INSTRUCTIONS FOR OBTAINING ADDITIONAL INFORMATION

The application file may be reviewed at the Foothills County Administration Office, 309 Macleod Trail, High River, AB, during regular business hours or on the County's website at:

www.foothillscountyab.ca/development/upcoming-hearings-council

A detailed staff report outlining the particulars of the application submission can be found on the County's website one week prior to the scheduled Public Hearing/Meeting date. The staff report can be found on the same section of our website as noted above.

Should you have any questions regarding how to obtain additional information, please contact the Planning Department at planning@foothillscountyab.ca or (403) 652-2341.

INSTRUCTIONS FOR PARTICIPATION AND REGISTRATION

1. MAKE YOUR PRESENTATION TO COUNCIL IN PERSON OR VIA ZOOM VIDEO CONFERENCING/CONFERENCE CALLING

You may either attend Council Chambers in person at the Foothills County Administration Building or participate via Zoom Video Conferencing/Conference Calling. To participate, you must first register by email to **publichearings@foothillscountyab.ca** and include the following information:

- **Date and Time of the Public Hearing(s)/Meeting(s) you are attending**
- **How you will attend the Public Hearing(s)/Meeting(s)** (i.e., in-person, by video conference, or by telephone (conference call))
- **Name** (you must use the same spelling when registering and when signing in)
- **Mailing Address**
- **Email Address**
- **Phone number** (for contact purposes in case there are technical difficulties during the public hearing/meeting)
- **Your purpose for attending** (e.g., landowner/applicant, agent, neighbouring landowner in support of, or in opposition to, the application, etc.)

Deadline for registration is 4:30 P.M. on Sunday, November 22, 2026. Once registered, an email with detailed instructions will be sent to you within 48 hours of the scheduled public hearing/meeting date and time.

Please be advised that a five-minute time limit has been imposed on submissions and presentations to Council. Permission for additional time may be requested and may be granted at the discretion of the Chair.

If you wish to include a letter or written submission for Council, it can be sent by email to **publichearings@foothillscountyab.ca**, by Fax (403) 652-7880, by regular mail to Foothills County, Box 5605, High River, Alberta, T1V 1M7, or dropped off at the Foothills County Administration Building, 309 Macleod Trail S, High River, AB. Written submissions must be received by **4:30 P.M. on Sunday, November 22, 2026** to allow for circulation to all parties.

2. MAKE YOUR PRESENTATION TO COUNCIL VIA WRITTEN SUBMISSION

If you are unable to participate in person or electronically, you may submit a letter in advance of the public hearing/meeting. Letters must be received by **4:30 P.M. on Sunday, November 22, 2026** to allow for circulation to all parties. Letters can be submitted by email to ***publichearings@foothillscountyab.ca***, Fax (403) 652-7880, by regular mail to Foothills County, Box 5605, High River, Alberta, T1V 1M7, or dropped off at the Foothills County Administration Building, 309 Macleod Trail S, High River, AB. Letters must include the following information:

- **Date and Time of the Public Hearing(s)/Meeting(s) you are commenting on**
- **Name**
- **Mailing Address**
- **Email Address**

Letters received after the deadline may not be considered by Council.

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

Should you have any questions regarding participation and/or registration, please contact the Legislative Services Department at (403) 652-2341 or ***publichearings@foothillscountyab.ca***.

Please note that the personal information collected is authorized under the Municipal Government Act and the Freedom of Information and Protection of Privacy Act (FOIP), Section 33(c). Your comments and name will become a part of a public agenda. Inquiries about the collection of this information should be directed to the Foothills County FOIP Coordinator, P.O. Box 5605, High River, Alberta T1V 1M7. Telephone (403) 652-2341.