within Plan 0311515 and where the business or service offered is provided to other Unit Owners within the Recreation Vehicle Park only.

**Retail Kiosk** – means a small open structure within an existing building used to display and sell merchandise to the public and includes the storage of merchandise on or about the premises in quantities sufficient only to supply the establishment.

**Screening** – means the deck is permitted to have an engineered roof, however, is not permitted to be enclosed at any time, except commercially manufactured metal framed screen rooms.


**Short Term Campground** – means the development for the purpose of providing short-term accommodation, no more than 16 days, for Recreational Vehicles or tents. This campground is not construed to mean a development for the purpose of accommodating long term or permanent occupancy.

**Staging Kitchen** – means a facility for the second stage preparation (i.e.: warming and arranging) of food which has been cooked off-site and transported to the kitchen).

**Unit** – means a lot created by way of legal survey and registered at Alberta Land Titles that is located within Condominium Plan 0311515 intended for the accommodation of a Recreation Vehicle or Park Model for temporary residence or seasonal use.

**Unit Owner** – means a person or corporation who is registered as the owner of a Unit in the Condominium Plan within Plan 0311515.

**MISCELLANEOUS PLANNING ITEM  
 PLANNING AND DEVELOPMENT REPORT TO COUNCIL  
 SECOND AND THIRD READING TO BYLAW 10/2026  
 June 10<sup>th</sup>, 2026**

<b>SECOND AND THIRD READING TO BYLAW 10/2026</b>	
<b>APPLICATION INFORMATION</b>	<b>FILE NO. 25R072</b>
	<b>LEGAL DESCRIPTION:</b> PTN: SW 07-22-28-W4M <b>LANDOWNERS:</b> Dan and Susan Killam <b>AGENT:</b> Jennifer Dobbin, Dobbin Consulting Inc. <b>AREA OF SUBJECT LANDS:</b> 31.45 acres <b>CURRENT LAND USE:</b> Agricultural Sub-District "A" <b>PROPOSED LAND USES:</b> Country Residential Sub-District "A", Agricultural Sub-District "A"
<b>PROPOSAL:</b> Redesignation of a portion of a portion of PTN: SW 07-22-28-W4M from Agricultural Sub-District "A" to Country Residential Sub-District "A" to allow the future subdivision of one (1) new 2.55 +/- acre Country Residential Sub-District "A" parcel with a 28.72 +/- acre Agricultural Sub-District "A" balance parcel remaining.  <b>AND</b> A future boundary adjustment is also proposed between Ptn. SW 07-22-28-W4M and Plan 1111914, Block 1, Lot 6, Ptn. SW 07-22-28-W4M., which would result in the following lot size reconfigurations: <ul style="list-style-type: none"> <li>• Plan 1111914, Block 1, Lot 6 - 4.50 acres to 3.65 +/- acres.</li> <li>• Proposed new lot - 2.55 +/- acres to 3.38 +/- acres.</li> </ul>	
<b>DIVISION NO:</b> 6	<b>COUNCILLOR:</b> John Callister
<b>FILE MANAGER:</b> Theresa Chipchase	

**PURPOSE OF REQUEST**

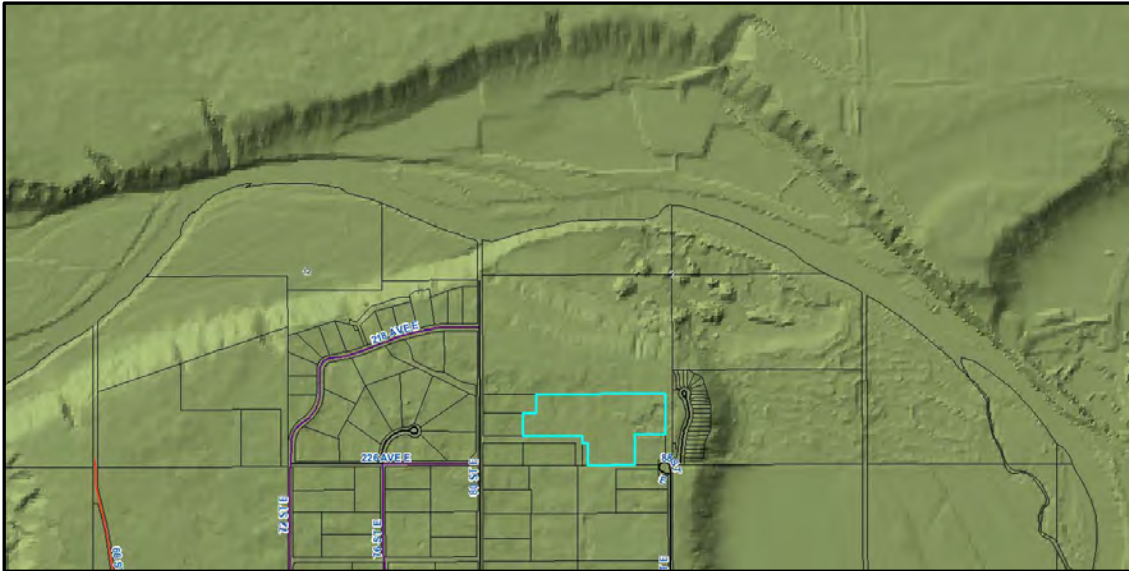
Request to Council to provide second and third reading to Bylaw 10/2026, **as all conditions put forth with first reading of this bylaw have been complied with.**

**PLEASE NOTE:** the following Council members voted at the March 25<sup>th</sup>, 2026, public hearing whereby Bylaw 10/2026 was granted 1<sup>st</sup> reading: Reeve Rob Siewert, Deputy Reeve Oel, Councillor Alger, Councillor McHugh, Councillor Estes and Councillor Kendall.

**BACKGROUND**

**Location**  
 The subject parcel is located directly east of 80<sup>th</sup> Street East, 1.5 kilometres north of Dunbow Road, 1.0 kilometre south of the Bow River, approximately 8.5 kilometres northeast of Highway 2, and is 2 kilometres east and outside of the Intermunicipal Development Plan area between the City of Calgary and Foothills County.

## Pertinent Site Considerations



The property consists of low flat native grasslands with groves of scrub brush and willow throughout. A large pond is present along the southern boundary of what would be the balance parcel, which has increased and decreased over time with varying ground conditions throughout the years. There are also two identified Class 2 wetlands located within the proposed parcel, one within the proposed panhandle through the adjacent parcel and one within the panhandle and the east boundary of the proposed lot. There is also a graded area southeast of the residence that contains an outdoor riding arena.

### PREVIOUS COUNCIL DIRECTION

**March 25<sup>th</sup>, 2026 – Bylaw 10/2026** - Council granted granting first reading approval to Bylaw 10/2026 under the following motion:

*“Bylaw 10/2026 was introduced into the meeting to authorize redesignation of a 2.55 +/- acre portion of Ptn. SW 07-22-28-W4M from Agricultural Sub-District “A” to Country Residential District to allow the future subdivision of one (1) 2.55 +/- acre Country Residential District lot, and future boundary adjustment of 0.83 +/- acres, with an approximate 28.72 +/- acre Agricultural Sub-District “A” balance parcel.*

*In their consideration of the criteria noted within Agricultural Policy 5 of the MDP2010, Council is of the opinion that the lands are suitable for the intended use and 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.*

*The new lot will be designated as Country Residential Sub-District ‘A’ to ensure that the recommendations and restrictions as outlined in the wetland assessment and impact report (CIMA+), building envelopes, lot grading plans, comprehensive site drainage plan, septic disposal evaluations and high water table testing (provided as conditions of subdivision) 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 and a \$5000.00 deposit as a pre-release condition to ensure compliance of all conditions of the development permit will be required.*

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

1. *Landowners to fully execute and comply with all requirements as outlined within the Municipal Development Agreement for the purpose of grading, drainage and payment of the community sustainability fee, as required by Council and the Public Works department;*
2. *Proof of adequate water supply to be provided for both the proposed and balance parcels, in accordance with the Provincial Water Act, to the satisfaction of the County;*
3. *Comprehensive Site Drainage Plan to be provided for the subject lands, to the satisfaction of the Public Works department, as a condition of subdivision;*
4. *Lot Grading Plan to be provided for proposed lot, to the satisfaction of the Public Works department, as a condition of subdivision;*
5. *Geotechnical Report completed in accordance with Municipal standards to be provided for High Water Table Testing for the proposed lot, to the satisfaction of the Public Works department, as a condition of subdivision;*
6. *Septic Disposal Evaluation to be provided for the proposed lot, in accordance with Part 2 Section 6(4)(b) of the Matters Related to Subdivision and Development Regulation, to the satisfaction of the Public Works department, as a condition of subdivision;*
7. *Site plan to be provided which identifies building envelopes, for the proposed lot, which meet the requirements as outlined in Policy 9 under the Residential section of the MDP2010, to the satisfaction of the Public Works department, as a condition of subdivision;*
8. *Engineered driveway to be provided for the proposed 2.55 +/- acre lot to be provided to the satisfaction of the Public Works department, as a condition of subdivision;*
9. *Acceptance of the new water well identified within the Class 2 wetland, on the proposed 2.55 +/- acre lot, to be provided to the satisfaction of Alberta Environment and Protected Areas and the County's public works department;*
10. *Applicant to comply with all requirements of the Alberta Environment and Protected Areas Water Act Approval, granted for disturbance to the Class 2 Wetlands, as noted within the CIMA+ Wetland Assessment and Impact Report, in conjunction with the Horizon Surveys site plan. Compliance is to be provided to the satisfaction of Alberta Environment and Protected Areas, as a condition of development permit;*
11. *Final redesignation application fees to be submitted; and*
12. *Submission of an executed subdivision application and the necessary fees."*

### **COUNCIL ACTION REQUESTED**

Request to Council to consider second and third reading of Bylaw 10/2026 which was re introduced into the meeting to authorize redesignation of a 2.55 +/- acre portion of Ptn. SW 07-22-28-W4M from Agricultural Sub-District "A" to Country Residential District to allow the future subdivision of one (1) 2.55 +/- acre Country Residential District lot, and future boundary adjustment of 0.83 +/- acres, with an approximate 28.72 +/- acre Agricultural Sub-District "A" balance parcel.

In their consideration of the criteria noted within Agricultural Policy 5 of the MDP2010, Council is of the opinion that the lands are suitable for the intended use and 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.

The new lot will be designated as Country Residential Sub-District 'A' to ensure that the recommendations and restrictions as outlined in the wetland assessment and impact report (CIMA+), building envelopes, lot grading plans, comprehensive site drainage plan, septic disposal evaluations and high water table testing (provided as conditions of subdivision) 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 and a \$5000.00 deposit as a pre-release condition to ensure compliance of all conditions of the development permit will be required.

## **APPENDICES**

### **APPENDIX A - MAP SET:**

LOCATION MAP

HALF MILE MAP – LAND USE

HALF MILE MAP – PARCEL SIZES

SITE PLAN – FUTURE SUBDIVISION AND BOUNDARY ADJUSTMENT

SITE PLAN – STRUCTURES WHICH DO NOT MEET COUNTY SETBACK REQUIREMENTS

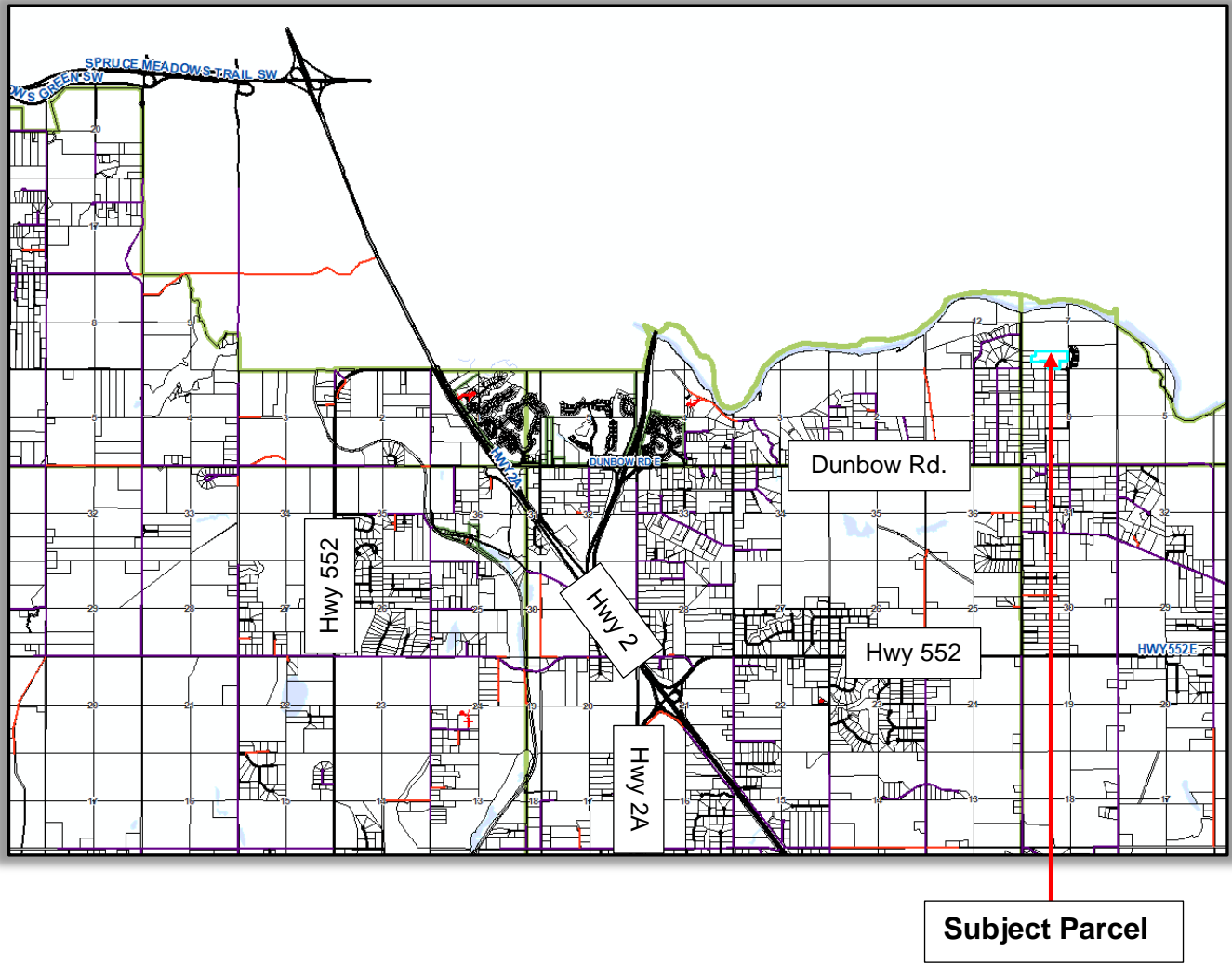
SITE PLAN – WETLAND IDENTIFICATION

ORTHO PHOTO

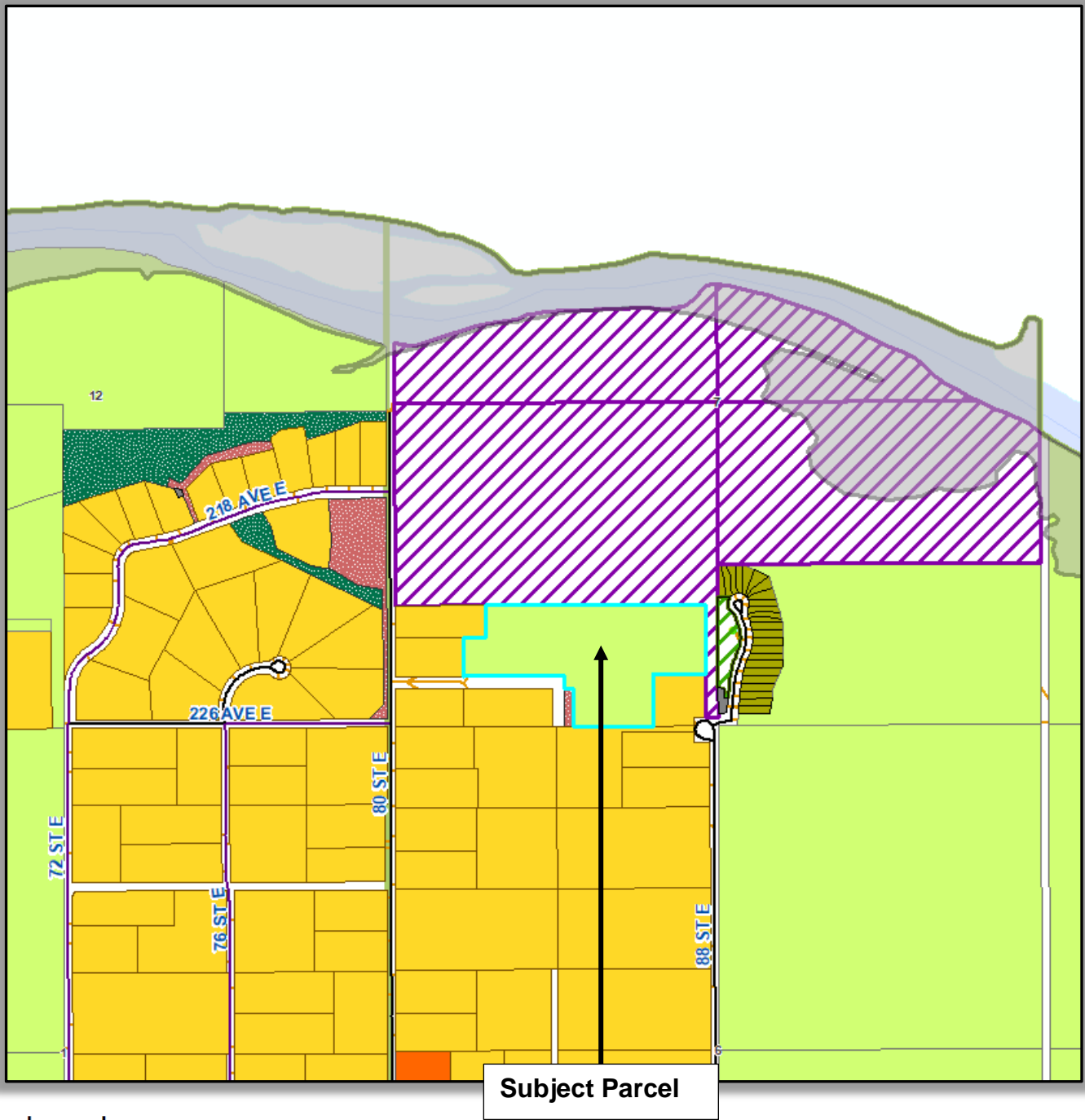
### **APPENDIX B:**

DRAFT BYLAW - FIRST READING

**APPENDIX A: LOCATION MAP**



**APPENDIX A: HALF MILE MAP – LAND USE**



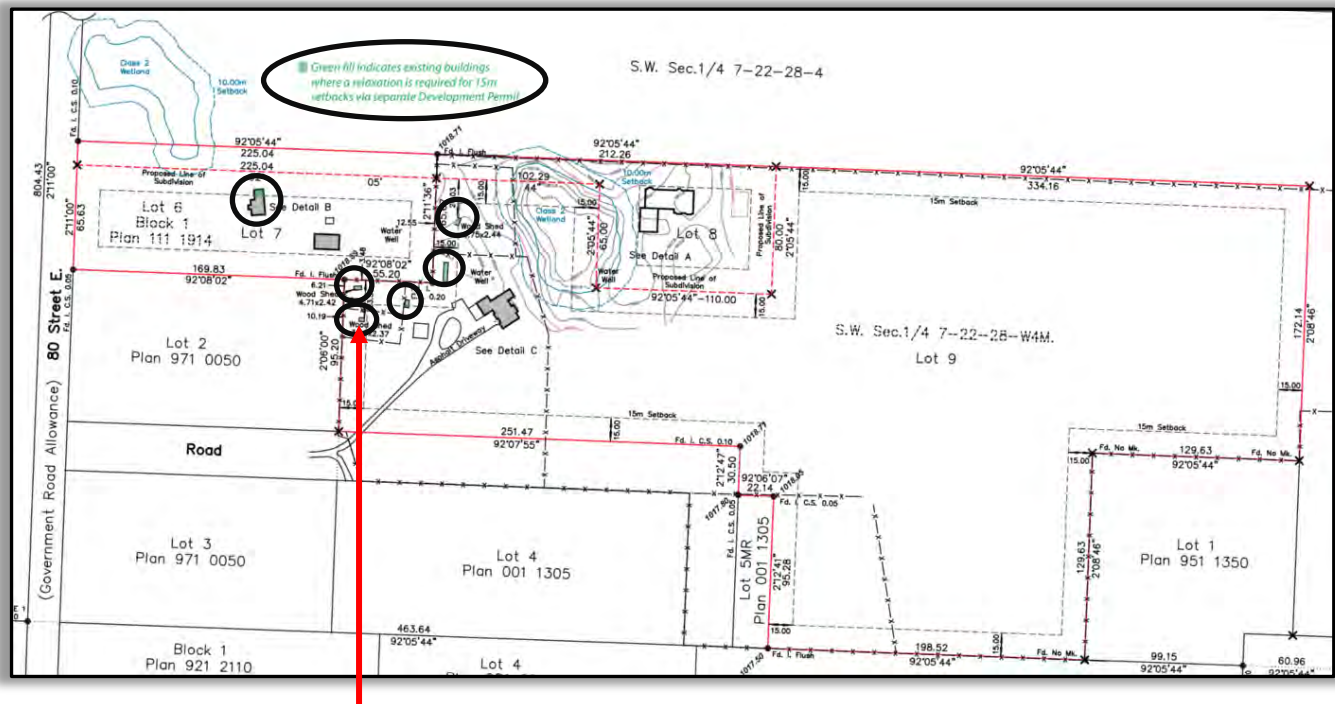
**Legend**

- |                                    |                                  |                                      |
|------------------------------------|----------------------------------|--------------------------------------|
| — Hard Surface (Chip/oil)          | CR- Country Residential          | MR- Municipal Reserve                |
| — Gravel                           | CRA- Country Residential Sub A   | MLR- Municipal Land/Reserve District |
| ... Developer Pavement             | DC - Direct Control              |                                      |
| — Pavement                         | BP- Bussiness Park               |                                      |
| — Flood Hazard Protection District | RB- Rural Business               |                                      |
| ... In Transition                  | INR- Natural Resource Extraction |                                      |
| A- Agricultural                    | EP- Environmental Protection     |                                      |
| AA- Agricultural Sub A             | ER- Environmental Reserve        |                                      |



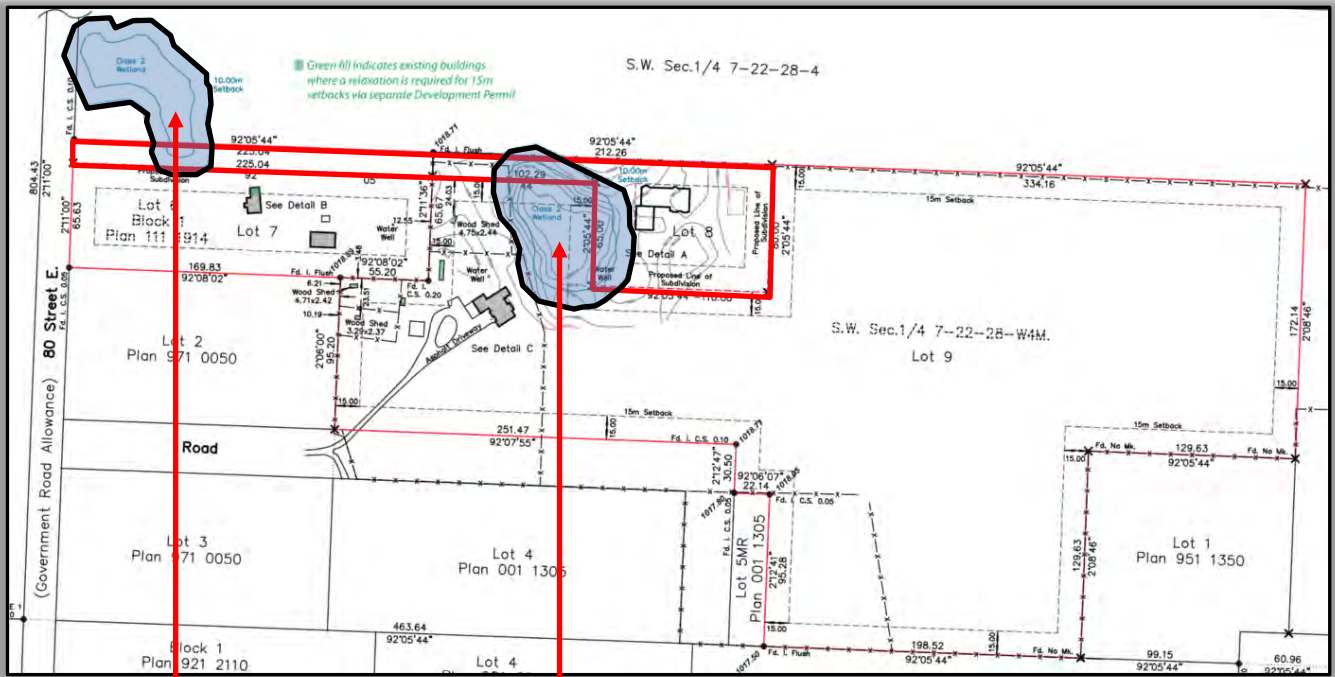


**APPENDIX A: SITE PLAN – STRUCTURES WHICH DO NOT MEET SETBACK REQUIREMENTS**



**Structures circled in black do not or would not meet the County's setback requirements for the Country Residential District within the County's Land Use Bylaw**

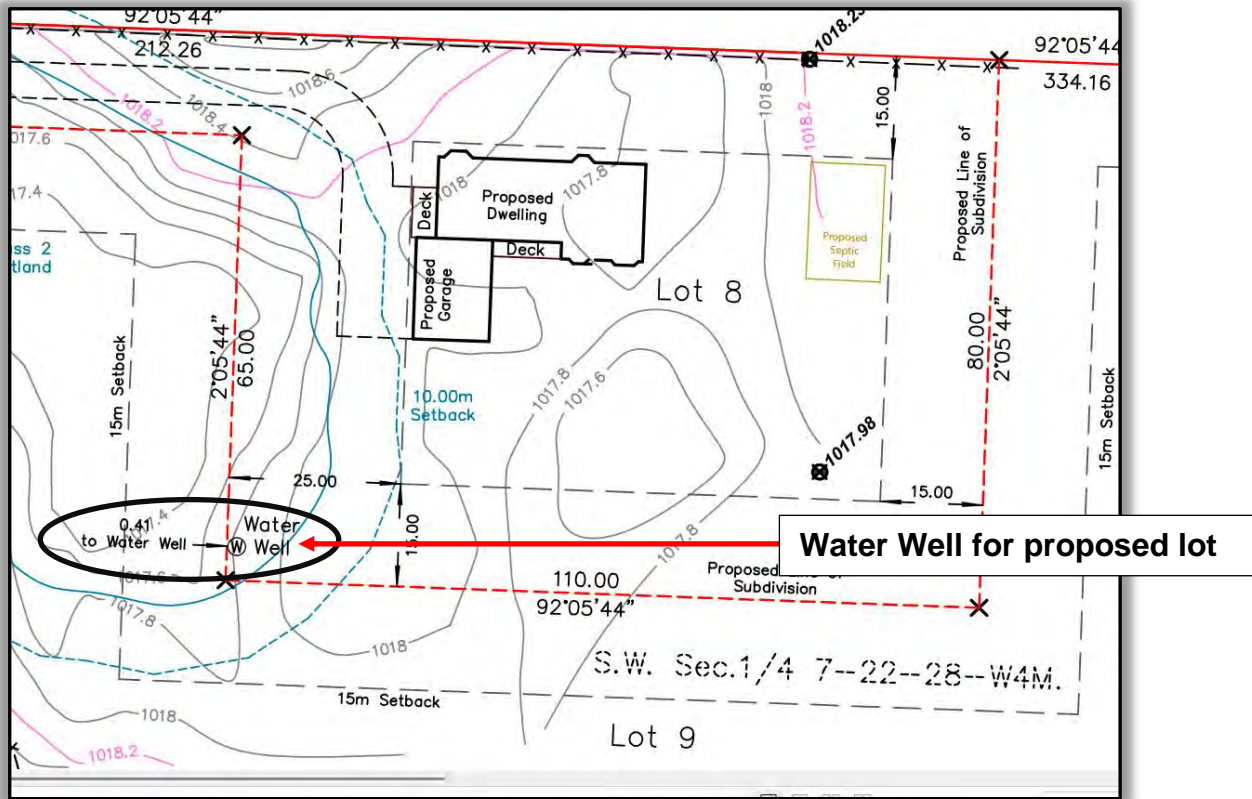
**APPENDIX A: SITE PLAN – WETLAND IDENTIFICATION**



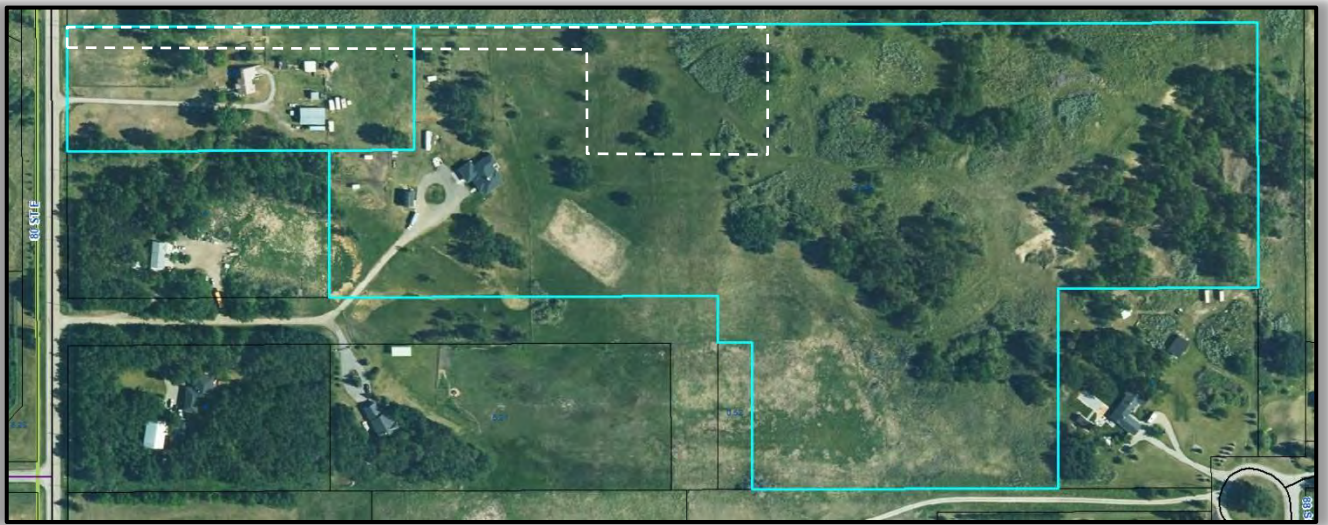
**Class 2 wetland**

**Class 2 wetland**

**APPENDIX A: SITE PLAN SNAPSHOT – WATER WELL LOCATION FOR PROPOSED LOT**



APPENDIX A: ORTHO PHOTO



**BYLAW XX/2026**

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

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

**AND WHEREAS** the Council has received an application to amend the Land Use Bylaw by authorizing the redesignation of a 2.55 +/- acre portion of the subject 31.45 +/- acre parcel on Ptn. SW 07-22-28 W4M, from Agricultural Sub-District “A” to Country Residential District.

The proposal includes a boundary adjustment with the adjacent 4.5 +/- acre Country Residential District parcel, on Plan 1111914, Block 1, Lot 6; Ptn. SW 07-22-28 W4M, which would subtract 0.83 +/- acres from Plan 1111914, Block 1, Lot 6, Ptn. SW 07-22-28-W4M and add 2.55 +/- acres to Ptn. SW 07-22-28-W4M. This adjustment would allow for the future subdivision of one new 3.38 +/- acre Country Residential District lot.

The new lot will be designated as Country Residential Sub-District ‘A’ to ensure that the recommendations and restrictions as outlined in the wetland assessment and impact report (CIMA+), building envelopes, lot grading plans, comprehensive site drainage plan, septic disposal evaluations and high water table testing (provided as conditions of subdivision) 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 and a \$5000.00 deposit as a pre-release condition to ensure compliance of all conditions of the development permit.

**NOW THEREFORE THE COUNCIL ENACTS AS FOLLOWS:**

1. Land Use Map No. 2228 is amended by redesignating a 2.55 +/- acre portion of the subject 31.45 +/- acre parcel on Ptn. SW 07-22-28 W4M, from Agricultural Sub-District “A” to Country Residential Sub-District “A” to allow the future subdivision of one 3.38 +/- acre Country Residential Sub- District “A” lot with an approximate 28.72 +/- acre Agricultural Sub-District “A” balance parcel.
2. This Bylaw shall have effect on the date of its third reading and upon being signed.

FIRST READING: March 25<sup>th</sup>, 2026

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

SECOND READING:

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO


THIRD READING:

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

PASSED IN OPEN COUNCIL assembled at the Town of High River in the Province of Alberta this day of \_\_\_\_\_, 20 .

**SUBDIVISION APPROVING AUTHORITY ITEM  
PLANNING AND DEVELOPMENT REPORT TO COUNCIL  
SUBDIVISION APPROVAL  
June 10<sup>th</sup>, 2026**

<b>REQUEST FOR SUBDIVISION APPROVAL</b>		
<b>APPLICATION INFORMATION</b>	<b>FILE NO. F2201-18NE</b>	
	<b>LEGAL DESCRIPTION:</b> PTN: NE 18-22-01-W5M	
	<b>LANDOWNERS:</b> Susan and Marlen Buitelaar	
	<b>AGENT:</b> Badke Consulting Ltd. / Jeff Badke	
	<b>AREA OF SUBJECT LANDS:</b> 48.73 acres	
	<b>CURRENT LAND USES:</b> Agricultural District and Country Residential Sub-District "A"	
<b>PROPOSALS:</b> Subdivision of two 4.50 +/- acre Country Residential District lots with an approximate 38.96 +/- acre Agricultural District balance parcel inclusive of 9.02 +/- acres of Environmental Reserve Easement, and 0.77 acres of Road Plan.		
<b>DIVISION NO:</b> 5	<b>COUNCILLOR:</b> Alan Alger	<b>FILE MANAGER:</b> Theresa Chipchase

**EXECUTIVE SUMMARY**

**Summary of Proposal**

Requesting approval from the Subdivision Approving Authority for the application which proposes the subdivision of two 4.50 +/- acre Country Residential District lots with an approximate 38.96 +/- acre Agricultural District balance parcel inclusive of 9.02 +/- acres of Environmental Reserve Easement, and 0.77 acres of Road Plan from Ptn: NE 18-22-01-W5M.

**PREVIOUS COUNCIL DIRECTION**

**March 25<sup>th</sup>, 2026, Bylaw 03/2026** – Council granted granting first reading approval to Bylaw 10/2026 under the following motion:

Bylaw 03/2026 was introduced into the meeting to authorize the redesignation of a 48.73-acre portion of Ptn. NE 18-22-01 W5M from Agricultural District to Country Residential District in order to allow for the future subdivision of two 4.25 +/- acre Country Residential District lots with an Agricultural District balance parcel and 9.02 +/- acres of Environmental Reserve Easement.

The applicants may choose to illustrate the future boundary adjustment within the revised site plan. No Municipal Reserve parcel is to be shown.

In their consideration of the criteria noted in Agriculture Policy 4 of the MDP2010, Council is of the opinion that fragmentation of the subject lands would not be detrimental to the agricultural nature of the area. Additionally, the application falls within the density provisions and lot size restrictions of the Country Residential District and Agricultural District within the County's Land Use Bylaw.

The two new 4.25 +/- acre lots will be designated as Country Residential Sub-District "A" to ensure that the recommendations and restrictions as outlined in the septic disposal evaluations, grading/overland drainage plan, and building envelopes (provided as a conditions of subdivision) 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 and a

\$5000.00 deposit as a pre-release condition will be required to ensure compliance with all conditions of the development permit.

Prior to further consideration of the Bylaw, the applicant is required to submit the following:

1. Applicant to fully execute and comply with all requirements as outlined within a Development Agreement for the purpose of external road infrastructure, contribution to MRO surfacing, grading and drainage and payment of the community sustainability fee and any other necessary municipal and on-site improvements as required by Council and/or the Public Works department;
2. Proof of water to be provided for both new lots and the balance in accordance with the Provincial Water Act and provided to the County's satisfaction.
3. Septic Disposal Evaluation, to be provided for the two 4.25 +/- acre Country Residential District parcels in accordance with Part 2 Section 6(4)(b) of the Matters Related to Subdivision and Development Regulation, to the satisfaction of the Public Works department, as a condition of subdivision;
4. Revised site plan to be provided which identifies building envelopes, for the two new proposed 4.25 +/- acre lots, which meet the requirements as outlined in Policy 9 under the Residential section of the MDP2010 to the satisfaction of the Public Works department, as a condition of subdivision;
5. Lot Grading / Drainage Plans to be provided for the subject lands, to the satisfaction of the Public Works department, as a condition of subdivision;
6. Final redesignation application fees to be submitted;
7. Submission of an executed subdivision application and the necessary fees.

**June 10<sup>TH</sup>, 2026, Bylaw 03/2026** – Council gave third and final reading to Bylaw 03/2026 under the following motion:

Bylaw 03/2026 was reintroduced into the meeting to authorize redesignation of a 48.73-acre portion of Ptn. NE 18-22-01 W5M from Agricultural District to Country Residential District in order to allow for the future subdivision of two 4.50 +/- acre Country Residential District lots with an Agricultural District balance parcel and 9.02 +/- acres of Environmental Reserve Easement.

The applicants may choose to illustrate the future boundary adjustment within the revised site plan. No Municipal Reserve parcel is to be shown.

In their consideration of the criteria noted in Agriculture Policy 4 of the MDP2010, Council is of the opinion that fragmentation of the subject lands would not be detrimental to the agricultural nature of the area. Additionally, the application falls within the density provisions and lot size restrictions of the Country Residential District and Agricultural District within the County's Land Use Bylaw.

The two new 4.50 +/- acre lots will be designated as Country Residential Sub-District "A" to ensure that the recommendations and restrictions as outlined in the septic disposal evaluations, grading/overland drainage plan, and building envelopes (provided as a conditions of subdivision) 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 and a \$5000.00 deposit as a pre-release condition will be required to ensure compliance with all conditions of the development permit.

## **SITE CONSIDERATIONS**

### **Location**

The subject parcel is located approximately 1.6 kilometres south of the City of Calgary, 0.8 kilometres east of 96<sup>th</sup> St. West, 0.2 kilometres west of 80<sup>th</sup> St. West and is at the west end of the cul de sac bulb on 202<sup>nd</sup> Avenue West.

### **Access**

Access to the balance parcel as well as Lot 1 are to be provided from construction of individual approaches connected to the existing portion of 202<sup>nd</sup> Avenue which is to be upgraded by the applicant.

Access to proposed Lot 2, where the existing residence is located, is to be provided from the addition of 0.77 acres of Road Plan, that is to be constructed by the applicant as further extension of 202<sup>nd</sup> Avenue West, with removal and consolidation of the existing offset cul de sac into the applicants parcel and a new full cul de sac constructed at its western terminus.

**NOTE:** The applicant has provided that the Quonset structure shown within the proposed right of way extension is to be removed. The County's public works department has provided that the Quonset must be removed before acceptance of the Road will be provided by their department.

**NOTE:** The undeveloped portion of the Road Plan (202<sup>nd</sup> Avenue West) currently provides access to two additional lots, located south of the applicant, via a driveway. Access to an additional lot to the south is also provided through the applicant's private property, whereby legal access to this lot could be provided from 88<sup>th</sup> Street West, on the west side of this property. Extension of 202<sup>nd</sup> Avenue would provide legal and physical access to all existing and proposed properties in these locations.

## **Servicing Considerations**

### **Water and Septic**

The new lots and balance parcel provided proof of water as a condition of first reading of the land use application, in accordance with the Provincial Water Act.

Septic for each new lot is to be provided as per Private Septic Treatment System (PSTS) reports that are to be fulfilled by the landowner as recommended by the County's Public Works department.

## **Environmental Considerations**

### **Physiography**

The property includes varied terrain with steep slopes to the west boundary and moderate slopes to the North. The terrain is hummocky grasslands along the west boundary before sloping down to two large ponds in the northwest corner that have been created through the damming of a creek located through the lowlands on this property, in two locations. The ponds are quite naturalized, having been in existence since before the County started utilizing aerial imagery in year 2000. These ponds include bullrush, cattails, willow, sedges and scrub brush. The area west of the ponds has historically been excavated for use as a tree farm, with the planted coniferous and deciduous tree species irrigated from the impounded ponds. The applicant's contour plan has been provided as part of the Badke Consulting Ltd. report, as Schedule A, attached to this staff report.

The land on either side of the ponds and the creek bed, outside of the aquatic plant species, scrub brush and willow that are present, is native grass over a flat valley bottom.

The lands slope upwards from the pond locations to the high point of the property located in the southeast corner. The slopes to the north have historically been used as grassland pasture with the upper plateau being utilized for hay production.

The yard site that would be contained within proposed Lot 3, includes a residence with an attached garage in the far southwest corner of the property and a metal ribbed Quonset along the south boundary, which is proposed to be removed with the extension of the Road (202<sup>nd</sup> Avenue West).

## **ENVIRONMENTAL RESERVE EASEMENT**

The application is to provide 9.02 +/- acres of Environmental Reserve Easement (ERE) over the ponds, creek, slopes and valley, that are to be contained within the proposed 38.96 +/- acre balance parcel. The Environmental Reserve Easement Agreement, should the subdivision application be approved, will need to include allowances for crossing the ERE, to order to access land within the balance parcel located west of the ponds.

The applicants have further provided that the design of the ERE was purposeful, to ensure the environmental features of the site are retained with the balance parcel. Please see Page 8 of the Badke Consulting Ltd. report, attached to this staff report as part of Schedule C, for additional details regarding the proposed ERE.

**NOTE:** The protected Environmental Reserve Easement may have potential to connect to an existing Environmental Reserve located adjacent to the proposed development near its southwest boundary, should further subdivision of the adjacent parcel directly to the west be applied for at a future date.

## **RESERVE DEDICATION**

### **Environmental Reserve / 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, or natural drainage, and/or are subject to flooding or are 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. 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.

Further to this, Section 663(a), (b) and (c), provides that should the subdivision be the first parcel out of a quarter section, be larger than 16 hectares, smaller than 0.8 hectares, or reserves have already been provided, that Environmental Reserve or Environmental Reserve Easement "may" not be required.

The applicants are proposing to provide 9.02 +/- acres of Environmental Reserve Easement over the ponds, creek, slopes and valley within the balance parcel, in support of Section 664 of the Municipal Government Act.

## Municipal Reserve

The applicant's 48.73 acre title includes a deferred reserve caveat registered on the property in 1998, whereby the reserve owing for the 48.73 acre parcel as well as 0.50 acres of reserve owing from a past subdivision were deferred to the applicant's title.

The Subdivision Approving Authority, in accordance with Section 666 of Division 8 Reserve Land, Land for Roads and Utilities section of the Municipal Government Act and the County's Public Reserve Policy Adopted April 18<sup>th</sup>, 1996, may require reserves to be provided by cash in lieu of land for the two proposed 4.50 +/- acre lots, with the reserves owing for the 38.96 +/- acres balance remaining to be deferred by caveat, in addition to the 0.50 acres already deferred and subtracting the 9.02 +/- acres to be provided as Environmental Reserve Easement.

<b>CIRCULATION REFERRALS</b>	
<b>REFEREE</b>	<b>COMMENTS</b>
<b>INTERNAL</b>	
Public Works	<p>Public Works provides the following are recommended for the two new lots proposed, as conditions of a subdivision approval:</p> <ul style="list-style-type: none"> <li>• Septic Disposal Evaluations</li> <li>• Building Envelopes</li> <li>• Lot Grading/Overland Drainage Plans</li> <li>• The extension of 202<sup>nd</sup> Avenue West is to be constructed to Foothills County Road Construction Standards;</li> <li>• Engineered road design is required, complete with estimates, LOC, and insurance;</li> </ul> <p>With respect to the road extension the applicant's proportionate share of the cost to provide Maintainable Road Oil (MRO) for the developed portion of 202<sup>nd</sup> Avenue and for the proposed extension of 202<sup>nd</sup> Ave W. is \$20,000.</p> <p>Public Works also provides the following comments:</p> <ul style="list-style-type: none"> <li>• There is some concern regarding the "old tree farm" being isolated on the west side of the ERE, as crossing agreements will be required through the ERE as access to the "tree farm" area.</li> </ul> <p>The existing Quonset, which is proposed to be removed by the applicant, will need to be removed before the acceptance of the proposed Road extension.</p>
GIS/Mapping	Extension of 202 Ave W will require the existing address on the site to be updated. Please add this as a condition of subdivision.
<b>EXTERNAL</b>	
FortisAlberta	We have reviewed the plan and determined that no easement is required by FortisAlberta.
ATCO Transmission	ATCO Transmission wishes to confirm we have no conflict as we have no high-pressure pipelines in the proposed area.
ATCO Energy Systems	The Distribution Engineering Growth Department of ATCO Gas Distribution has reviewed the named plan and provided conditional approval
TELUS	Thank you for including TELUS in your circulation. At this time, TELUS has no concerns with the proposed activities.

# CIRCULATION REFERRALS

<b>PUBLIC</b>	
Landowners (Adjacent)	No letters received prior to the filing of this staff report.

## REQUEST OF THE SUBDIVISION APPROVING AUTHORITY

The Subdivision Approving Authority may choose to approve the subdivision of two (2) 4.25 +/- acre Country Residential District lots from Ptn. NE 18-22-01-W5M.

The Subdivision has been evaluated in terms of Section 654 of the Municipal Government Act and Section 9 of the Matters Related to Subdivision and Development Regulation and therefore it is recommended that the application be approved as per the tentative plan for the following reasons:

- The application is consistent with Section 9 of the Matters Related to Subdivision and Development Regulation and;
- The subject lands have the appropriate land use designations.

In their consideration of the criteria noted in the Residential Policy of the MDP2010, Council is of the opinion that the lands are suitable for the intended use and are compatible with the surrounding area and that it falls within the density provisions and lot size restrictions within the County's Land Use Bylaw.

Further, in accordance with Sections 654 and 655 of the Municipal Government Act, the application is approved subject to the following conditions:

1. Subdivision to be effected by Plan of Survey, pursuant to Section 657 of the Municipal Government Act, or such other means satisfactory to the Registrar of the South Alberta Land Titles District;
2. It is the applicant's responsibility to provide a Real Property Report or an 'as built' drawing signed and sealed by an Alberta Land Surveyor, certifying the location of water wells within the boundaries of the appropriate properties and the adjacent municipal road(s) and that the site plan is surveyed according to municipal setback requirements;
3. Completion of all pre-release conditions as noted in the executed Municipal Development Agreement to the satisfaction of the County and where applicable the appropriate external agencies. These conditions include:
  - a. Payment of the \$11,300 per new lot Community Sustainability Fee;
  - b. Submission of all necessary engineering drawings, cost estimates and engineering review fees for all required external/internal transportation infrastructure, utility infrastructure, storm water management and any other necessary municipal and on-site improvements;
  - c. Submission of all necessary Letters of Credit in accordance with the Municipal Development Agreement, for all required road construction and improvements, stormwater, grading and drainage;
  - d. Submission of all Liability Insurance requirements as noted in the Municipal Development Agreement;
  - e. Submission of a \$20,000.00 contribution to the MRO surfacing requirement for 202<sup>nd</sup> Avenue West and the extension of 202<sup>nd</sup> Avenue West, as noted in Schedule C of the executed Municipal Development Agreement;
  - f. All utility right of way agreements, easements, licenses and installation requirements to be provided to the satisfaction of the County and utility companies.

4. All accesses to be located and culverts and approaches to be installed to current Municipal subdivision road construction standards, to the satisfaction of the Public Works department;
5. Complete application for road closure to be submitted for that portion of the existing off set cul de sac that is to be closed and consolidated into the applicant's balance parcel, required as part of the existing portion of 202<sup>nd</sup> Avenue West and the constructed extension of 202<sup>nd</sup> Avenue West, to be provided to the satisfaction of the Municipal Lands Administrator;
6. Comprehensive Site Drainage Plan to be provided for the subject lands, to the satisfaction of the Public Works department;
7. Lot Grading Plan to be provided for the two new proposed lots, to the satisfaction of the Public Works department;
8. Septic Disposal Evaluations to be provided for the two new proposed lots, in accordance with Part 2 Section 6(4)(b) of the Matters Related to Subdivision and Development Regulation, to the satisfaction of the Public Works department;
9. Site plan to be provided which identifies building envelopes for the two new proposed lots which meets the requirements as outlined in Policy 9 under the Residential section of the MDP2010, to the satisfaction of the Public Works department;
10. Environmental Reserve Easement (ERE) agreement to be fully executed and registered by Right of Way Plan, concurrent with the Plan of Survey, to the satisfaction of the County;
11. Public Reserve: to be provided by cash in lieu of land based on \$32,880.00 per acre on account of 10% of the two 4.25 +/- acre proposed parcels, as per the Municipal and School Reserves section of the Municipal Government Act and the County's Public Reserve Policy (adopted April 18/96) with reserves for the balance of Ptn: NE 18-22-01-W5M to be deferred by caveat along with the 0.50 acres previously deferred, minus the 9.09 +/- acre to be provided as Environmental Reserve Easement;
12. Applicant to provide addressing requirements to the satisfaction of the County's GIS department;
13. Landowners are to pay all arrears of taxes on the existing parcels prior to finalization of the subdivision and;
14. Submission of subdivision endorsement fees.

## **APPENDICES**

### **APPENDIX A - MAP SET:**

LOCATION MAP  
HALF MILE MAP - LAND USE  
HALF MILE MAP - PARCEL SIZES  
ORIGINAL SITE PLAN  
SITE PLAN DRAWING SET PROVIDED BY APPLICANT  
ORTHO PHOTO

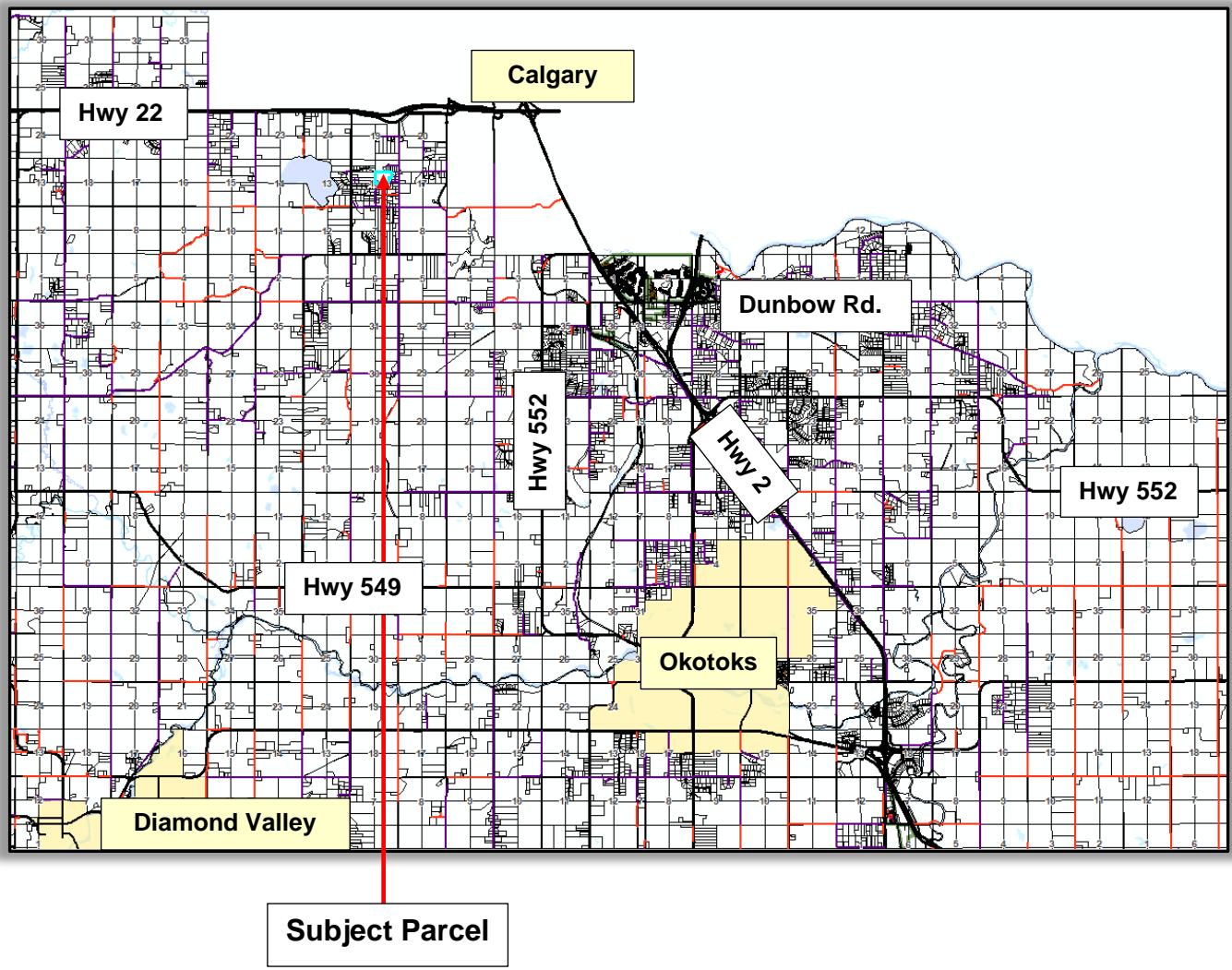
### **APPENDIX B:**

APPLICANT'S AGENTS SUPPORTING DOCUMENTATION

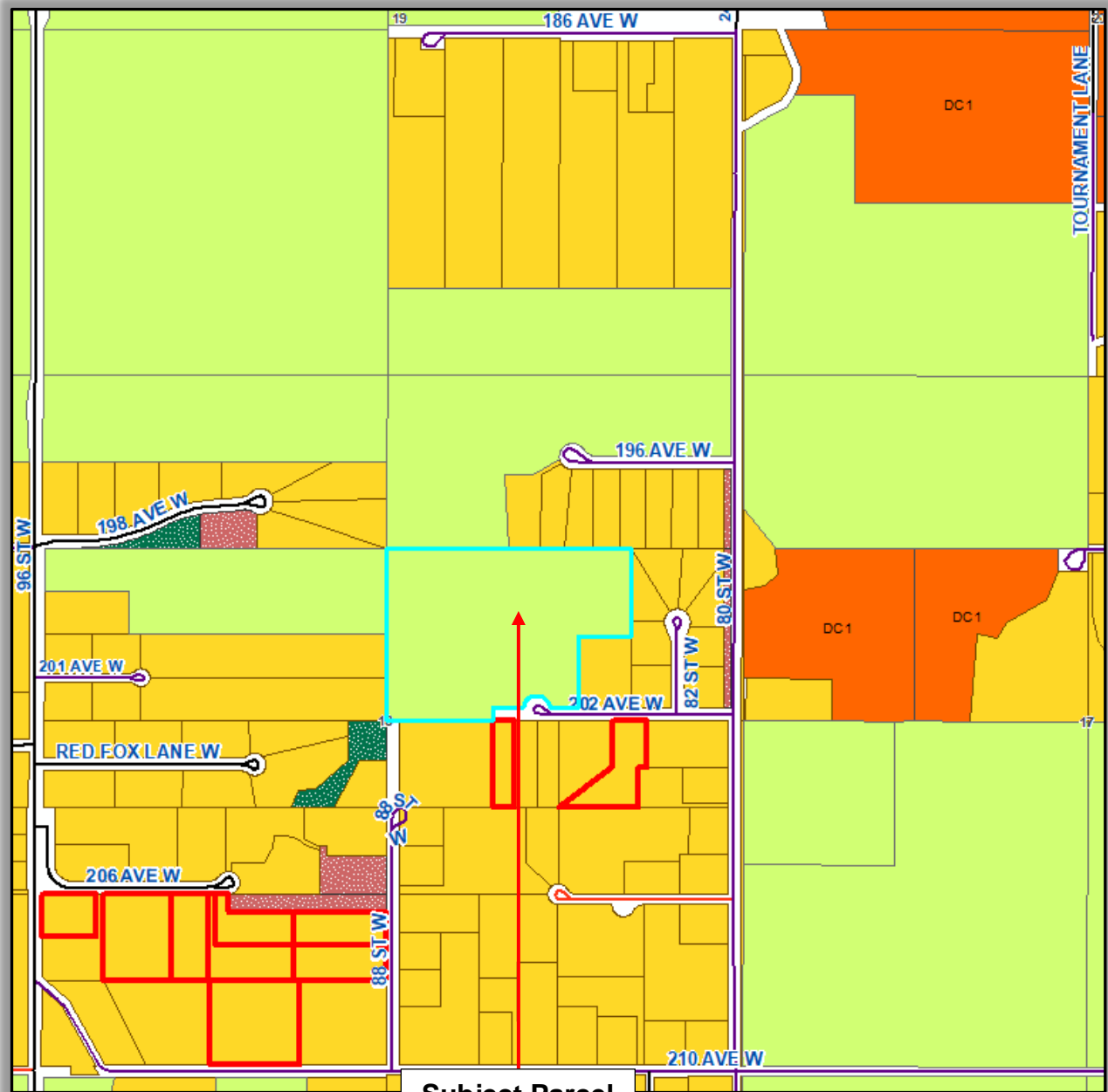
### **APPENDIX C:**

PUBLIC RESERVE AMOUNT FOR SUBDIVISION

**APPENDIX A: LOCATION MAP**



# APPENDIX A: LAND USE MAP

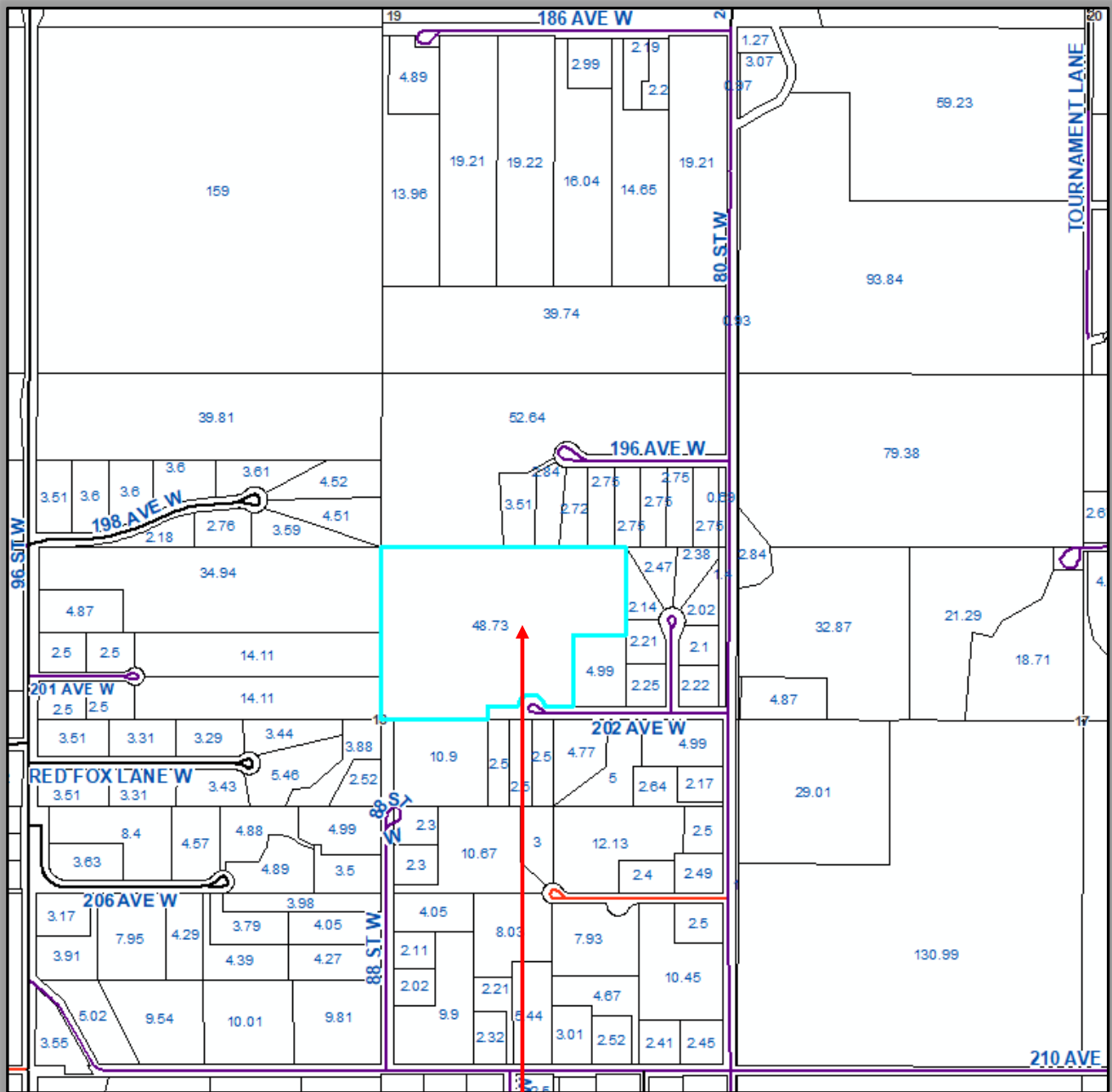


**Subject Parcel**

## Legend

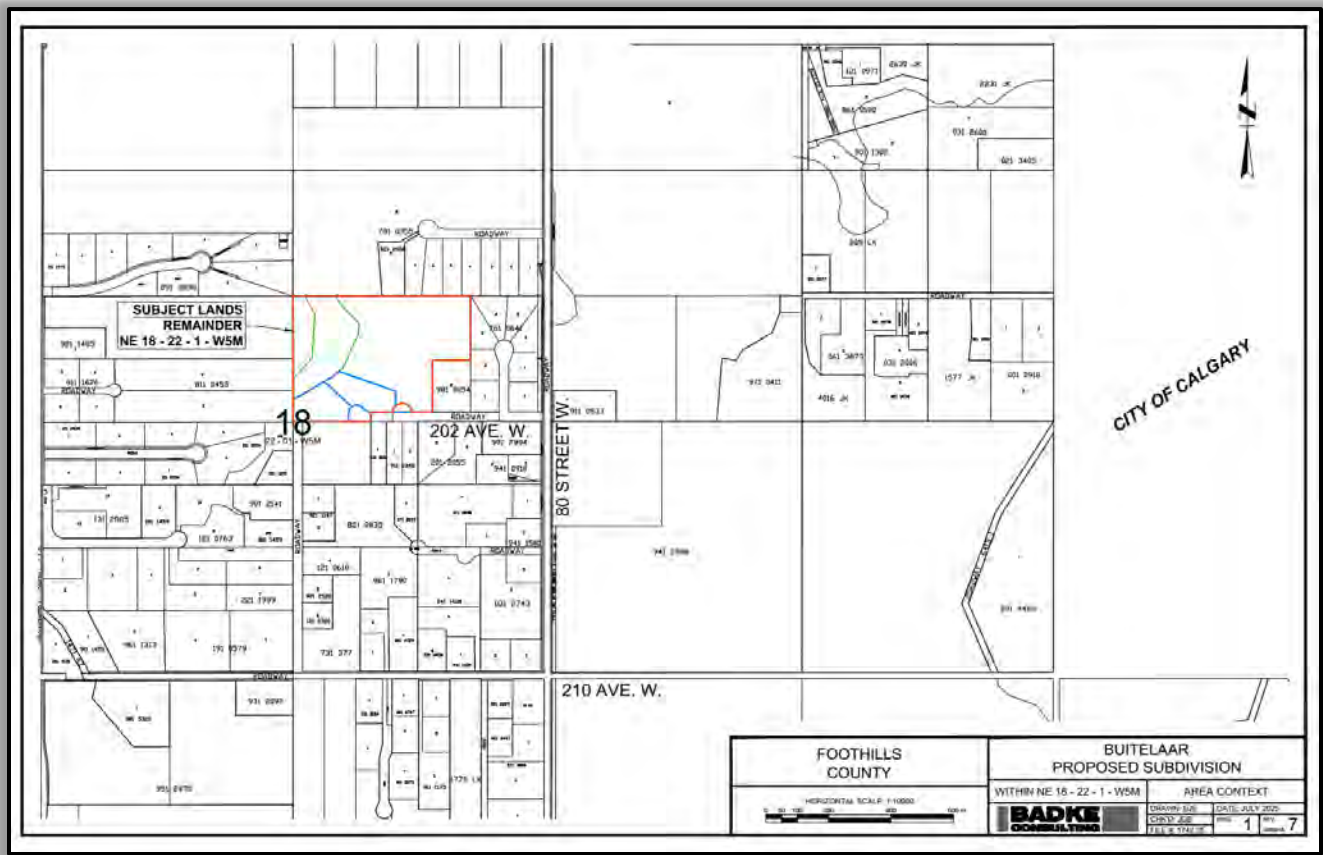
- |                                  |                                  |                                      |
|----------------------------------|----------------------------------|--------------------------------------|
| Hard Surface (Chip/oil)          | CR- Country Residential          | MR- Municipal Reserve                |
| Gravel                           | CRA- Country Residential Sub A   | MLR- Municipal Land/Reserve District |
| Developer Pavement               | DC - Direct Control              |                                      |
| Pavement                         | BP- Bussiness Park               |                                      |
| Flood Hazard Protection District | RB- Rural Business               |                                      |
| In Transition                    | INR- Natural Resource Extraction |                                      |
| A- Agricultural                  | EP- Environmental Protection     |                                      |
| AA- Agricultural Sub A           | ER- Environmental Reserve        |                                      |

**APPENDIX A: LOT SIZES MAP**

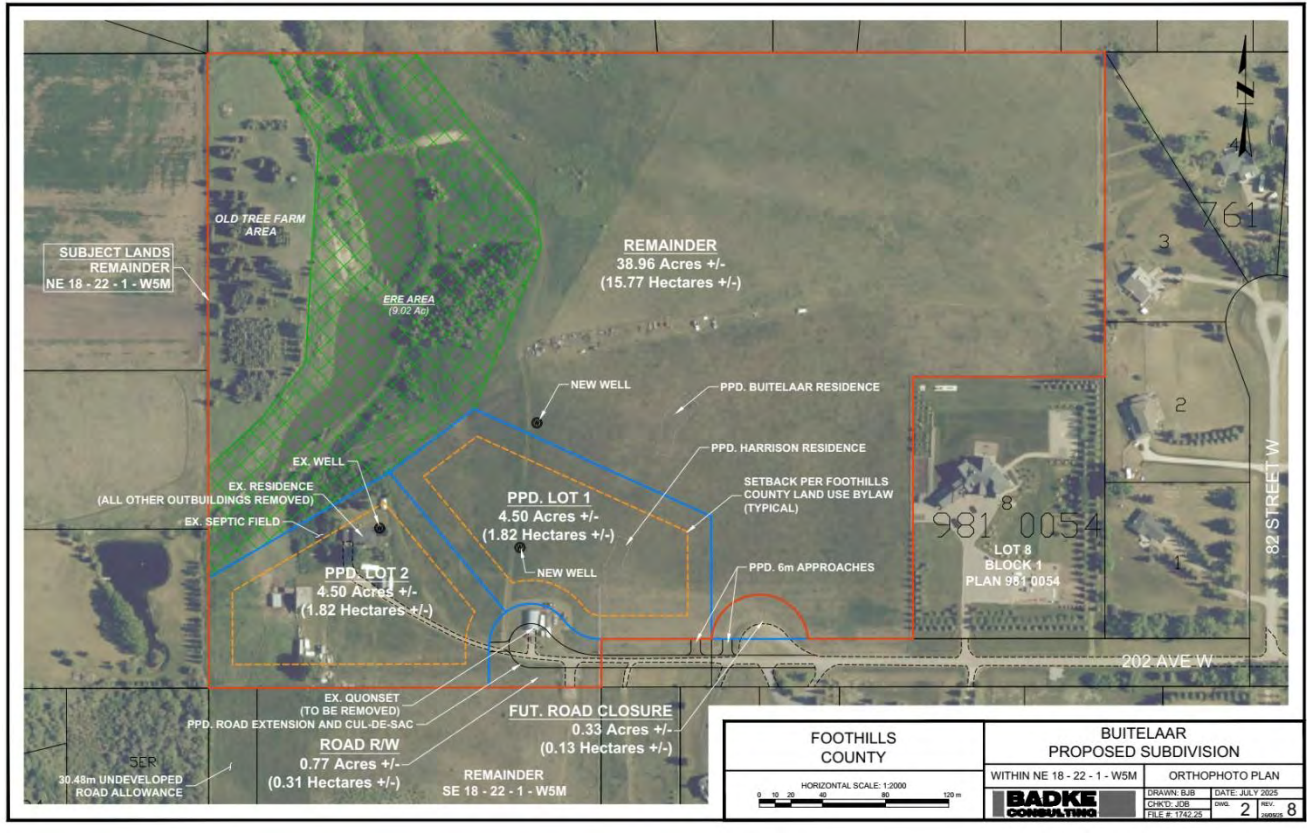


**Subject Parcel**

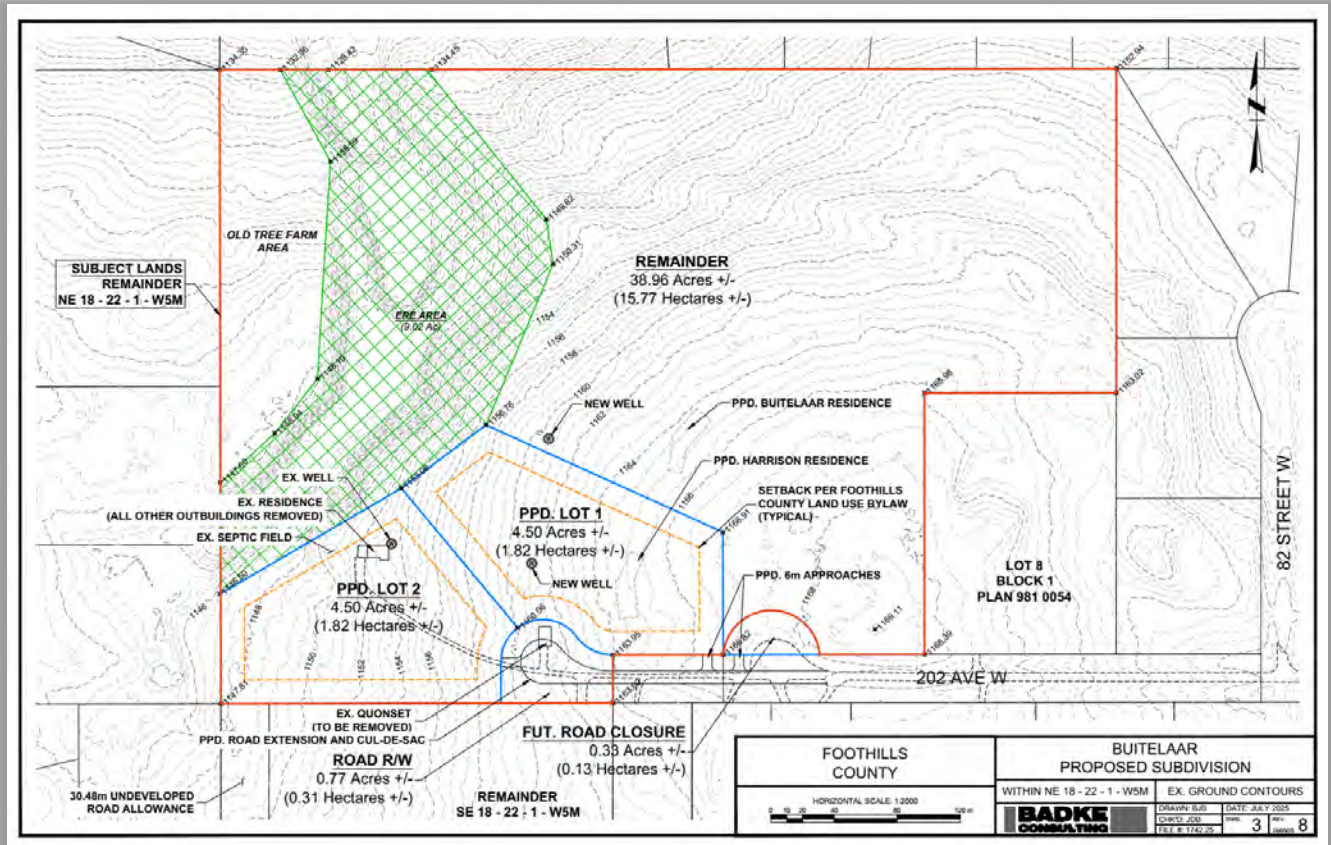
**APPENDIX A: APPLICANTS SITE PLAN DRAWING SET**



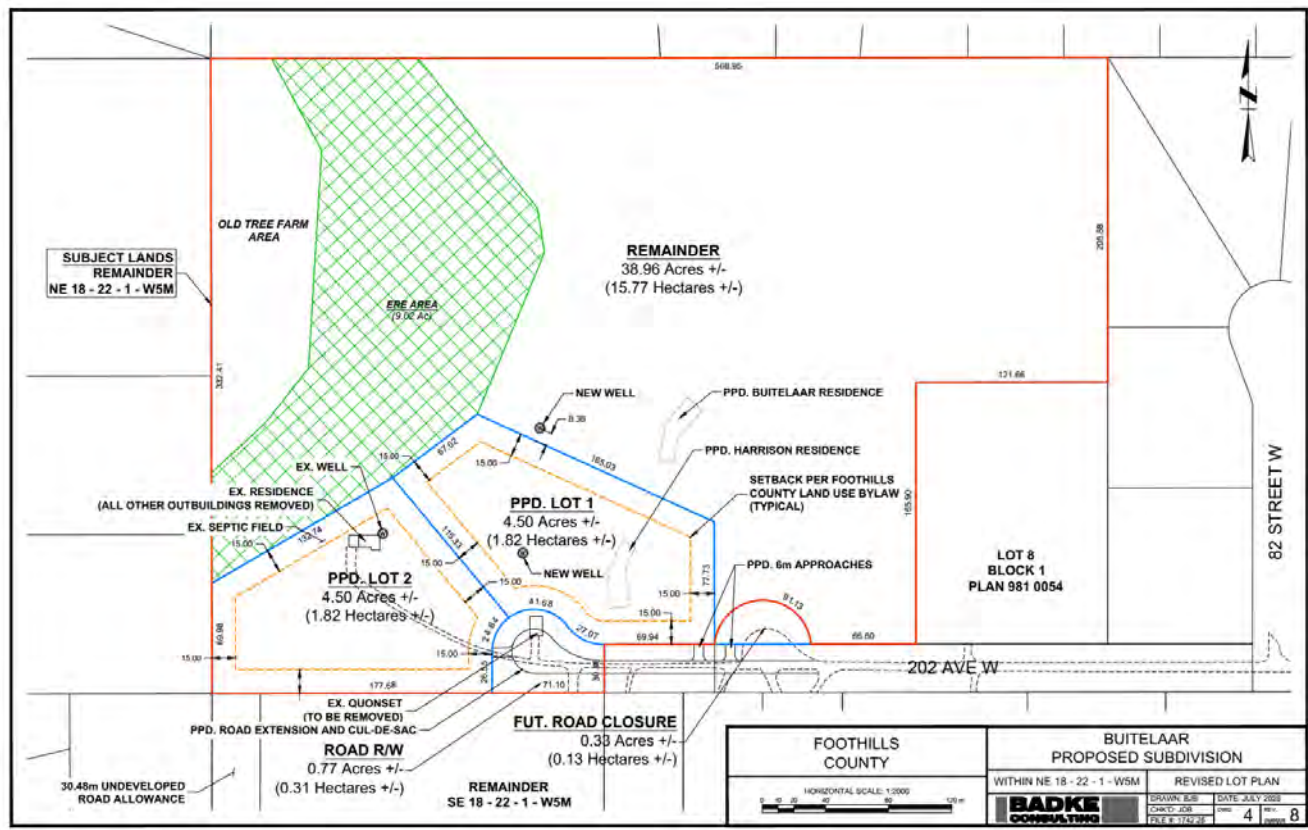
**APPENDIX A: SITE PLAN DRAWING SET**



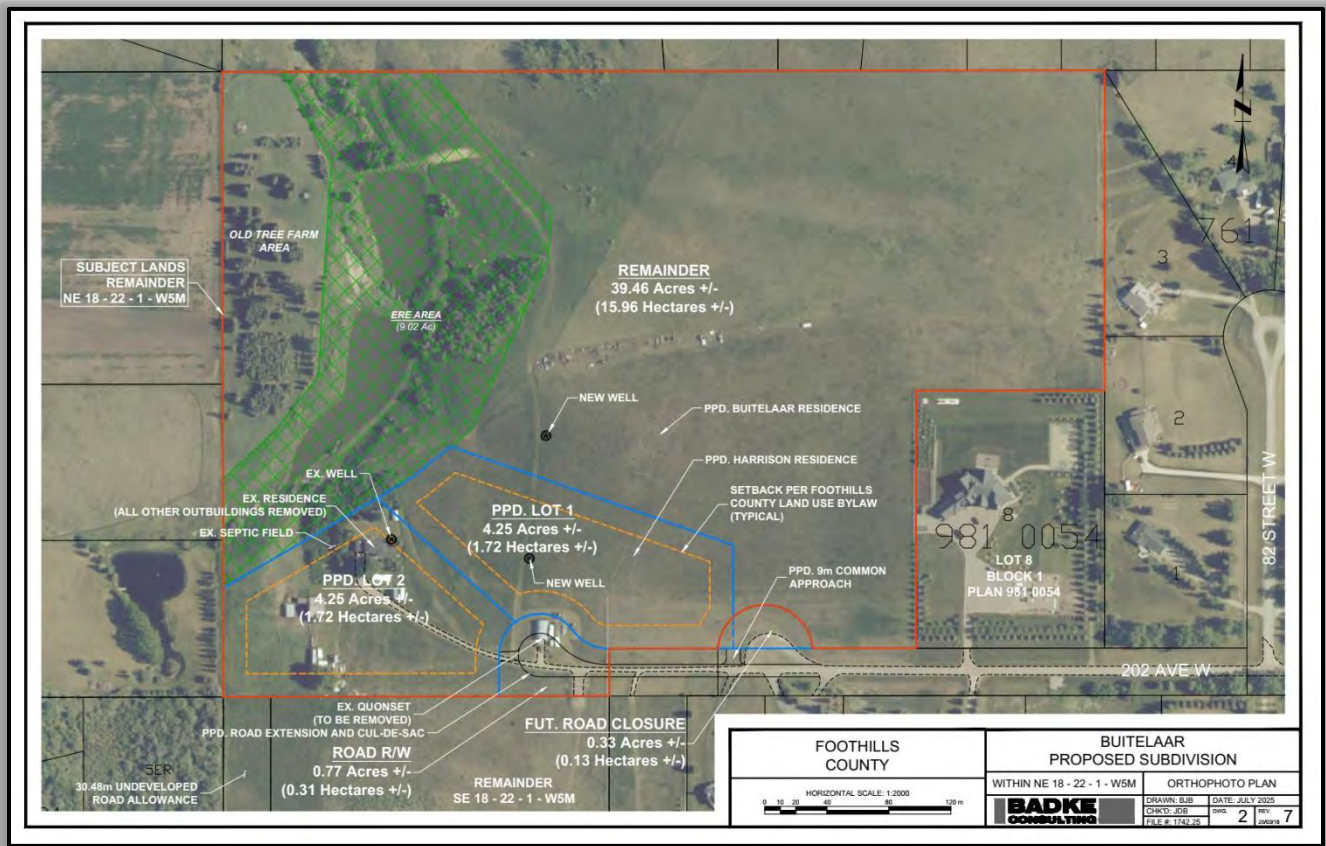
# APPENDIX A: SITE PLAN DRAWING SET



# APPENDIX A: SITE PLAN DRAWING SET



# APPENDIX A: SITE PLAN DRAWING SET



APPENDIX A: ORTHO PHOTO



# Proposed Subdivision

Remainder NE½ Sec. 18 - 22 - 1 - W5M

Prepared By:



Civil Engineering · Planning · Surveying

Prepared For:

Marlen and Susan Buitelaar, Landowners

March 2026

## Contents

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Area Context .....	D
Subject Lands .....	E
Legal Description.....	E
Zoning .....	E
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Proposed CR-A Lots.....	F
Tree Farm Area .....	G
Environmental Reserve Easement Area.....	G
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Development Rationale for Proposed Subdivision .....	I
Planning Guidance .....	I
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The Buitelaars acquired the Subject Lands with the intention of developing the property to allow for the construction of their new family residence on one lot while enabling close family friends to construct their own new residence on an adjacent lot. Their subdivision is being proposed on a 48.73-acre portion of rural land south and west of the City of Calgary within Foothills County, Alberta.



The proposed subdivision is comprised of 2 new Country Residential Sub-District “A” parcels and an Agricultural District remainder parcel. For the foreseeable future, there are no plans to develop the remainder parcel.

### **Location**

The lands on which the Buitelaar subdivision is proposed, are located in the Northeast 1/4 Section 18, Township 22, Range 1, West of the 5<sup>th</sup> Meridian. These lands are located approximately 2 kilometers south and west of the City of Calgary, south of Stoney Trail and west of 80<sup>th</sup> Street, as shown on the included Context Plan (Dwg. 1).

### **Area Context**

Located in the north-central region of Division 5, the subdivision is proposed within an area of Foothills County characterized by substantial Country Residential parcels interspersed with agricultural quarters and remainders. Stoney Trail and 80th Street are the principal transportation corridors in the surrounding area, situated to the north and east of the subject property. The region features undulating to hummocky terrain, including areas of moderate to high relief.

| D

## Subject Lands

### Legal Description

The Subject Lands are legally described as:

MERIDIAN 5 RANGE 1 TOWNSHIP 22  
SECTION 18  
THE SOUTH 1320 FEET IN PERPENDICULAR WIDTH  
THROUGHOUT OF THE NORTH EAST QUARTER  
CONTAINING 32.4 HECTARES (80 ACRES) MORE OR LESS  
EXCEPTING THEREOUT:  
PLAN NUMBER            HECTARES            (ACRES) MORE OR LESS  
ROAD 8296JK            0.208            0.515  
SUBDIVISION 7610641    9.02            22.30  
SUBDIVISION 9110348    1.19            2.94  
SUBDIVISION 9810054    2.02            4.99  
SUBDIVISION 0310106    0.214            0.53

The lands encompass 19.748-hectares (48.725-acres) more or less and stand in the name of Marlen and Susan Buitelaar. The current Certificate of Title, number **251 133 094**, for these lands is included.

### Zoning

During its February 4, 2026, meeting, Foothills Council gave 1<sup>st</sup> reading to Bylaw 03/2026 authorizing redesignation of two 4.25-acre parcels of Ptn. NE 18-22-01 W5M from Agriculture (A) district to Country Residential Sub-District "A" (CR-A).

Adjacent properties predominantly comprise Country Residential holdings of varying densities, with some fragmented Agricultural use. The proposed development aligns with both the established and anticipated land use patterns in the region.

### Description of the Subject Lands

The Subject Lands are situated within a quarter section that has been fragmented by historical subdivision, bounded by internal road 202<sup>nd</sup> Avenue to the south and private titled lands to the west, north and east. The parent quarter section has been subdivided over the years into individual Country Residential acreages and estates. The included orthophoto plan, Dwg 2, shows the lands as they were in July 2024, which is representative of the lands as they are at current, except for removed old outbuildings and general property cleanup.

The Subject Lands are located at the north-westerly high point of a landmass that drops in elevation to the west, north and east. A local drainage course valley system, originating to the south-west, runs through the property's west / north-westerly portions, draining to the north. This drainage course has been historically dammed in 4 locations, 2 off-site and up-gradient to the south-west and 2 within the Subject Lands. These dams result in ponding areas that have been in place for a significant period of time, providing habitat to local flora and fauna.

Situated to the west of the drainage course and ponds, is a roughly rectangular piece of land about 3.5-acres in size, that has been historically utilized for minor tree-farming purposes (the "tree farm" area). The 2 existing dams provide access across to the west.

E

### **Tree Farm Area**

As noted above, an area historically utilized for minor tree farming pursuits is located to the west of the drainage course and ponds. Trees of various type and ages remain growing in the tree farm area, of which the Buitelaar's intend on making some use of for landscaping within the proposed parcels. Use of this area will be private in nature, with the intention of harvesting existing trees for personal landscaping purposes only. Since the existing trees are established and there are no plans for new plantings, water use for irrigation is not required.

### **Environmental Reserve Easement Area**

In order to provide protection for the existing drainage course and pond area, and its adjacent habitat and slopes, a 9.02-acre Environmental Reserve Easement (ERE) area is proposed. The ERE area encompasses the entirety of the drainage area, to the top of the 15% or greater portions of adjacent slopes. The ERE area is proposed to be contained within the remainder parcel, as it was determined to be undesirable to have the proposed CR lot lines cross the drainage course and pond area without the possibility of direct access.

As noted above, the Buitelaar's would like to maintain access to the tree farm area to the west of the drainage course and ponds. In order to allow for this, we propose an Environmental Reserve Easement agreement that contains provisional clauses to allow for a single "residential" use access to be maintained by provision of an appropriate Foothills County Development Permit, complete with relevant engineering conditions.

### **Subdivision Servicing**

#### **Access**

The Subject Lands are partially bounded on the south by internal road 202<sup>nd</sup> Avenue West, 202<sup>nd</sup> Avenue contains a hard-surfaced municipal road, with an existing graveled cul-de-sac. West of the cul-de-sac, 202<sup>nd</sup> Avenue continues as a narrower gravel surfaced road, servicing existing Country residential parcels to the south, as well as the existing building site on the subject lands and proposed Lot 1. We note that an approach has been constructed to provide access to the remainder of the SE 18-22-1-W5M from the existing private driveway. Currently, this approach crosses through the private subject lands without easement.

#### **Road Extension and New Cul-de-sac**

With this application, the landowner is proposing to extend and upgrade 202<sup>nd</sup> Avenue west of the existing cul-de-sac to meet County standards, including constructing a new cul-de-sac to the west at the end of the proposed road extension and removing the existing cul-de-sac, as shown on the attached drawings. Access to proposed Lot 1 and the remainder lands are proposed by way of 9m wide common approach. Access to Lot 2 is proposed by way of a 6m wide single approach. The existing steel quonset falls within the proposed road right of way, and as such, will be removed prior to road construction.

It is noted that historical planning decisions have allowed further subdivision south of 202<sup>nd</sup> Avenue and west of the existing cul-de-sac without road upgrades being completed. As well, the above noted remainder of the SE 18-22-1-W5M currently has no direct legal access – the existing approach on its north side crosses private land and there is no developed access to its south.

9.2 Contains a water table and soils suitable for the construction of a residence and the wastewater disposal system to be utilized.

9.3 Does not exceed 15% in slope unless a report has been submitted to the satisfaction of the MD, prepared by a qualified Professional which indicates that the developable area is suitable for residential construction.

9.4 Meets the setback requirements of the appropriate district in the Land Use Bylaw.

9.5 Is considered developable by the Subdivision Authority.

Based on review of the proposed development area, we make the following observations and conclusions relating to the MDP Residential Policy 9:

- The proposed parcels are not subject to the development restrictions created by sour gas or other natural resource extraction, flooding, hazardous lands, landfills, transfer stations, sewage lagoons;
- The proposed parcels appear well drained and, likely to contain soils suitable for onsite private sewage disposal;
- Adequate building sites are available set back 30 meters or greater from the top of slopes exceeding 15%;
- The allowable building envelopes meeting appropriate setback requirements per the Land Use Bylaw are shown on the attached drawings;
- No significant constraints or concerns have been identified on the subject lands that negatively impact developability.

### Development Rationale for Proposed Subdivision

The Subject Lands are located just west of 80<sup>th</sup> Street and south of Stoney Trail, allowing easy access to Foothills County, the City of Calgary and Okotoks for employment and shopping. As evidenced from the numerous Country Residential parcels in the region, this area is attractive for Country Residential development given the suitable topography, good drainage and ease of access to urban centres and regional transportation routes.

### Planning Guidance

#### MDP 2010

We have viewed the proposed subdivision in light of the criteria outlined in the Agricultural and Residential sections of the Foothills County Municipal Development Plan 2010 (MDP) and provide the following comments:

- The land uses within the region are generally mixed Country Residential and Agricultural. The proposed Country Residential uses contemplated with this application are compatible with current and future surrounding uses.
- Extensive agricultural uses on the lands are not suitable due to topography and parcel size constraints.
- The proposed parcels contain gentle topography that contain building sites well suited for Country Residential development.

## **Buitelaar Lands – Subdivision**

Within PTN NE ¼ 18-22-1-W5M

March 2026

Revised May 2026

- The creation of the proposed lots is not expected to have negative environmental impact on the subject or surrounding lands. Dedication of Environmental Reserve easement area protects significant drainage and habitat areas.

### **Growth Management Strategy**

The subject lands are located in the Central District as outlined in the Foothills Growth Management Strategy (GMS). Section 4.5 of the GMS titled "Managing Growth in the Central District" identifies the Central District as the district that will accommodate the majority of the County's future growth and development.

Significant Country Residential development within the surrounding area has occurred over the years and its location near major transportation routes, City of Calgary and Okotoks makes the Subject Lands ideal for additional development.

### **Closure**

We thank you for your consideration and trust we have provided sufficient information for Council's approval of this application. Please feel free to contact the undersigned should you require any additional information or have any questions.

Sincerely,

Badke Consulting Ltd.



Jeff Badke, Principal Consultant

cc. Marlen and Susan Buitelaar, Landowner

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# APPENDIX C: PUBLIC RESERVE AMOUNT FOR SUBDIVISION

## INTEROFFICE MEMORANDUM

DATE: May 28, 2026

TO: Planning Department

FROM: Assessment Department

### Public Reserve Amount For Subdivision


File No: F2201-18NE  
 Legal: NE-18-22-1-5  
 Subject: Buitelaar, Roll #2201187500  
 Parcel Size: 48.73 acres  
 Mkt Zone: 1  
 Trees: Improved Few Mature Trees  
 Views: Clear PMV/PCIV  
 River/Creek:

### CONCLUSION

Based on the following sales, the fair market value for a 48.73 acre parcel in this area is: **\$32,880** per acre.

Sale	Mz	Qr	Sec	Twp	Rge	M	Sale Date	Acres	Sale Price	Time Adj	Time Adj Sale Price	Loc Adj	Size Adj	Trees Adj	View Adj	River/Creek Adj	Final Adjusted Sale Price	Indicated Price Per Acre For 48.73 Acs
1	2	NW	08	21	01	5	Apr-26	39.09	\$1,380,000	1.00	\$1,380,000	1.49	1.11	40000	279526		\$2,601,908	\$53,394
2	22	SW	29	21	01	5	Aug-24	40.16	\$965,000	1.03	\$993,950	1.31	1.10	40000	279526		\$1,751,808	\$35,949
3	22	SW	32	21	01	5	Apr-26	74.00	\$1,015,000	1.00	\$1,015,000	1.31	0.79	40000	279526		\$1,369,950	\$28,113
4	16	NW	18	22	04	5	Apr-26	43.18	\$925,000	1.00	\$925,000	1.94	1.06	-10000	279526	-131666	\$2,040,030	\$41,864
5	2	NW	15	21	03	5	Sep-25	58.49	\$770,000	1.00	\$770,000	1.46	0.91	40000	279526		\$1,342,548	\$27,551
6	23	NE	06	20	29	4	Oct-24	43.02	\$600,000	1.00	\$600,000	1.78	1.06	10000	279526		\$1,421,606	\$29,173
7	22	NE	04	22	03	5	Nov-24	33.50	\$855,000	1.00	\$855,000	1.31	1.19	-10000	279526		\$1,602,386	\$32,883

**SUBDIVISION APPROVING AUTHORITY ITEM  
PLANNING AND DEVELOPMENT REPORT TO COUNCIL  
SUBDIVISION APPROVAL  
June 10<sup>th</sup>, 2026**

<b>REQUEST FOR SUBDIVISION APPROVAL</b>		
<b>APPLICATION INFORMATION</b>	<b>FILE NO. F2101-29SW</b>	
	<b>LEGAL DESCRIPTIONS:</b> Plan 7410201, Block 1, PTN: SW 29-21-01-W5M	
	<b>LANDOWNERS:</b> Eric Doyon	
	<b>AREA OF SUBJECT LANDS:</b> 40.16 acres	
	<b>CURRENT LAND USES:</b> Country Residential Sub-District "A" and Agricultural District	
<b>PROPOSAL:</b> Subdivision of one (1) 7.62 +/- acre Country Residential Sub-District "A" lot with 1.68 acres of Environmental Reserve Easement along the west boundary of the 32.53 +/- acre Agricultural District balance parcel.		
<b>DIVISION NO:</b> 5	<b>COUNCILLOR:</b> Alan Alger	<b>FILE MANAGER:</b> Theresa Chipchase

**EXECUTIVE SUMMARY**

**Summary of Proposal**

Requesting approval from the Subdivision Approving Authority for the application which proposes the subdivision of one (1), 7.62 +/- acre Country Residential Sub-District "A" lot, with 1.68 acres of ERE along the west boundary of the 32.53 +/- acre balance parcel, all within Plan 7410201, Block 1, PTN: SW 29-21-01-W5M.

**PREVIOUS COUNCIL DIRECTION**

**May 21<sup>st</sup>, 2025** – application approved by Council granting first reading to Bylaw 35/2025, under the following motion:

*"Bylaw 35/2024 was introduced into the meeting to authorize the redesignation of an 8.5 +/- acre portion of Plan 7410201, Block 1; Ptn. SW 29-21-01 W5M from Agricultural District to Country Residential District in order to allow for the future subdivision of one 8.50 +/- acre Country Residential District lot with an approximate 31.66 +/- acre Agricultural District balance parcel and 6.5 +/- acres of Environmental Reserve Easement registered over the drainage area within the balance parcel.*

*In consideration of the criteria noted within Agricultural Policy 5 of the MDP2010, Council is of the opinion that the lands are suitable for the intended use and 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.*

*The new 8.50 +/- acre parcel shall be Country Residential Sub-District "A" to ensure that the recommendations and restrictions as outlined in the septic disposal evaluation, lot grading/drainage plan and building envelopes (provided as conditions of subdivision) 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 and a*

\$5,000.00 deposit as a pre-release condition to ensure compliance of all conditions of the development permit are required.

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

1. Landowners to fully execute and comply with all requirements as outlined within the Municipal Development Agreement for the purposes of lot grading/drainage plans, and payment of the community sustainability fee, and any other necessary municipal and on-site improvements as required by Council and/or the Public Works department;
2. Applicant to provide a revised site plan that illustrates the access to the proposed parcel to the satisfaction of the public works department, including the removal of the field access. In addition, the site plan must show the parcel sizes with the ERE within the balance parcel.
3. Proof of adequate water supply is to be provided in accordance with the Municipal Water Policy for the proposed 8.50 +/- acre lot, to the satisfaction of the County;
4. Septic Disposal Evaluation to be provided for the proposed 8.50 +/- acre lot, in accordance with Part 2 Section 6(4)(b) of the Matters Related to Subdivision and Development Regulation, to the satisfaction of the Public Works department, as a condition of subdivision;
5. Site Plan to be provided, which identifies building envelopes for the proposed 8.50 +/- acre lot, which meet the requirements as outlined in Policy 9 under the Residential section of the MDP2010 and Section 17 of the Matters Related to Subdivision and Development Regulation, to be provided to the satisfaction of the Public Works department, as a condition of subdivision;
6. Lot Grading / Drainage Plans to be provided for the subject lands, to the satisfaction of the Public Works department, as a condition of subdivision;
7. Final redesignation application fees to be submitted; and
8. Submission of an executed subdivision application and the necessary fees.

That Bylaw 35/2025 be given first reading.”

**June 10<sup>TH</sup>, 2026, Bylaw 35/2025** - Council gave third and final reading to Bylaw 35/2025 with amendments under the following motion:

Bylaw 35/2025 was reintroduced into the meeting to authorize the redesignation of a 7.62 +/- acre portion of Plan 7410201, Block 1; Ptn. SW 29-21-01 W5M from Agricultural District to Country Residential District in order to allow for the future subdivision of one 7.62 +/- acre Country Residential District lot with an approximate 32.53 +/- acre Agricultural District balance parcel and 1.68 +/- acres of Environmental Reserve Easement registered over the drainage area within the balance parcel.

In consideration of the criteria noted within Agricultural Policy 5 of the MDP2010, Council is of the opinion that the lands are suitable for the intended use and 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.

The new 7.62 +/- acre parcel shall be Country Residential Sub-District "A" to ensure that the recommendations and restrictions as outlined in the septic disposal evaluation, lot grading/drainage plan and building envelopes (provided as conditions of subdivision) are

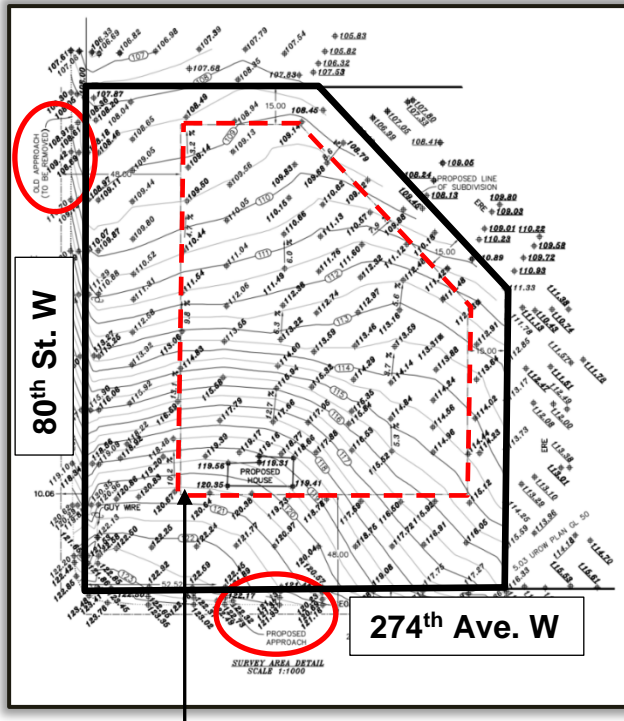
complied with to the satisfaction of the Public Works department. A completion certificate by a Professional Engineer verifying that all aspects of the noted reports have been met and a \$5,000.00 deposit as a pre-release condition to ensure compliance of all conditions of the development permit are required.

## SITE CONSIDERATIONS

### Location

The subject parcel is located 15.0 kilometres northwest of the Town of Okotoks, 6.0 kilometres north of Highway 549, and 4.0 kilometers west of Highway 552 and is directly north of 274<sup>th</sup> Avenue West and directly east of 80<sup>th</sup> Street West.

### Access and Building Envelopes



Building envelope indicated by red dotted line

### External

Council requested, as part of the motion granting first reading to Bylaw 35/2025, that the applicant show removal of the existing approach connecting the proposed 7.62 +/- acre lot to 80<sup>th</sup> Street West and further, to show the new approach to the 7.62 +/- acre lot proposed on the south side of the parcel connecting to 274<sup>th</sup> Avenue West.

The site plan was also to provide a building envelope for the new lot that is to be in compliance with Policy 9 of the County's Municipal Development Plan. The building envelope for the proposed lot as well as the approaches are shown on the partial site plan to the left.

## Servicing Considerations

### Water

The Developer has provided a groundwater well for the proposed lot at 1.9 IPGM, which meets the requirements of the Municipal Water Policy.

### Wastewater

The Country Residential Sub-District "A" lot is proposed to provide wastewater treatment with the installation of an individual on-site sewage disposal system in accordance with the Alberta Private Sewage Treatment System Reporting, which Council and Public Works acknowledged with the approved land use, to be provided as a condition of the subdivision.

## Environmental Considerations



The property contains a drainage channel which separates the parcel into two distinct pieces. The applicant proposed to protect the drainage channel, along with 12 meters on both the east and west sides of the channel, with an Environmental Reserve Easement. Council requested the Environmental Reserve Easement be included solely within the balance parcel as part of a revised site plan, which the applicant has provided. The revised site plan has been attached as part of Appendix A of this staff report.

## Pertinent Site Considerations

### Physiography

The parcel has a continuous slope from its lowest point along the west boundary to its highest along the east boundary. The lands outside of those currently disturbed for the new residence on the site, are cropland, which is farmed in conjunction with additional lands north and east of the applicant, excepting out a wide shallow drainage area near the western boundary which contains native grasses, willow, and some buckbrush. No water persists within the drainage, however the area provides a drainage channel, containing vegetation which provides natural filtration through the channel, which travels north from the applicant's property into a creek system and ponds on lands adjacent to the applicant to the north, northeast.

The yard site to be retained within the 32.53 +/- acre balance parcel contains a residence, a shop, and a horse shelter.

## RESERVE DEDICATION

### Environmental Reserve / 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, or natural drainage, and/or are subject to flooding or are 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. 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.

Further to this, Section 663(a), (b) and (c), provides that should the subdivision be the first parcel out of a quarter section, be larger than 16 hectares, smaller than 0.8 hectares, or reserves have

already been provided, that Environmental Reserve or Environmental Reserve Easement “may” not be required.

The applicants have proposed to provide 1.68 +/- acres of Environmental Reserve Easement over the drainage channel that is to be retained with the balance of the parcel, in support of Section 664 of the Municipal Government Act.

**Municipal Reserve**

The applicant’s 40.16 acre title includes a deferred reserve caveat registered on the property in 1974.

The Subdivision Approving Authority may choose to require the reserves owing to be provided by cash in lieu of land for the proposed 7.62 +/- acres, in accordance with Section 666 of Division 8 Reserve Land, Land for Roads and Utilities section of the Municipal Government Act and the County’s Public Reserve Policy Adopted April 18<sup>th</sup>, 1996, with reserves to be deferred on the balance parcel excepting out those lands to be provided as Environmental Reserve Easement.

<b>CIRCULATION REFERRALS</b>	
<b>REFEREE</b>	<b>COMMENTS</b>
<b>INTERNAL</b>	
Public Works	<p>Public Works provided the following recommendations as conditions of the subdivision:</p> <ul style="list-style-type: none"> <li>• 5 meters of road acquisition adjacent to the north boundary of 274<sup>th</sup> Avenue West, along the entire south boundary of the existing title and 5 metres of road acquisition adjacent to the east boundary of 80<sup>th</sup> Street West, along the entire west boundary of the existing title.</li> <li>• PSTS</li> <li>• Lot Grading/Overland Drainage Plan</li> <li>• Building Envelopes</li> </ul> <p>Public Works provides the following additional comments:</p> <ul style="list-style-type: none"> <li>• The approach to the 7.28 acre parcel is to be 60m or more from the intersection of 80<sup>th</sup> Street West and 274<sup>th</sup> Avenue West and will require a beveled culvert and the approach is to be constructed to County standards.</li> <li>• The approach in the northwest corner of the lot along 80<sup>th</sup> Street is required to be removed as only one approach is permitted on parcels under 10 acres.</li> <li>• The approach to the balance parcel was approved by public works and built in 2024.</li> <li>• The top of bank for the drainage area is to be determined by survey and incorporated within the lot drainage plan.</li> </ul> <p>As per the County’s Land Use Bylaw, the top of bank means the upper valley break line or the line defining the uppermost or most obvious topographical discontinuity in slope distinguishing between the upper plateau and the valley wall.</p> <ul style="list-style-type: none"> <li>• Building envelopes are to include setbacks from the ERE.</li> </ul>
GIS/Mapping	No concerns

<b>CIRCULATION REFERRALS</b>	
<b>EXTERNAL</b>	
FortisAlberta	We have reviewed the plan and determined that no easement is required by FortisAlberta.
ATCO Energy Systems	Right of ways will be required for the gas mains within the property and should be 2.4 metres wide if provided for the sole use of ATCO, and 3.5 metres if shared with other shallow utilities. Please note, all costs associated with obtaining the right of way will be borne by the developer/owner.
TELUS	Thank you for including TELUS in your circulation. At this time, TELUS has no concerns with the proposed activities.
<b>PUBLIC</b>	
Landowners (Adjacent)	No letters received prior to the filing of this staff report.

**REQUEST OF THE SUBDIVISION APPROVING AUTHORITY**

The Subdivision Approving Authority may choose to approve the subdivision of one (1) 7.62 +/- acre Country Residential Sub-District “A” lot with 1.68 acres of Environmental Reserve Easement along the west boundary of the 32.53 +/- acre Agricultural District balance parcel.

The Subdivision has been evaluated in terms of Section 654 of the Municipal Government Act and Section 9 of the Matters Related to Subdivision and Development Regulation and therefore it is recommended that the application be approved as per the tentative plan for the following reasons:

- The application is consistent with Section 9 of the Matters Related to Subdivision and Development Regulation and;
- The subject lands have the appropriate land use designations.

In their consideration of the criteria noted in the Residential Policy of the MDP2010, Council is of the opinion the lands are suitable for the intended use and are compatible with the surrounding area and that it falls within the density provisions and lot size restrictions within the County’s Land Use Bylaw.

Further, in accordance with Sections 654 and 655 of the Municipal Government Act, the application is approved subject to the following conditions:

1. Subdivision to be effected by Plan of Survey, pursuant to Section 657 of the Municipal Government Act, or such other means satisfactory to the Registrar of the South Alberta Land Titles District;
2. It is the applicant’s responsibility to provide a Real Property Report or an ‘as built’ drawing signed and sealed by an Alberta Land Surveyor, certifying the location of water wells within the boundaries of the appropriate properties and the adjacent municipal road(s) and that the site plan is surveyed according to municipal setback requirements;
3. Completion of all pre-release conditions as noted in the executed Municipal Development Agreement to the satisfaction of the County and where applicable the appropriate external agencies. These conditions include:
  - a. Payment of the \$11,300 per new lot Community Sustainability Fee;
  - b. Submission of all necessary engineering review fees;

- c. All utility right of way agreements, easements, licenses and installation requirements to be provided to the satisfaction of the County and utility companies.
4. All accesses to be located and culverts and approaches to be installed to current Municipal subdivision road construction standards, to the satisfaction of the Public Works department;
5. Lot Grading / Drainage Plans to be provided for the subject lands, to the satisfaction of the Public Works department;
6. Septic Disposal Evaluation to be provided for the 7.62 +/- acre Country Residential Sub-District "A" lot, in accordance with Part 2 Section 6(4)(b) of the Matters Related to Subdivision and Development Regulation, to the satisfaction of the Public Works department;
7. Site plan to be provided which identifies building envelopes for the new 7.62 +/- acre Country Residential Sub-District "A" lot which meets the requirements as outlined within Policy 9 of the Residential section of the MDP2010, to the satisfaction of the Public Works department;
8. Lot Grading/Drainage Plans to be provided for the subject lands, to the satisfaction of the Public Works department;
9. Public Reserve: Pursuant to the Municipal and School Reserves section of the Municipal Government Act and the County's Public Reserve Policy (adopted April 18/96) reserves are to be provided by cash in lieu of land based on \$21,750.00 per acre on account of 10% of the 7.62 +/- acre Country Residential Sub-District "A" lot, with reserves to be deferred on the 32.53 +/- acre Agricultural District balance parcel, accepting out those lands to be registered as Environmental Reserve Easement;
10. Environmental Reserve Easement (ERE) agreement to be fully executed and registered by Right of Way Plan, concurrent with the Plan of Survey, to the satisfaction of the County;
11. Discharge of caveat registration no. 731 072 589, in favour of updated road acquisition agreements, to be registered by caveat, for the provision of five metres of road widening along the full west boundary of the 7.62 +/- acre Country Residential Sub-District "A" lot and the full south boundary of the 7.62 +/- acre Country Residential Sub-District "A" lot, and five metres of road widening along the full south boundary of the 32.53 +/- acre Agricultural District balance parcel, to the satisfaction of the Public Works department;
12. Landowners are to pay all arrears of taxes on the existing parcels prior to finalization of the subdivision and;
13. Submission of subdivision endorsement fees.

## **APPENDICES**

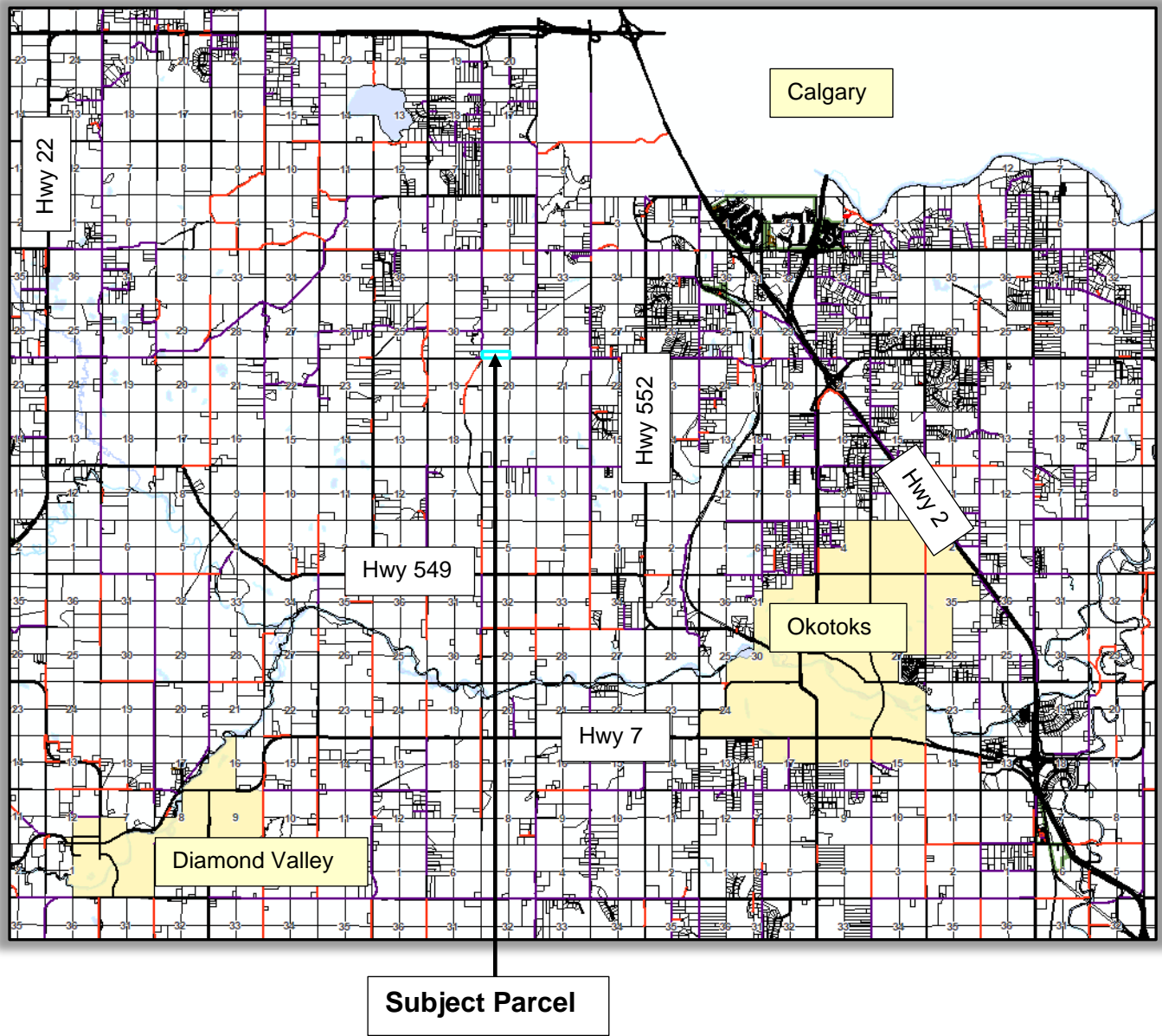
### **APPENDIX A - MAP SET:**

LOCATION MAP  
 LAND USE MAP  
 LOT SIZES MAP  
 SITE PLAN  
 ORTHO PHOTO

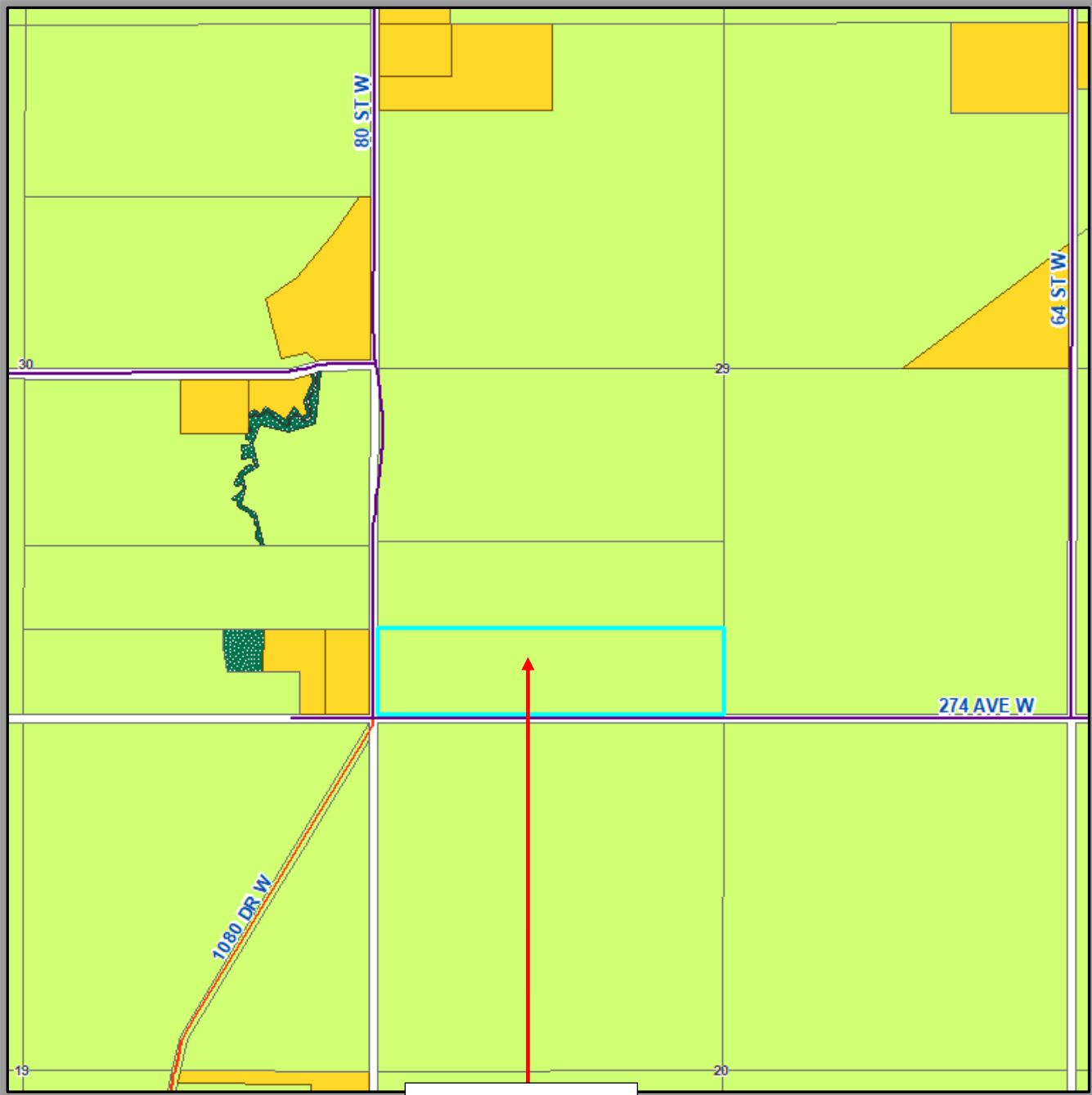
### **APPENDIX B:**

PUBLIC RESERVE AMOUNT FOR SUBDIVISION

**APPENDIX A: LOCATION MAP**



# APPENDIX A: LAND USE MAP

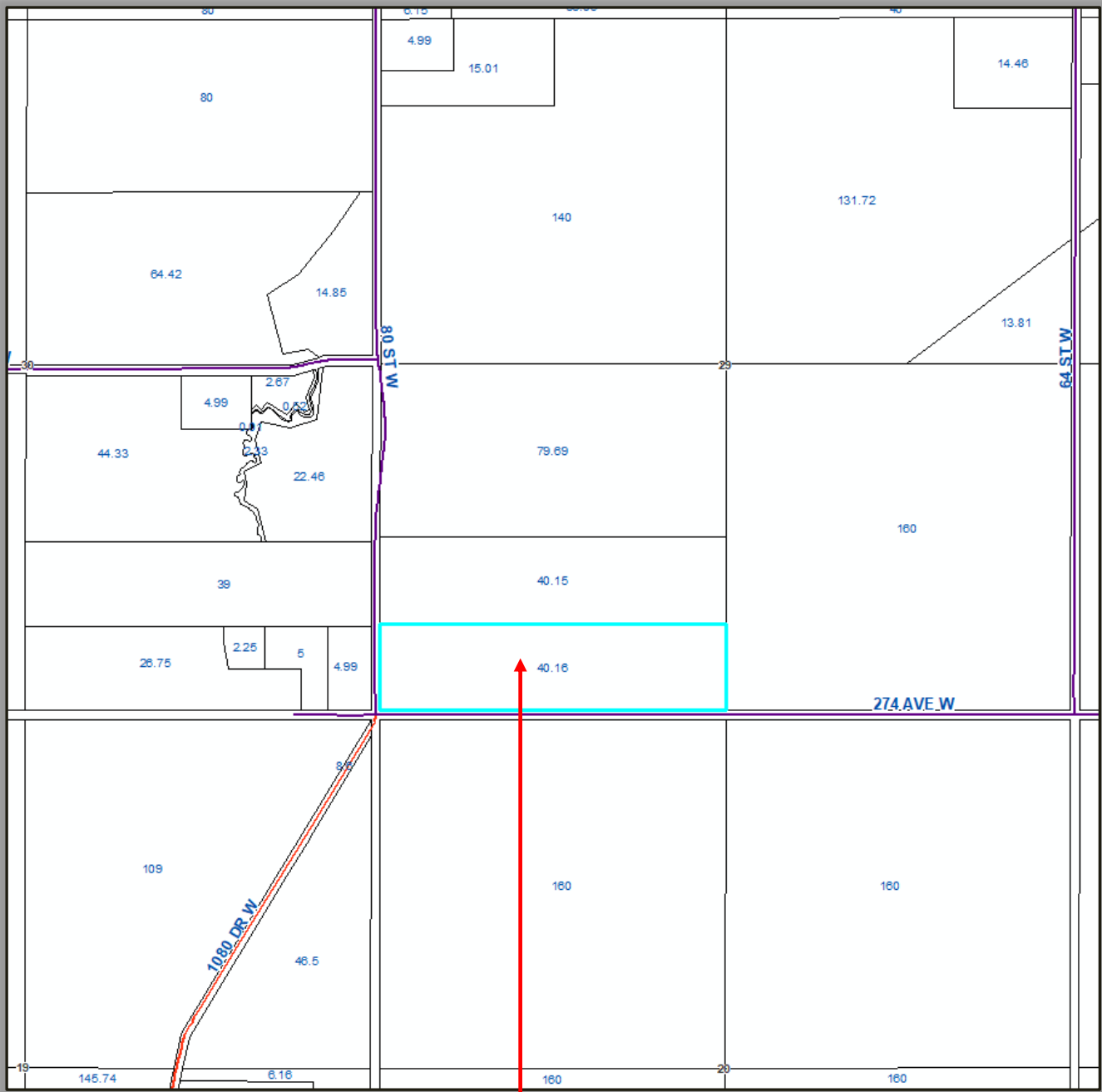


**Subject Parcel**

## Legend

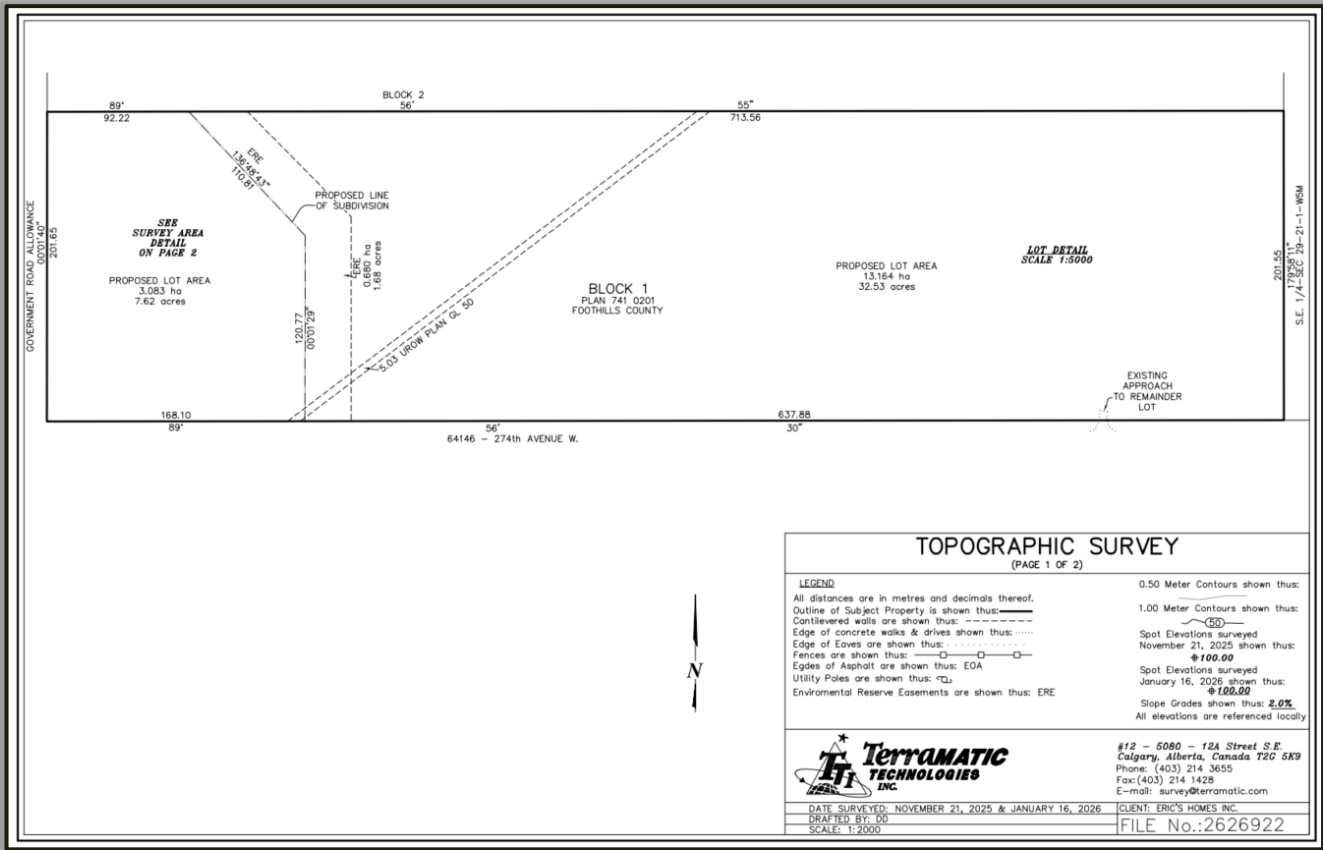
- |                                  |                                  |                                      |
|----------------------------------|----------------------------------|--------------------------------------|
| Hard Surface (Chip/oil)          | CR- Country Residential          | MR- Municipal Reserve                |
| Gravel                           | CRA- Country Residential Sub A   | MLR- Municipal Land/Reserve District |
| Developer Pavement               | DC - Direct Control              |                                      |
| Pavement                         | BP- Bussiness Park               |                                      |
| Flood Hazard Protection District | RB- Rural Business               |                                      |
| In Transition                    | INR- Natural Resource Extraction |                                      |
| A- Agricultural                  | EP- Environmental Protection     |                                      |
| AA- Agricultural Sub A           | ER- Environmental Reserve        |                                      |

**APPENDIX A: LOT SIZES MAP**



**Subject Parcel**

# APPENDIX A: SITE PLAN



APPENDIX A: ORTHO PHOTO



# APPENDIX B: PUBLIC RESERVE AMOUNT FOR SUBDIVISION

## INTEROFFICE MEMORANDUM

DATE: May 28, 2026

TO: Planning Department

FROM: Assessment Department

### Public Reserve Amount For Subdivision

File No: F2101-29SW  
 Legal: SW-29-21-1-5 Plan 7410201 Block 1  
 Subject: Doyon, Roll #2101292510  
 Parcel Size: 40.16 acres  
 Mkt Zone: 22  
 Trees:  
 Views: Partial Country View  
 River/Creek:

### CONCLUSION

Based on the following sales, the fair market value for a 40.16 acre parcel in this area is: **\$21,750** per acre.

Sale	Mz	Qr	Sec	Twp	Rge	M	Sale Date	Acres	Sale Price	Time Adj	Time Adj Sale Price	Loc Adj	Size Adj	Trees Adj	View Adj	River/Creek Adj	Final Adjusted Sale Price	Indicated Price Per Acre For 40.16 Acs
1	2	NW	08	21	01	5	Apr-26	39.09	\$1,380,000	1.00	\$1,380,000	1.14	1.01				\$1,588,932	\$39,565
2	22	SW	29	21	01	5	Aug-24	40.16	\$965,000	1.03	\$993,950	1.00	1.00				\$993,950	\$24,750
3	22	SW	32	21	01	5	Apr-26	74.00	\$1,015,000	1.00	\$1,015,000	1.00	0.72				\$730,800	\$18,197
4	16	NW	18	22	04	5	Apr-26	43.18	\$925,000	1.00	\$925,000	1.48	0.97	-50000		-100660	\$1,177,270	\$29,314
5	2	NW	15	21	03	5	Sep-25	58.49	\$770,000	1.00	\$770,000	1.11	0.83				\$709,401	\$17,664
6	23	NE	06	20	29	4	Oct-24	43.02	\$600,000	1.00	\$600,000	1.36	0.97	-30000			\$761,520	\$18,962
7	22	NE	04	22	03	5	Nov-24	33.50	\$855,000	1.00	\$855,000	1.00	1.08	-50000			\$873,400	\$21,748

**SUBDIVISION APPROVING AUTHORITY ITEM  
PLANNING AND DEVELOPMENT REPORT TO COUNCIL  
BOUNDARY ADJUSTMENT AND SUBDIVISION APPROVAL  
June 10<sup>th</sup>, 2026**

REQUEST FOR BOUNDARY ADJUSTMENT AND SUBDIVISION APPROVAL		
APPLICATION INFORMATION	FILE NO. F2228-07SW	
	<b>LEGAL DESCRIPTIONS:</b>	
	<ol style="list-style-type: none"> <li>1. PTN: SW 07-22-28-W4M</li> <li>2. Plan 1111914, Block 1, Lot 6, PTN: SW 07-22-28-W4M</li> </ol>	
	<b>LANDOWNERS:</b>	
	<ol style="list-style-type: none"> <li>1. Dan and Susan Killam</li> <li>2. John Callister</li> </ol>	
	<b>AGENT:</b> Jennifer Dobbin, Dobbin Consulting Inc.	
<b>AREA OF SUBJECT LANDS:</b>		
<ol style="list-style-type: none"> <li>1. 31.45 acres</li> <li>2. 4.50 acres</li> </ol>		
<b>CURRENT LAND USES:</b>		
<ol style="list-style-type: none"> <li>1. Agricultural Sub-District "A" and Country Residential Sub-District "A"</li> <li>2. Country Residential District</li> </ol>		
<b>PROPOSALS:</b>		
<b>PTN: SW 07-22-28-W4M</b>		
Subdivision of one (1) 2.55 +/- acre Country Residential Sub-District A lot with a 28.72 +/- acre Agricultural District balance remaining.		
<b>CONCURRENT WITH:</b>		
<b>Plan 1111914, Block 1, Lot 6, PTN: SW 07-22-28-W4M</b>		
Boundary adjustment which proposes to subtract 0.83 acres from Plan 1111914, Block 1, Lot 6 decreasing this property from 4.50 acres to 3.65 +/- acres and which proposes to add 0.83 acres to the proposed new 2.55 +/- acre lot within Ptn. SW 07-22-28-W4M increasing it from 2.55 +/- acres to 3.38 +/- acres, to accommodate a panhandle to the new lot, providing the lot with legal physical access to a developed municipal road (80 <sup>th</sup> St. E).		
<b>DIVISION NO: 6</b>	<b>COUNCILLOR:</b> John Callister	<b>FILE MANAGER:</b> Theresa Chipchase

**EXECUTIVE SUMMARY**

**Summary of Proposal**

Requesting approval from the Subdivision Approving Authority for the application which proposes the subdivision of one 2.55 +/- acre Country Residential Sub-District "A" parcel, leaving a 28.72 +/- acre Agricultural Sub-District "A" balance parcel with a boundary adjustment that is to remove 0.83 +/- acres from Plan 1111914, Block 1, Lot 6, PTN: SW 07-22-28-W4M and to add 0.83 +/- acres to the proposed 2.55 +/- acre lot within the SW 07-22-28-W4M, in order to provide direct access for the new 2.55 +/- acre lot, to a municipal roadway (80<sup>th</sup> Street East).

The boundary adjustment would increase the size of the proposed lot from 2.55 +/- acres to 3.38 +/- acres and would reduce the size of Plan 1111914, Block 1, Lot 6, PTN: SW 07-22-28-W4M from 4.50 acres to 3.65 +/- acres.

## PREVIOUS COUNCIL DIRECTION

**March 25<sup>th</sup>, 2026, Bylaw 10/2026** – Council granted granting first reading approval to Bylaw 10/2026 under the following motion:

*“Bylaw 10/2026 was introduced into the meeting to authorize redesignation of a 2.55 +/- acre portion of Ptn. SW 07-22-28-W4M from Agricultural Sub-District “A” to Country Residential District to allow the future subdivision of one (1) 2.55 +/- acre Country Residential District lot, and future boundary adjustment of 0.83+/- acres, with an approximate 28.72 +/- acre Agricultural Sub-District “A” balance parcel.*

*In their consideration of the criteria noted within Agricultural Policy 5 of the MDP2010, Council is of the opinion that the lands are suitable for the intended use and 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.*

*The new lot will be designated as Country Residential Sub-District ‘A’ to ensure that the recommendations and restrictions as outlined in the wetland assessment and impact report (CIMA+), building envelopes, lot grading plans, comprehensive site drainage plan, septic disposal evaluations and high water table testing (provided as conditions of subdivision) 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 and a \$5000.00 deposit as a pre-release condition to ensure compliance of all conditions of the development permit will be required.*

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

- 1. Landowners to fully execute and comply with all requirements as outlined within the Municipal Development Agreement for the purpose of grading, drainage and payment of the community sustainability fee, as required by Council and the Public Works department;*
- 2. Proof of adequate water supply to be provided for both the proposed and balance parcels, in accordance with the Provincial Water Act, to the satisfaction of the County;*
- 3. Comprehensive Site Drainage Plan to be provided for the subject lands, to the satisfaction of the Public Works department, as a condition of subdivision;*
- 4. Lot Grading Plan to be provided for proposed lot, to the satisfaction of the Public Works department, as a condition of subdivision;*
- 5. Geotechnical Report completed in accordance with Municipal standards to be provided for High Water Table Testing for the proposed lot, to the satisfaction of the Public Works department, as a condition of subdivision;*
- 6. Septic Disposal Evaluation to be provided for the proposed lot, in accordance with Part 2 Section 6(4)(b) of the Matters Related to Subdivision and Development Regulation, to the satisfaction of the Public Works department, as a condition of subdivision;*
- 7. Site plan to be provided which identifies building envelopes, for the proposed lot, which meet the requirements as outlined in Policy 9 under the Residential section of the MDP2010, to the satisfaction of the Public Works department, as a condition of subdivision;*
- 8. Engineered driveway to be provided for the proposed 2.55 +/- acre lot to be provided to the satisfaction of the Public Works department, as a condition of subdivision;*

9. *Acceptance of the new water well identified within the Class 2 wetland, on the proposed 2.55 +/- acre lot, to be provided to the satisfaction of Alberta Environment and Protected Areas and the County's public works department;*
10. *Applicant to comply with all requirements of the Alberta Environment and Protected Areas Water Act Approval, granted for disturbance to the Class 2 Wetlands, as noted within the CIMA+ Wetland Assessment and Impact Report, in conjunction with the Horizon Surveys site plan. Compliance is to be provided to the satisfaction of Alberta Environment and Protected Areas, as a condition of development permit;*
11. *Final redesignation application fees to be submitted; and*
12. *Submission of an executed subdivision application and the necessary fees."*

**June 3<sup>rd</sup>, 2026, Bylaw 10/2026** - Council gave third and final reading to Bylaw 10/2026 under the following motion:

*Bylaw 10/2026 was reintroduced into the meeting to authorize redesignation of a 2.55 +/- acre portion of Ptn. SW 07-22-28-W4M from Agricultural Sub-District "A" to Country Residential District to allow the future subdivision of one (1) 2.55 +/- acre Country Residential District lot, and future boundary adjustment of 0.83 +/- acres, with an approximate 28.72 +/- acre Agricultural Sub-District "A" balance parcel.*

*In their consideration of the criteria noted within Agricultural Policy 5 of the MDP2010, Council is of the opinion that the lands are suitable for the intended use and 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.*

*The new lot will be designated at Country Residential Sub-District 'A' to ensure that the recommendations and restrictions as outlined in the wetland assessment and impact report (CIMA+), building envelopes, lot grading plans, comprehensive site drainage plan, septic disposal evaluations and high water table testing (provided as conditions of subdivision) 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 and a \$5000.00 deposit as a pre-release condition to ensure compliance of all conditions of the development permit will be required.*

## **SITE CONSIDERATIONS**

### **Location**

The subject parcel is located directly east of 80<sup>th</sup> Street East, 1.5 kilometres north of Dunbow Road, 1.0 kilometre south of the Bow River, approximately 8.5 kilometres northeast of Highway 2, and is 2 kilometres east and outside of the Intermunicipal Development Plan area between the City of Calgary and Foothills County.

### **Access**

Access to the proposed lot is to be provided with a 15 meter wide panhandle that is to be acquired through the boundary adjustment with the adjacent landowner to the west.

Access to the balance is to continue to be provided by a driveway that has been constructed within a 30 meter wide access right of way surveyed out of the applicant's title as Road in 2011. The private driveway through this access right of way currently provides access to three additional existing lots, all three of the lots and the applicant's balance connect through this driveway, to 80<sup>th</sup> Street East, at the western end of the right of way.

## **Servicing Considerations**

### **Water**

The applicants have drilled a water well that is to serve the new lot, with a Q20 report provided to the County for this well whereby the hydrogeologist has determined the well to be capable of meeting the requirements of the Provincial Water Act, providing 1.7 IPGM, in support of the new lot.

The applicants site plan, attached as part of Appendix A, also provides that the water well drilled for the proposed lot is located within a Class 2 wetland in the southwest corner of the lot, only 0.41 meters east of the southwest proposed boundary line.

The applicants are to ensure that the newly drilled well is fully contained within the boundaries of the new lot.

The applicants have provided confirmation from Alberta Environment regarding the water well within the identified wetland, whereby information provided by the applicant to their department has been accepted by AEPA Environmental Protection Officer Taisiya Chuchvaha as follows:

*“This work is a low impact activity and has no adverse impact on the wetland so the department will not pursue this further. Please keep in mind that for any future work to be conducted in the wetland boundary, please make sure that all of the activities are included in the approval application, and an Approval must be issued prior to work commencing.”*

Under the Provincial Water Act, the applicants additionally provided a Q20 report for the existing water well on the balance parcel which the hydrogeologist has determined to be capable of meeting the requirements of the Provincial Water Act, providing 1.4 IPGM, in support of the balance parcel.

### **Wastewater**

In support of the installation of a private sewage treatment system within the confines of the new lot, the applicants provided the County with a Level 3 PSTS report, completed by Prairie Geo Engineering, which provides a conventional tank and field is “marginally suitable due to limiting conditions imposed by soil conditions found at test hole locations.” Therefore, the report suggests a more feasible option would be a treatment mound receiving secondary treated effluent.

Setbacks as listed within the report provided by Prairie Geo Engineering for a septic system will need to be considered within the building envelope proposed for the new lot.

## **LAND USE BYLAW SETBACK CONSIDERATIONS**

The applicant has provided setbacks for all the structures currently located on both the lands to be subdivided, as well as those involved in the boundary adjustment, with a number of existing structures presently not in compliance with the County’s Land Use Bylaw, and further some existing structures that would not be in compliance with the County’s Land Use Bylaw, based on the creation of the new lot.

The section on the next page has been provided by staff, based on the applicant’s site plan, for the convenience of Council, in review of the existing structures with respect to the County’s setback requirements:

Existing structures within **Plan 1111914, Block 1, Lot 6, Ptn: SW 07-22-28-W4M** (future boundary adjustment) which would not meet the 15 metre setback requirements to the proposed panhandle for the new lot, as required within the Country Residential District of the County's Land Use Bylaw:

**Dwelling** – 10.87 metres from south boundary of proposed panhandle.

Existing structures within **SW 07-22-28-W4M (balance parcel)** which do not meet the 15 metre setback requirement to the existing property lines, as required within the Agricultural District of the County's Land Use Bylaw:

**Wood Shed 4.75 x 2.44** – 12.55 metres from west boundary, south of proposed panhandle.

**Wood Shed 2.42 x 4.71** – 6.21 metres from west boundary and 3.48 metres from north boundary of balance parcel.

**Wood Shed 4.79 x 2.49** – 11.32 metres from north boundary of balance parcel.

**Wood Shed 3.29 x 2.37** – 10.19 metres from west boundary of balance parcel.

**Sea Can 2.60 x 12.32** – 6.82 from west boundary of balance parcel.

**Second Sea Can - size and setback unknown** – Development permit required to retain second sea-can and to relax setbacks to second sea-can.

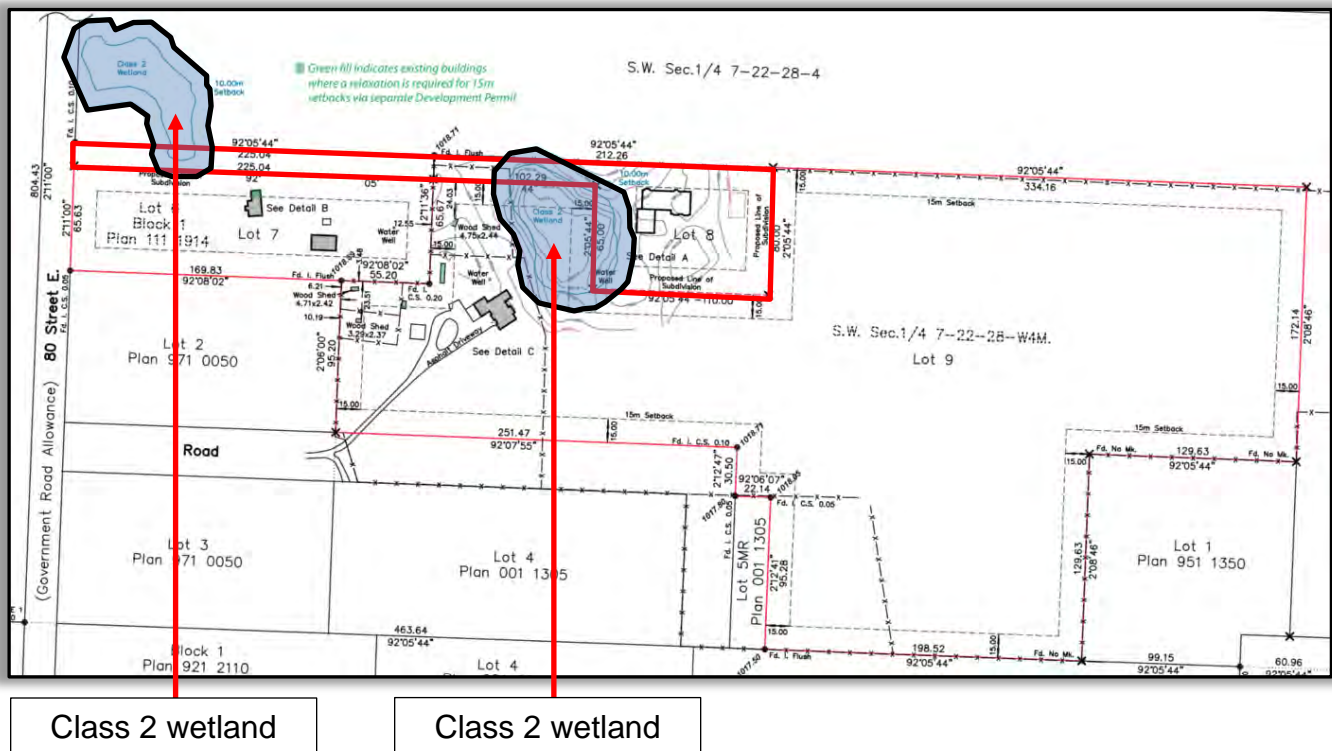
Setback proposed from the identified Class 2 wetlands, located within the **proposed parcel and the proposed panhandle through Plan 1111914, Block 1, Lot 6:**

Applicants have provided a 10 metre setback from the wetland boundary to any structure that is to be constructed on the parcel. With approval from Alberta Environment and Protected Areas for disturbance of the wetland for driveway construction through the panhandle and within the new lot, as well as the water well for the new lot within a wetland.

Council with first reading of the land use application, acknowledged those accessory buildings noted above, that would not meet the setback requirements within the Country Residential and Agricultural Districts of the County's Land Use Bylaw 60/2014, as located within Ptn. SW 07-22-28-W4M and Plan 1111914, Block 1, Lot 6, Ptn. SW 07-21-28-W4M (28.72 +/- acre balance parcel and 4.5 acre adjacent parcel), as well as the second sea-can identified to be in excess of that allowed for an Agricultural District parcel.

Council discussed that the landowner may choose to relocate or remove those structures identified not to meet County setback requirements which would require updates to the applicant's Real Property Report. Council further provided that if the structures are to remain, a complete application for Development permit, as a condition of subdivision, would be required.

## Environmental Considerations



### Wetlands

As provided above, Zoom Surveys Ltd. provided a site plan on behalf of the applicant. The site plan identifies the two Class 2 wetlands within the development area.

The Westerly Class 2 wetland, located within the proposed panhandle to the new lot, would be impacted by the construction of a driveway for the new lot.

The Easterly Class 2 wetland is adjacent to and partially within the applicant's proposed building envelope and would be impacted by the construction of a proposed roundabout at the eastern end of the driveway and the drilling of a new water well within its boundaries.

The site plan further identifies that a 10 metre setback from the established boundaries of the identified Class 2 wetland will be maintained for residential construction, in accordance with the Province's Stepping Back from the Water document, in accordance with Alberta Environment and Protected Areas (AEPA) permit approval DAUT00221413, for the proposed lot.

The following is an excerpt from the AEPA approval mentioned above, which approves the proposed disturbances for residential construction within portions of the identified wetlands:

*"Pursuant to the Water Act R.S.A. 2000, c. as amended, an Approval is issued to the Approval Holder (Dan Killam) to commence the following activities:*

*Placing, constructing, operating, maintaining, removing, disturbing works, in or on any land, water or water body;*

*Maintaining, removing, or disturbing ground, vegetation or other material in or on any land, water or water body;*  
*("the Activity")*

To permanently disturb 0.062 ha of two (2) wetlands for the purpose of constructing a new residence and associated access road subject to the attached terms and conditions.”

The AEPA approval further provides that the works are only allowed to proceed under the direction of the Killam Wetland Assessment and Impact Report – Prepared by CIMA+ dated February 28<sup>th</sup>, 2025.

### Biophysical Impact Assessment

Upon identifying wetlands within the proposed lot, the applicants consulted with Alberta Environment and Parks and provided their department with a Wetland Assessment and Impact Report executed by CIMA+, which identified the following:

*“The proposed development will have residual impacts after the mitigation measures (within the report) are implemented. These residual impacts are the loss of ephemeral waterbodies and loss or disturbance of wildlife. We conclude this residual impact to ephemeral waterbodies is not significant and that no replacement strategy is required in support of waterbody removal.*”

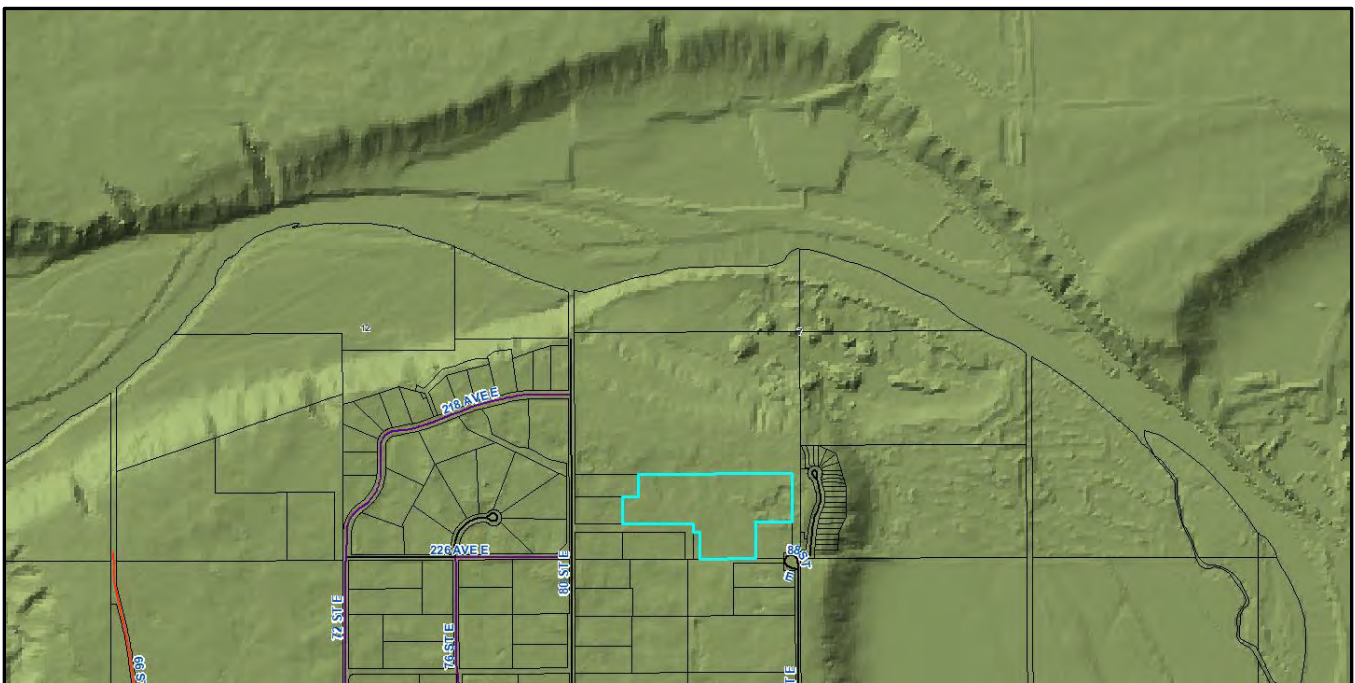
*“Wetland loss will be mitigated by providing wetland replacement through existing provincial approval processes under the Alberta Wetland Policy.”*

Alberta Environment and Parks accepted the report and provided approval to the wetland disturbance for the construction of a new residence and access road under Approval Number DAUT0022413. The provincial approval has been attached to this staff report as Appendix C.

Copies of the AEPA approval under Approval No. DAUT0022413, the CIMA Biophysical Impact Assessment and Biophysical Impact Assessment were provided to the County and reviewed by the County’s Public Works department. Public Works comments are provided within the Referral Considerations section of this staff report.

### Pertinent Site Considerations

#### Physiography



The property consists of low flat native grasslands with groves of scrub brush and willow throughout. A large pond is present along the southern boundary of what would be the balance parcel, which has increased and decreased over time with varying ground conditions throughout

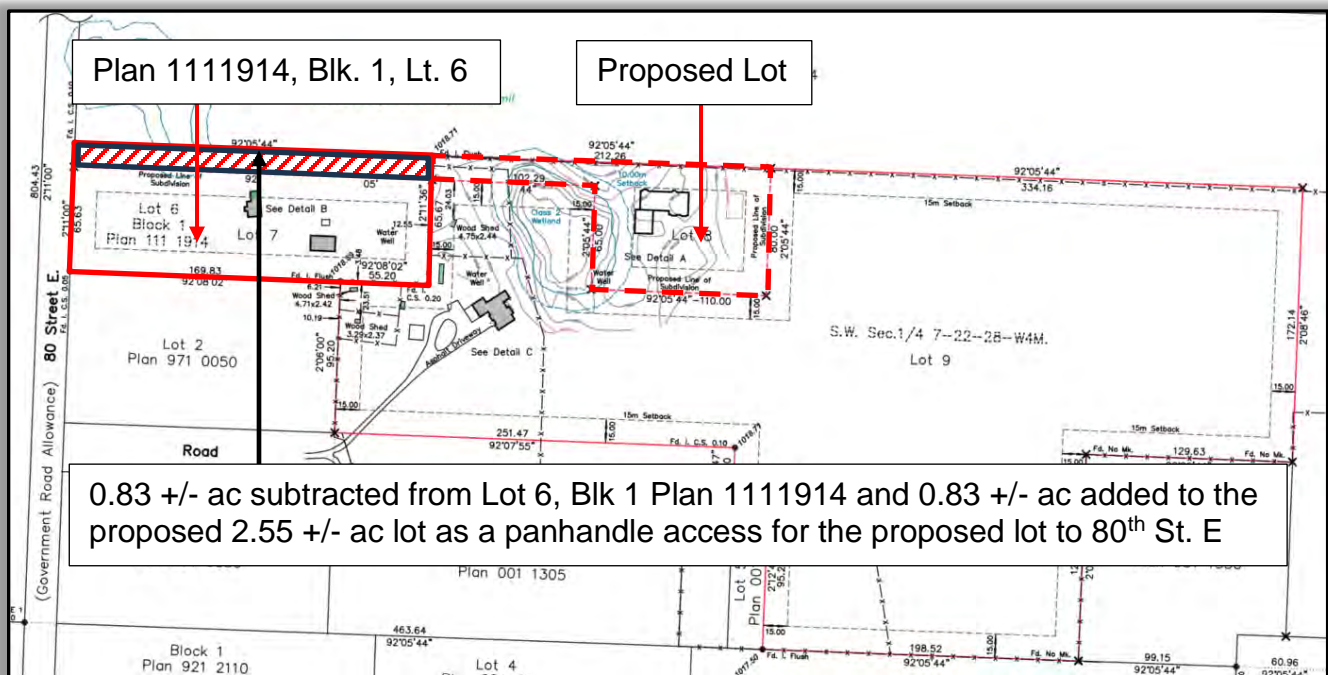
the years. There are also two identified Class 2 wetlands located within the proposed parcel, one within the proposed panhandle through the adjacent parcel and one within the panhandle and the east boundary of the proposed lot. There is also a graded area southeast of the residence that contains an outdoor riding arena.

## RESERVE DEDICATION

### Municipal Reserve

The applicant's 31.45 acre title includes a deferred reserve caveat registered on the property in 2011. The Subdivision Approving Authority may choose to require the reserves owing for the proposed 2.55 +/- acre lot, to be provided by cash in lieu of land in accordance with Section 666 of Division 8 Reserve Land, Land for Roads and Utilities section of the Municipal Government Act, and the County's Public Reserve Policy Adopted April 18<sup>th</sup>, 1996. Reserves are to be deferred by caveat for the remaining balance parcel, with reserves for Plan 1111914, Blk 1, Lot 6 (boundary adjustment) previously provided with past subdivision of the property in 2011.

## BOUNDARY ADJUSTMENT PROPOSAL



The subdivision application also proposes a boundary adjustment, as shown on the site plan above, between Plan 1111914, Block 1, Lot 6 and the proposed new 2.5 +/- acre lot, both of which are located within portions of the SW 07-22-28-W4M.

The adjustment is proposed to subtract 0.83 +/- acres from Plan 1111914, Block 1, Lot 6 and add 0.83 +/- acres to the proposed new lot in order to provide access for the new lot, to a developed county road, which in this case is 80<sup>th</sup> Street East.

The adjustment will reduce the size of Plan 1111914, Block 1, Lot 6 from 4.50 acres to 3.65 +/- acres and will increase the size of the proposed parcel from 2.55 +/- acres to 3.38 +/- acres.

<b>CIRCULATION REFERRALS</b>	
<b>REFEREE</b>	<b>COMMENTS</b>
<b>INTERNAL</b>	
Public Works	<p>Public Works recommends the following for the proposed lot:</p> <ul style="list-style-type: none"> <li>• High Water Table Testing for Foundation Design.</li> <li>• Septic Disposal Evaluation (PSTS).</li> <li>• Lot Grading/Overland Drainage Plan.</li> <li>• Building Envelopes.</li> <li>• Engineered Driveway Design to be provided due to the identified wetland within the proposed panhandle where the driveway is to be constructed.</li> <li>• Engineered Driveway construction is to be in compliance with the approved engineering design, as a condition of development permit.</li> <li>• Standard paved approach to be constructed to the proposed lot (80<sup>th</sup> Street East). Contact Public Works for inspection.</li> </ul> <p>The public works department also provides the following additional comments and requirements:</p> <p>The Alberta Environment and Protected Areas approval indicates that the allowed wetland disturbances shall only be in accordance with the Killam Wetland Assessment and Impact Report prepared by CIMA+, therefore confirmation of compliance with these reports is to be provided to the satisfaction of AEPA and the County as a condition of development permit.</p>
GIS/Mapping	No concerns
<b>EXTERNAL</b>	
FortisAlberta	We have reviewed the plan and determined that no easement is required by FortisAlberta.
ATCO Transmission	ATCO Transmission wishes to confirm we have no conflict as we have no high-pressure pipelines in the proposed area.
TELUS	Thank you for including TELUS in your circulation. At this time, TELUS has no concerns with the proposed activities.
ATCO Energy Systems	The Distribution Engineering Growth Department of ATCO Gas Distribution has reviewed the above named plan and provides conditional approval.
<b>PUBLIC</b>	
Landowners (Adjacent)	No letters received prior to the filing of this staff report.

**REQUEST OF THE SUBDIVISION APPROVING AUTHORITY**

The Subdivision Approving Authority may choose to approve the subdivision of one (1) 2.55 +/- acre Country Residential District lot from Ptn. SW 107-22-28-W4M.

Further the Subdivision Approving Authority may choose to approve the following boundary adjustment:

To subtract 0.83 +/- acres from the north boundary of Plan 1111914, Block 1, Lot 5 and add 0.83 +/- acres to the west boundary of the proposed 2.55 +/- acre lot increasing the size of the lot

from 2.55 +/- acres to 3.38 +/- acres to accommodate a panhandle access for the proposed lot to 80<sup>th</sup> Street East.

The Subdivision has been evaluated in terms of Section 654 of the Municipal Government Act and Section 9 of the Matters Related to Subdivision and Development Regulation and therefore it is recommended that the application be approved as per the tentative plan for the following reasons:

- The application is consistent with Section 9 of the Matters Related to Subdivision and Development Regulation and;
- The subject lands have the appropriate land use designations.

In their consideration of the criteria noted in the Residential Policy of the MDP2010, Council is of the opinion the lands are suitable for the intended use and are compatible with the surrounding area and that it falls within the density provisions and lot size restrictions within the County's Land Use Bylaw.

Further, in accordance with Sections 654 and 655 of the Municipal Government Act, the application is approved subject to the following conditions:

1. Subdivision to be effected by Plan of Survey, pursuant to Section 657 of the Municipal Government Act, or such other means satisfactory to the Registrar of the South Alberta Land Titles District;
2. It is the applicant's responsibility to provide a Real Property Report or an 'as built' drawing signed and sealed by an Alberta Land Surveyor, certifying the location of water wells within the boundaries of the appropriate properties and the adjacent municipal road(s) and that the site plan is surveyed according to municipal setback requirements;
3. Completion of all pre-release conditions as noted in the executed Municipal Development Agreement to the satisfaction of the County and where applicable the appropriate external agencies. These conditions include:
  - a. Payment of the \$11,300 per new lot Community Sustainability Fee;
  - b. Submission of all necessary engineering review fees;
  - c. All utility right of way agreements, easements, licenses and installation requirements to be provided to the satisfaction of the County and utility companies.
4. All accesses to be located and culverts and approaches to be installed to current Municipal subdivision road construction standards, to the satisfaction of the Public Works department;
5. Comprehensive Site Drainage Plan to be provided for the subject lands, to the satisfaction of the Public Works department;
6. Lot Grading Plan to be provided for proposed lot, to the satisfaction of the Public Works department;
7. Septic Disposal Evaluation to be provided for the proposed 3.38 +/- acre lot, in accordance with Part 2 Section 6(4)(b) of the Matters Related to Subdivision and Development Regulation, to the satisfaction of the Public Works department;
8. Engineered driveway design to be provided for the proposed 3.38 +/- acre lot, to the satisfaction of Alberta Environment and Protected Areas and the County's Public Works department;
9. Engineered driveway construction to be provided for the proposed 3.38 +/- acre lot, as a condition of development permit, in accordance with the engineered driveway design submitted as a condition of subdivision approval, to the satisfaction of Alberta Environment and Protected Areas and the County's Public Works department;

10. Applicant to comply with all requirements of the Alberta Environment and Protected Areas Water Act Approval, granted for disturbance to the Class 2 Wetlands, as noted within the CIMA+ Wetland Assessment and Impact Report, in conjunction with the Horizon Surveys site plan. Compliance is to be provided to the satisfaction of Alberta Environment and Protected Areas and the County's public works department, as a condition of development permit;
11. Site plan to be provided which identifies building envelopes for the proposed 3.38 +/- acre lot which meets the requirements as outline in Policy 9 under the Residential section of the MDP2010, to the satisfaction of the Public Works department;
12. Geotechnical Report completed in accordance with Municipal standards to be provided for High Water Table Testing for the proposed 3.38 +/- acre lot, to the satisfaction of the Public Works department;
13. Applicant (Ptn. SW 07-21-28-W4M) to provide a complete application for development permit with respect to the second sea-can currently on the property that is be retained and moved to be included within the 3.38 +/- acre proposed lot, to the satisfaction of the County;
14. Applicant (Ptn. SW 07-21-28-W4M) to provide a complete application for development permit for relaxation of setbacks for all existing structures which do not meet the setback requirements of the Agricultural District of the County's Land Use Bylaw 60/2014, for the 28.72 +/- acre Agricultural District balance parcel, to the satisfaction of the County;

**OR**

Applicant is to provide a Real Property Report illustrating all existing structures to be in compliance with the setback requirements of the Agricultural District of the County's Land Use Bylaw 60/2014, to the satisfaction of the County;

15. Applicant (Plan 1111914, Block 1, Lot 6, Ptn. SW 07-21-28-W4M) to provide a complete application for development permit with respect to a relaxation of setbacks for the existing residence which will not meet the side yard setback requirements of the Country Residential District of the County's Land Use Bylaw 60/2014, with respect to the proposed boundary adjustment between Plan 1111914, Block 1, Lot 6, Ptn. SW 07-21-28-W4M and Ptn. SW 07-21-28-W4M, to the satisfaction of the County;
16. Public Reserve: to be provided by cash in lieu of land based on \$41,250.00 per acre on account of 10% of the 2.55 +/- acre proposed parcel, as per the Municipal and School Reserves section of the Municipal Government Act and the County's Public Reserve Policy (adopted April 18/96) with reserves for the balance of Ptn: SW 07-22-08-W4M to be deferred by caveat. Reserves for the boundary adjusted portion of Plan 1111914, Block 1, Lot 6 were previously provided with subdivision of this lot in 2010;
17. Landowners are to pay all arrears of taxes on the existing parcels prior to finalization of the subdivision and;
18. Submission of subdivision endorsement fees.

**APPENDICES**

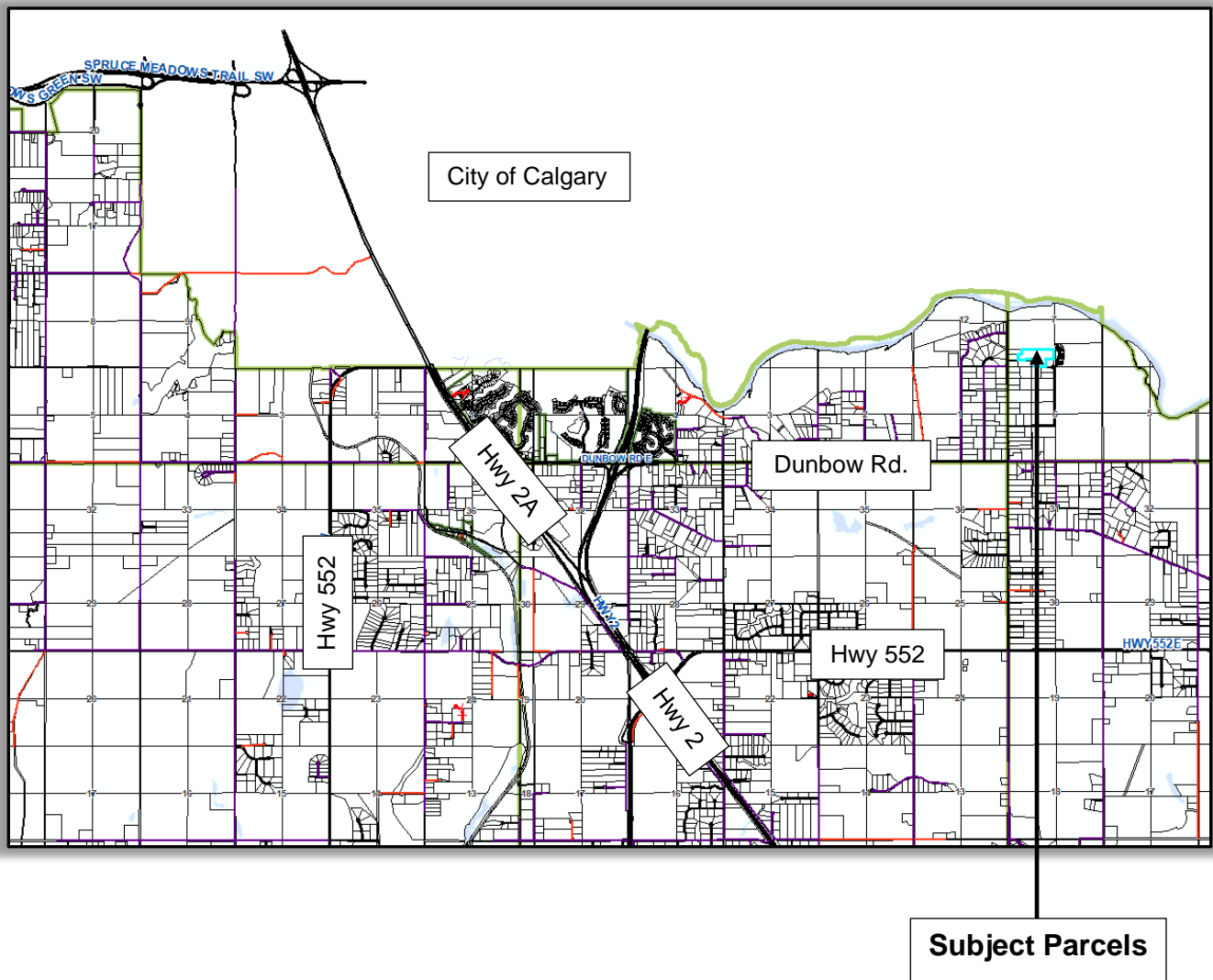
**APPENDIX A - MAP SET:**

LOCATION MAP  
 LAND USE MAP  
 LOT SIZES MAP  
 SITE PLANS  
 ORTHO PHOTO

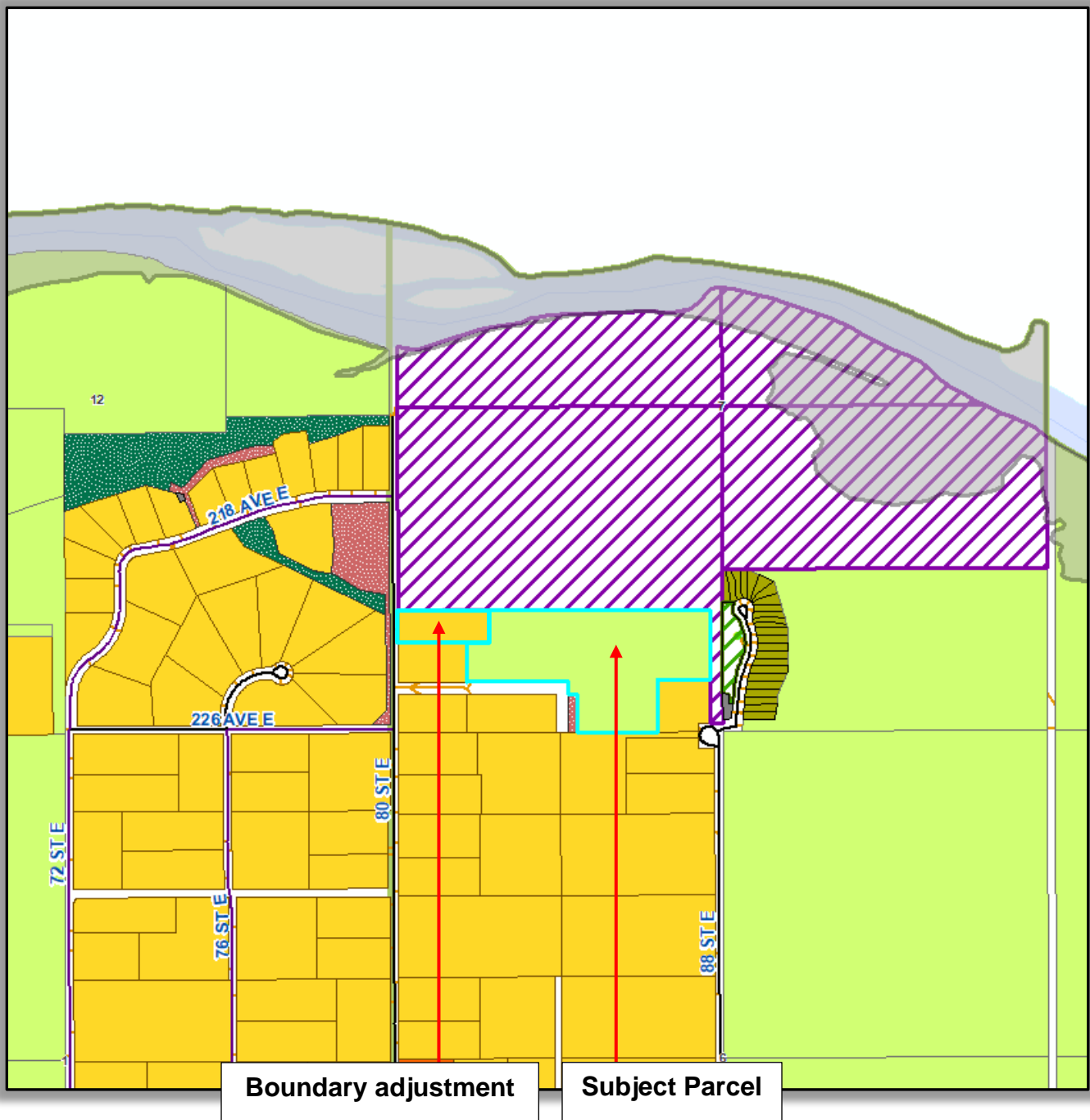
**APPENDIX B:**

PUBLIC RESERVE AMOUNT FOR SUBDIVISION

**APPENDIX A: LOCATION MAP**



**APPENDIX A: LAND USE MAP**



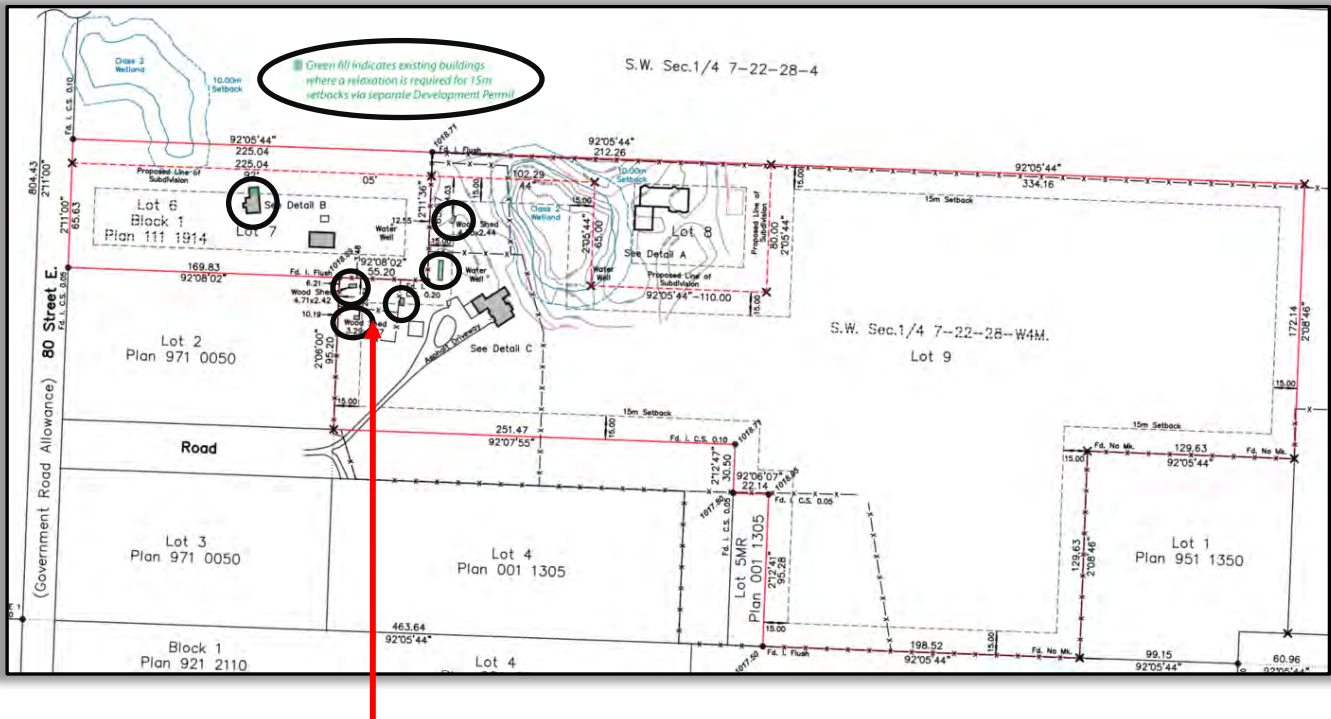
**Legend**

- |                                  |                                  |                                      |
|----------------------------------|----------------------------------|--------------------------------------|
| Hard Surface (Chip/oil)          | CR- Country Residential          | MR- Municipal Reserve                |
| Gravel                           | CRA- Country Residential Sub A   | MLR- Municipal Land/Reserve District |
| Developer Pavement               | DC - Direct Control              |                                      |
| Pavement                         | BP- Bussiness Park               |                                      |
| Flood Hazard Protection District | RB- Rural Business               |                                      |
| In Transition                    | INR- Natural Resource Extraction |                                      |
| A- Agricultural                  | EP- Environmental Protection     |                                      |
| AA- Agricultural Sub A           | ER- Environmental Reserve        |                                      |



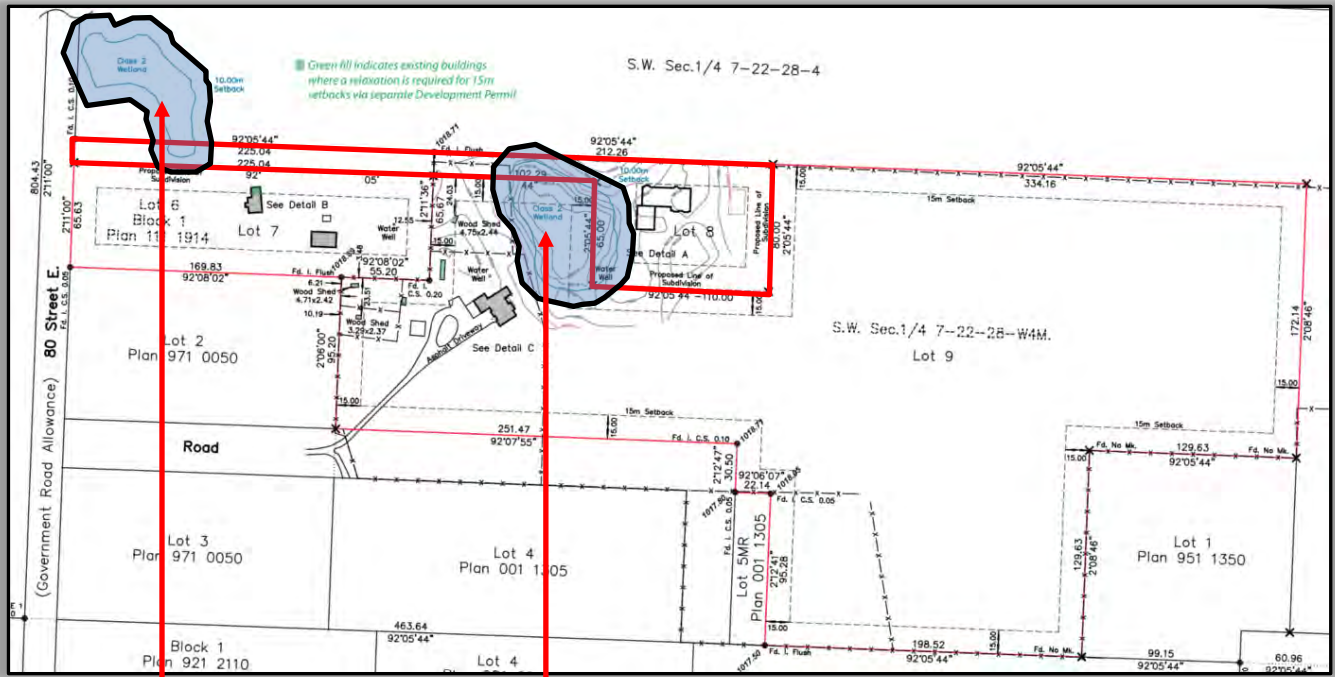


# APPENDIX A: SITE PLAN – NON COMPLIANT EXISTING STRUCTURES



Structures circled in black as well as the second sea-can (not shown), do not or will not meet the County's setback requirements for the Agricultural and Country Residential Districts within the County's Land Use Bylaw

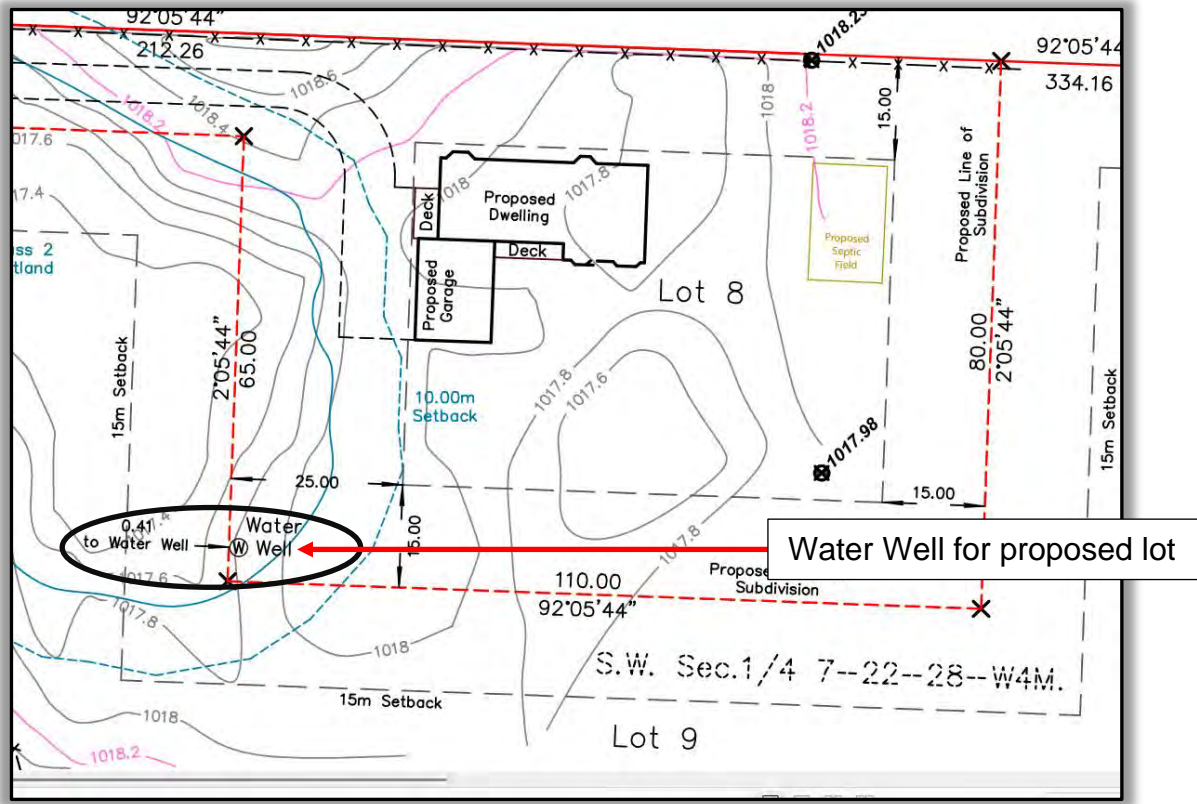
**APPENDIX A: SITE PLAN – WETLAND IDENTIFICATION**



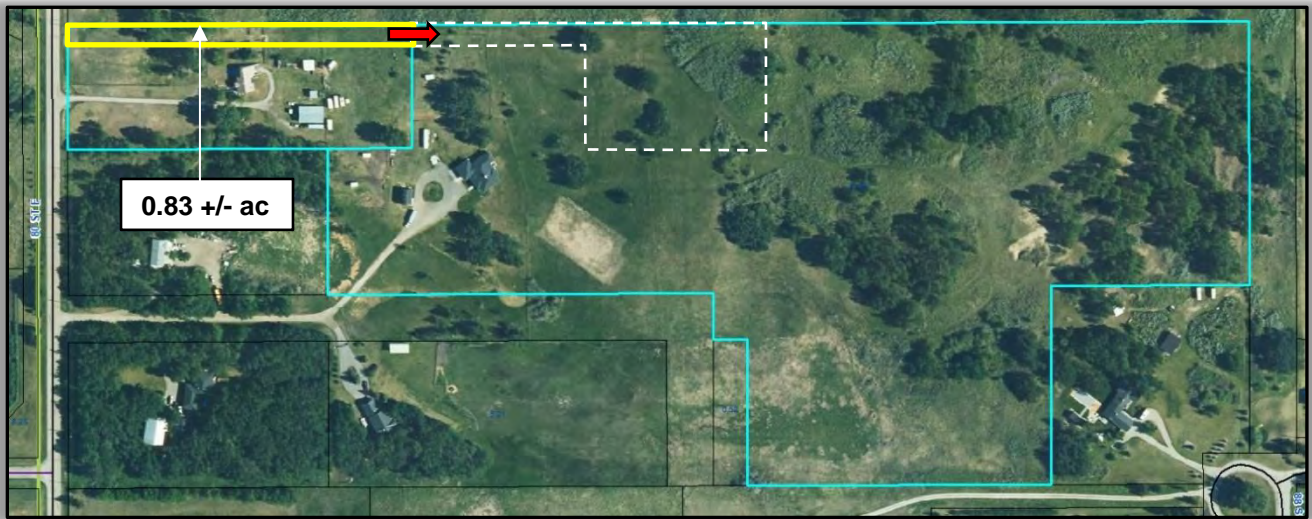
Class 2 wetland

Class 2 wetland

**APPENDIX A: SITE PLAN SNAPSHOT – WATER WELL LOCATION FOR PROPOSED LOT**



**APPENDIX A: ORTHO PHOTO – WITH PROPOSED SUBDIVISION AND BOUNDARY ADJUSTMENT**



**PUBLIC RESERVE AMOUNT FOR SUBDIVISION**

**INTEROFFICE MEMORANDUM**

Public Reserve Amount For Subdivision

DATE: May 21, 2026

TO: Planning Department

FROM: Assessment Department

File No: F2228-07SW  
 Legal: SW-7-22-28-4  
 Subject: Killam, Roll #2228072570  
 Parcel Size: 31.45 acres  
 Mkt Zone: 3  
 Trees: Improved Few Mature Trees  
 Views:  
 River/Creek:

CONCLUSION

Based on the following sales, the fair market value for a 31.45 acre parcel in this area is : **\$41,250** per acre.

Sale	Mz	Qr	Sec	Twp	Rge	M	Sale Date	Acres	Sale Price	Time Adj	Time Adj Sale Price	Loc Adj	Size Adj	Trees Adj	View Adj	River/Creek Adj	Final Adjusted Sale Price	Indicated Price Per Acre For 31.45 Acs
1	5	SW	36	20	29	4	Jun-24	37.50	\$785,000	1.06	\$832,100	1.46	0.95	40000			\$1,194,123	\$37,969
2	12	NE	22	22	03	5	Jun-24	27.92	\$995,000	1.06	\$1,054,700	1.45	1.03	10000			\$1,585,194	\$50,404
3	22	SW	29	21	01	5	Aug-24	40.16	\$965,000	1.03	\$993,950	1.36	0.93	40000			\$1,297,148	\$41,245
4	13	SE	25	20	04	5	Oct-24	30.64	\$600,000	1.00	\$600,000	1.79	1.01	-10000			\$1,074,740	\$34,173
5	22	NE	04	22	03	5	Nov-24	33.50	\$855,000	1.00	\$855,000	1.39	0.98	-10000			\$1,154,681	\$36,715
6	4	SE	19	21	28	4	Aug-25	19.77	\$745,000	1.00	\$745,000	1.93	1.13	40000			\$1,664,771	\$52,934
7	16	NE	33	21	04	5	Jan-26	24.98	\$960,000	1.00	\$960,000	1.95	1.06	-20000	-57572		\$1,906,748	\$60,628