FOOTHILLS COUNTY
COUNCIL AGENDA

Wednesday, November 25, 2026, 9:00 a.m.
Foothills County Administration Office
309 Macleod Trail South – High River

Pages

A. GENERAL MATTERS

A.1 Call Meeting to Order

A.2 Approval of the Agenda

A.3 Round Table

B. MISCELLANEOUS MUNICIPAL ITEMS

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B.2 Foothills Regional Airport - STIP Community Airport Program Application 16
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B.3 Stop Sign Installation - Parkins Road West & 304 Street West - Bylaw 71/2026 (2nd & 3rd Reading) 154
Presented by: Engineering Technologist Kallum Umscheid

B.4 Bylaw 74/2026 - Joint Assessment Review Board (2nd & 3rd Reading) 160
Presented by: Manager of Legislative Services Sherri Barrett

B.5 Bylaw 78/2026 - Foothills County Meeting Procedure Bylaw (2nd & 3rd Reading) 176
Presented by: Manager of Legislative Services Sherri Barrett

B.6 Bylaw 77/2026 - Intermunicipal Subdivision and Development Appeal Board (2nd & 3rd Reading) 190
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B.7 Board & Committee Appointments 195
Presented by: Manager of Legislative Services Sherri Barrett

C. SCHEDULED MEETINGS & PUBLIC HEARINGS

C.1 10:00 a.m. - Bordeianu - NE 04-22-03 W5M - Redesignation (A to CR) 198
Presented by: Planning Officer Theresa Chipchase

C.2 11:00 a.m. - TC Energy - Saddlebrook Solar and Storage Project Update 210
Presented by: Community Relations Project Advisor Chelsea Troup

C.3 1:30 p.m. - 654255 Alberta Ltd. - SE 09-19-27 W4M - Redesignation (A to CR) 219

Presented by: Planning Officer Elliott Salmon

D. MISCELLANEOUS PLANNING ITEMS

D.1 Film & Media Production Review - "What We Heard" 233

E. SUBDIVISION APPROVING AUTHORITY ITEMS

E.1 D. Bishop Family Inc. - SW 16-21-04 W5M - Board Order Acknowledgement 316

F. CONFIDENTIAL CLOSED SESSION

F.1 Advice from Officials - ATIA s. 29

F.2 Water License Master Plan - ATIA s. 29 & 19
Presented by: Municipal Advisor Harry Riva Cambrin and Director of Public Works Wiaan Kruger

F.3 Aldersyde Wastewater Treatment Facility - ATIS s. 29 & 19
Presented by: Municipal Advisor Harry Riva Cambrin and Director of Public Works Wiaan Kruger

G. MOTIONS ARISING FROM CONFIDENTIAL CLOSED SESSION

H. ACKNOWLEDGEMENTS AND INFORMATION ITEMS

I. OTHER MATTERS

I.1 Lunch

I.2 Accounts – November 25, 2026
Councillors McHugh, Callister and Kendall

I.3 Minutes – November 18, 2026

I.4 Committee Reports

I.5 Next Meeting – December 2, 2026

I.6 Adjourn

DEPARTMENT: Enforcement Services	
FOOTHILLS COUNTY	**TOPIC: Bylaw 72/2026 - Temporary Signs on Highways Bylaw (2nd & 3rd Reading)**
REPORT PREPARED BY: Peter Stapley **REPORT PRESENTED BY: Kevin Bridge**	

PURPOSE OF REQUEST

To provide second and third reading to Bylaw 72/2026 the Temporary Signs on Highways Bylaw.

BACKGROUND

The Provincial government has amended the Elections Act adding in Section 206.5 which states:

> *206.5 Despite sections 7 and 640(1.1) of the Municipal Government Act, a municipal council must not pass a bylaw or resolution respecting election signs or election advertisements.*

To bring the Temporary Signs on Highways bylaw in compliance with the Elections Act, administration is proposing amendments to remove sections related to election signage.

The **B**ylaw is ready for second and third reading.

REQUEST OF COUNCIL

Proposed Motion:

That Council provides second and third reading for Bylaw 72/2026.

APPENDICES

Appendix A - Bylaw 72/2026
Appendix B - Temporary Signs on Highways Bylaw 18/2006 - Redlined version

BYLAW 72/2026

BEING A BYLAW OF FOOTHILLS COUNTY TO AUTHORIZE AN AMENDMENT TO THE TEMPORARY SIGNS ON HIGHWAYS BYLAW NO. 18/2006 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 Temporary Signs on Highways Bylaw No. 18/2006.

AND WHEREAS pursuant to Section 191(1) of the Municipal Government Act, Chapter M-26 Revised Statutes of Alberta 2000, the power to pass a bylaw under this or any other enactment includes a power to amend or repeal the bylaw;

AND WHEREAS Bylaw 72/2026 was introduced to Council to further amend the Temporary Signs on Highways Bylaw by authorizing text amendments to the Temporary Signs on Highways Bylaw as follows:

1. That Section 8 and all subsections be removed from the bylaw, the addition of a definition for “Power Pole” and subsequent sections be renumbered accordingly.

2. This Bylaw shall have effect on the date of third reading.

FIRST READING: November 18, 2026

_____
Reeve

_____
CAO

SECOND READING:

_____
Reeve

_____
CAO

THIRD READING:

_____
Reeve

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CAO

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

BYLAW NO. 18/2026

BEING A BYLAW OF FOOTHILLS COUNTY TO REGULATE SIGNING ERECTED ON PUBLIC LANDS AND DIRECTIONAL SIGNING FOR COMMERCIAL DEVELOPMENT WITHIN THE HIGHWAY RIGHT OF WAY AND ADJACENT TO HIGHWAYS WHICH ARE UNDER THE JURISDICTION/CONTROL/OWNERSHIP OF FOOTHILLS COUNTY

NOW, THEREFORE, THE COUNCIL OF FOOTHILLS COUNTY ENACTS AS FOLLOWS: ~~OF THE MUNICIPAL DISTRICT OF FOOTHILLS NO. 31 ENACTS AS FOLLOWS:~~

Title

1. This Bylaw may be referred to as the "Temporary Signs on Highways Bylaw".

Interpretation

2. In this Bylaw,

a) "Boulevard" means that part of the highway that

i. is not a roadway, and
ii. is that part of the Sidewalk that is especially adapted to the use of or ordinarily used by pedestrians.

b) "Bylaw Enforcement Officer" means any person designated as such pursuant to Bylaw No. 87/99;

c) "Community Association Sign" means a sign which is used by a community association to advertise community meetings or events;

d) "Community Identification Sign" means a sign which states the name of a residential community area and may contain a logo or symbol which is related to the community name;

e) "Crosswalk" means;

ii. That part of a roadway at an intersection included within the connection of the lateral lines on the sidewalks on the opposite sides of the highway measured from the curbs or, in the absence of

curbs, from the edges of the roadway, or

iii. that part of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by lines or by other markings on the road

f) "Development Authority" means the development authority provided for by Council from time to time pursuant to Section 624 of the Municipal Government Act to exercise development powers;

g) "Development Permit" means a document issued under the Foothills County ~~M.D.'s~~ Land Use Bylaw;

h) "Election Sign" means any Sign used to promote a candidate or party during a municipal, provincial or federal election or any election held pursuant to the ~~*Local Authorities Election Act, S.A. 1983. c.L-27. 5*~~ *Local Authorities Election Act, S.A. 2000 L-21.*;

i) "'Garage Sale" means the sale of personal or household goods from a residential property;

j) "Highway" means any thoroughfare, street, road, trail, avenue, parkway. driveway, viaduct, lane, alley, square, bridge, causeway, trestle, way or other place, under the jurisdiction and enforcement within the Municipality, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles, and includes,

i. a sidewalk (including the Boulevard portion of the sidewalk);
ii. if a ditch lies adjacent to and parallel with the roadway, the ditch; and
iii. if a highway right-of-way is contained between fences or between the fence and the edge of the roadway, as the case may be;

k) "Intersection" means the area embraced within the prolongation or connection of,

i. the lateral curb lines or, if none,
ii. the exterior edges of the roadways of two or more highways which join one another at an angle whether or not one highway crosses the other;

l) "Median" means a physical barrier or area that separates traffic travelling in one direction from traffic travelling in the opposite direction on a highway;

m) "Municipality" means the local government authority incorporated as

Foothills County ~~the Municipal District of Foothills No. 31~~;

n) “Municipal Manager", "Municipal Engineer" or "Director of Public Works and Engineering" means the person or persons employed by the municipality with the title or responsibilities associated with such title;

o) "Municipal Property" means structures, equipment or things owned by the Municipality and which are on highways;

p) "Owner" is any Person who is described on a sign, whose name or address or telephone number appears on a sign, who created a sign, who installed a sign, who is in lawful control of a sign or who is the subject of or otherwise benefits from the message of a sign, and for the purposes of this bylaw there may be more than one owner of a sign;

q) "Person" means a natural person or a body corporate and includes a partnership, a group of Persons acting in concert or an association;

r) "Post" means a piece of wood, metal, etc set upright to support a building, sign or fence.

s) 'Poster" means a sign which is not self-supporting and is attached with its entire back surface in contact with a post, pole, wall or other structure and is secured by tape, glue, staples or other means;

t) "Poster Board" means a structure along certain streets within the Municipality for the purpose of posting bills, notices and posters.

u) “Power Pole” means an upright column or post used to support overhead electrical lines and related equipment that is either wood or metal.

v) "Road" means that part of the highway intended for use by vehicular traffic;

w) "Sidewalk" means that part of a highway especially adapted to the use of or ordinarily used by pedestrians, and includes that part of a highway between the curb or edge of the roadway and the adjacent property line, whether or not paved or improved;

x) "Sign" means an inscribed board, bill, placard, post, poster, banner, flag or device which is intended to promote anything or inform anyone;

y) "Standard Street Light Pole" means a circular or octagonal street light pole that is either metal or wood with the luminaries facing downwards;

z) "Temporary Sign" means a sign which is not permanently anchored to the ground or affixed to a building, advertising for a limited time goods, services or activities and which by their nature, could readily be relocated to serve a similar purpose in another location. These include garage sale signs, banners, portable signs, pennants, signs advertising a demonstration of agricultural methods and signs announcing the sale of goods or livestock on land not normally used for commercial purposes;

aa) "Traffic Control Device" means any sign, signal, marking or device placed, marked or erected under the authority of the Traffic Safety Act R.S.A. 2000, Chapter T-6, for the purpose of regulating, warning or guiding traffic;

bb) "Traffic Island" means a physical barrier or strip of land which channels traffic into a specific route or controls turns at an intersection or provides refuge to protect and aid pedestrians crossing a highway or aids in loading or unloading transit riders;

cc) "Traffic Signal Pole" means any pole with an electronic or illuminated traffic control device attached to it.

General Prohibitions and Requirements

3.

(1) This bylaw applies to signs placed on highways but does not apply to signs permitted by Foothills County Land Use Bylaw 60/2014 ~~Municipal District of Foothills No. 31 Bylaw 01/99, Section 10.11.0 (Land Use Bylaw)~~ and amendments thereto.

(2) Except as provided in this bylaw, a person shall not place a sign on a highway which;

a) obstructs a traffic control device;
b) is lit or electrified;
c) is a hazard or dangerous to vehicular or pedestrian traffic;
d) is inflatable;
e) is displayed for more than fourteen consecutive days or more than 24 hours following the date any advertised event concludes, whichever is less;
f) is within 30 meters of an intersection;

g) is within 2 meters of a curb or edge of any road;
h) is permanently affixed;
i) is supported by string, rope, wire or metal stakes and has a sign face larger than 0.6 square meters;
j) displays an intermittent, flashing or rotating light;
k) is illuminated by a flood light in such a manner as to cause interference or create a hazard to the motoring public;
l) has any moving or rotating parts;
m) bears a legend giving a command such as "stop, stop ahead, turn, caution ... " etc. or any legend that in any way imitates a standard or commonly used traffic control device;
n) is internally lit for use at night;
o) contains irrelevant information such as business telephone number, product prices or business slogans;
p) is within a comer visibility triangle, which is defined as a triangular area formed on a comer site by the two curb lines and a straight line which intersects them 7.5 meters from the comer where they meet, as defined in the Land Use Bylaw;
q) is attached to a rural post office box.

(3) Except as provided in this Bylaw, a Person shall not;

a) attach a sign to any sound attenuation wall;
b) attach a sign to any standard street light pole or traffic signal pole;
c) attach a sign to any decorative street light pole;
d) attach a sign to any power pole;
e) permit a sign to cause any damage to municipal property;
f) allow a sign to become unsightly;
g) place a sign on or within any traffic island median
h) place a sign within 10 meters of a crosswalk that is not located at an intersection;
i) place a sign on a fire hydrant;
j) place a sign on a bridge.

(4) A person who places or posts a sign shall legibly state on the sign:

a) the name of an owner of the sign and the address and phone number of the owner, and the development approval number
b) the date of posting of the sign
c) sign ownership label shall not exceed 8 cm x 13 cm.

(5) All signs fabricated for private or business use, for placement

adjacent to a municipal highway system are to be well designed, attractive and professional looking in general appearance. Standard sign fabrication practices and methods are to be used in the production of the signs including the use of standard letter shapes and styles. Signs may be fabricated using any type of material but the material selected must remain in good condition for the intended life of the sign.

(6) All signs must comply with all requirements of the FOOTHILLS COUNTY Land Use Bylaw ~~MUNICIPAL DISTRICT OF FOOTHILLS NO. 31~~ Land Use Bylaw 60/2014~~01/99~~ and amendments thereto.

Prohibited Areas

4.

(1) A person shall not place a sign on a highway under the jurisdiction and control of the local authority.

a) Except for Posters attached to poles or Standard Street Light Poles in accordance with Section 5.

Posters

5.

1. Notwithstanding Sections 3(2) (g) and 3(3) (b) but subject to Section 5, a person is permitted to attach a poster to a pole or a Standard Street Light **Pole** that;

a) no more than one poster, per owner, is placed on a single pole or Standard Street Light Pole; and
b) Posters shall only be attached to a pole or a Standard Street Light Pole with clear adhesive tape or securable plastic banding;
c) permission is granted from the owner of the pole.

Garage Sales

6. Notwithstanding any other provision of this bylaw, an owner or occupant of a residence who holds a garage sale may only display in accordance with this bylaw a maximum of three signs for the purpose of advertising the garage sale and only on the day prior to and on the day of the garage sale

Authorized Signs

7.

(1) A person shall not cause a sign to be attached to or be within 30 meters of a school bus zone, etc. without the written consent of the development authority.

(2) A person shall not place a sign above a street or on or within a pedestrian walkway or any other overpass without the written permission of the development authority.

Community Identification Signs and Community Association Signs

8.

(1) The location, size, design and character of a community identification sign shall be to the satisfaction of and approval by the Development Approving Authority.

(2) Approval for a community identification sign will be given for a maximum of 10 years. Renewal of an approval of an existing community identification sign is a new application.

(3) Community Identification Signs are allowed provided the Sign:
a) Is for community identification purposes only;
b) Displays no third-party advertising; and
c) Is constructed of maintenance free material.

(4) Prior to approval of a community identification sign, the owner of such sign shall deliver to the Municipality in a form to the satisfaction of the Municipality, a development agreement that provides that the owner shall:

a) maintain the sign for the approval period;

b) indemnify the Municipality against any claim made against the Municipality by reason of the existence of the community identification sign;

c) remove the community identification sign on 30 days notice where required by the Municipality for a municipal purpose; and

d) where approval of an existing community identification

sign has expired and has not been given a new approval, at its cost remove the sign and rehabilitate the highway to the satisfaction of the Municipal Engineer.

(5) A community identification sign, where located on a highway, shall be placed either on the boulevard or median of a roadway designated as a major roadway standard or lesser standard.

(6) The number of community identification signs allowed per community will be determined by the Development Approving Authority.

(7) Notwithstanding Subsections 3(2)(1) and 3(3)(t)), a community association may, with the prior written approval of the Development Approving Authority, locate a community association sign in reasonable proximity to a community identification sign or at any other location on a highway.

(8) a community association sign shall be no larger than 3.0 square meters.

Exemptions

9. The following signs are exempt from the application of this bylaw:

(1) Signs used by the Municipality for operational, public safety, display, advertising, or ornamental purposes, and
(2) any sign carried by or on a person.

Enforcement

10.

(1) Any sign that impedes or interferes with the work of a Municipal operation may be removed and disposed of by a Municipal employee, officer or agent affected without notice to the owner of the sign.

(2) Any sign found in breach of this bylaw by an authorized Municipality employee, may be removed and impounded without prior notice to the owner.

(3) Any sign impounded for a period of 14 days which has not been claimed by the owner may be destroyed without compensation by the Municipality to the owner.

Prosecution and Penalties

11.

(1) An owner of a sign shall be liable for any and all damage, loss and expense caused by or arising from the erection, maintenance or removal of the sign.

(2) Any person who contravenes any provision of this bylaw is guilty of an offence and is liable upon conviction to a fine not exceeding $10,000.00 and in default of payment to imprisonment for a period not exceeding six months, or both.

(3) Where a Bylaw Enforcement Officer or a Peace officer believes that a person has contravened any provision of this bylaw, he may commence proceedings by issuing a summons by means of a violation ticket in accordance with Part 2 of the Provincial Offences Procedure Act, S.A. 1988 Chap P-21.5.

(4) The specified penalty payable in respect of a contravention of a provision of this bylaw is the amount shown in Schedule "A" of this bylaw.

(5) Notwithstanding subsection 12(4), where anyone has been convicted of the same provision of this bylaw twice within one 12 month period, the specified penalty payable shall be double the fine amount shown in Schedule "A" of this bylaw.

(6) Foothills County~~The Municipal District of Foothills No. 31~~ assumes no liability for any damages, actions, etc. resulting from the placement, removal and maintenance of any signs placed on the right-of-way. This includes claims arising from underground utilities being severed through in installation of signs, any vehicles accidentally striking the signs or loss or damage to the signs through any operation of the FOOTHILLS COUNTY~~MUNICIPAL DISTRICT OF FOOTHILLS NO. 31~~ including highway construction and maintenance

Commencement

12. That this Bylaw shall have effect on the date of its third reading.

FIRST READING: November 18, 2026~~February 16, 2006~~

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Reeve

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CAO

SECOND READING: ~~February 16, 2006~~

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Reeve

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CAO

THIRD READING: ~~February 16, 2006~~

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Reeve

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CAO

PASSED IN OPEN COUNCIL assembled at the Town of High River in the Province of Alberta this ~~16~~th day of ~~February~~ 2026.

SCHEDULE A

SECTION	FINE
3(2) and 3(3)	$100.00
3(4)	$50.00
4	$50.00
5(1) and 5(2)	$50.00
All other sections	$75.00

DEPARTMENT: Community and Emergency Services	
FOOTHILLS COUNTY	**TOPIC: Foothills Regional Airport Paving Project – Community Airport Program (CAP) Grant Application**
REPORT PRESENTED BY: Manager of Parks & Recreation Jeff Porter	

PURPOSE OF REQUEST

For Council to consider the Community Airport Program (CAP) Grant Application for paving at the Foothills Regional Airport.

BACKGROUND

The Community Airport Program (CAP) is one of four funding streams of the Strategic Transportation Infrastructure Program. Its goal is to maintain the existing network of public-use community airports.

Program funding for approved projects is cost-shared with 75% provincial contribution and 25% municipal contribution. Applications must be submitted by November 30, 2026 to receive funding in the following year.

The Foothills Airport Advisory Committee supports this project and requested that it be brought to Council for their approval and support.

REQUEST OF COUNCIL

Proposed Motion:

Moved that Council direct Administration to apply for the Community Airport Program (CAP) Grant Application for paving at the Foothills Regional Airport.

APPENDICES

APPENDIX A: Foothills Regional Airport Paving Project Grant Application

Foothills Regional Airport Paving Project



November 30, 2026
Prepared by: Jeff Porter
On behalf of Foothills County and the Foothills Regional Airport



On behalf of Foothills County and the Foothills Regional Airport Advisory Committee, we are requesting funding through the Community Airport Program (CAP).

I hereby certify that the information contained in the enclosed application is correct and complete on the date of submission. I also certify that no amounts for Goods and Services Tax are included in the cost estimates for the project.

I understand that this project must comply with all applicable legislation and with all of the guidelines for the program. I understand that any change to the scope or the intended expenditures indicated in the enclosed application will require an amendment approved by the department.

We look forward to your favorable response to our application.

Sincerely,

Robert Siewert

Foothills County Reeve,
Member of the Foothills Regional Airport Advisory Committee

- Application Date – November 30, 2026.
- Name of Project – Foothills Regional Airport Paving Project.
- Project Location – SW 19-18-28-W4.
- Map – See attachment #1.
- Applicant – Foothills County.
- Address – Box 5605, High River, Alberta, T1V 1M7.
- Contact Information –

Jeff Porter,
Manager of Parks and Recreation,
Office 403-603-5410,
Cell 403-333-8126,
jeff.porter@foothillscountyab.ca
fax# 403-652-7880

- **Proposed Engineer -** The firm and individual who will be providing professional engineering services for the quoting contractor, as well as the engineering reports, prepared for the project through the quoting contractor is yet to be determined.

- **Total Project Cost -** $2,707,820
- **CAP Funding Requested -** $2,030,865
- **Source(s) of Balance of Funding –** Municipal Funds $676,955.
- **Estimated Completion Date –** December 31st, 2027.

Project Benefits This section of the application describes the reason the project is being undertaken and provides a description of the anticipated benefits it will provide:

- **Project Rationale –**

The Foothills Regional Airport has asphalt challenges with its current runway, apron and main taxiways. The asphalt is degrading to a poor condition and becoming less than ideal for the safe movement of aircraft to and from as well as on the main runway as well as aircraft landing or taking off from the airport.

The paving project will improve the airport facility and enhance the functionality and overall safety of the airport's ground space. These improvements will increase economic development opportunities for the airport and for the High River/Foothills region and improve the long-term financial viability of the airport.

The project would involve the asphalt overlay of the main runway, apron and main taxiways from the terminal. The project would improve the safety conditions in all weather and improve the surface for aircraft taxiing, landing and taking off.

The paving project will maintain the longevity of the airport and increase safety for aircraft and make the airport more attractive for private and commercial aircraft, pilots, and potentially commercial operators. This would assist to bolster airport revenue and improve the longer-term financial sustainability of the airport for the Foothills County region, while creating a safe aviation environment.

The airport has seen a large increase of air traffic related to Springbank airport becoming busier. Flight schools and pilots are choosing to fly to and utilize our airport due to the reduced amount of air traffic and the amenities our airport provides.

The airport has served as an emergency hub for regional disaster operations and for emergency relief during the 2013 Southern Alberta Flood. Aircraft conducting emergency operations during the 2013 flood event used the airport as their point of access to the High River community. This project will assist in the aviation movements of aircraft during an emergency event and provide additional safety for aircraft deployed during an emergency.

This airport has also been utilized for a regional air show which showcased aviation within the region and created economic development spin-offs. This project will assist with the ability to accommodate similar events and activities more readily in the future.

This project will help support the on-going economic development efforts of the Foothills Regional Airport, Foothills County, and the Town of High River. The recently completed Business Plan (attached), prepared by Dillon Consulting, identifies a number of aviation businesses that could or have been attracted to or developed at the airport such as:

- Flight Schools
- Aircraft Maintenance
- Agricultural – crop spraying, surveying
- Charter Flights
- International Flight Training Centre
- Commercial and Private Hangars
- Commercial Storage Facility
- Avionics

Foothills County and other rural and urban regional municipalities would also benefit from having high-quality airport access in the south Calgary region. Similar to the Springbank Airport directly west of Calgary, the Foothills Regional Airport can help support the growth of aviation related businesses, agricultural businesses, manufacturing, transportation services and other commercial enterprises in the south Calgary region. The Foothills Regional Airport is the largest airport immediately south of Calgary and is within 30 minutes of the Calgary city limits. The airport is conveniently located next to the Highway #2 transportation corridor and provides quick and convenient access to the entire region.

- **Safety Benefits –**

Safety and Regulatory Compliance:

At 3447 feet above sea level, CEN4 Foothills Regional Airport is considered a relatively high-altitude airport. With a summer temperature of 30C, the airport frequently experiences a density altitude of 5918 feet above sea level, meaning that useable runway is critical for safe arrivals and departures (*high density altitudes have the effect of deceasing aircraft performance by reducing rates of climb on departure, as well as increasing touch down speeds for arrivals).*

Presently runway 07/25 is 4160 feet in length, however the lit and therefore useable portion for night operations is only 2998 feet in length. Operationally this presents challenges for medium-size aircraft hoping to use our airport, as runway length is a critical factor in safe take-offs and landings. The same performance concerns apply to resident aircraft as well as transient aircraft using the aerodrome during the hours of darkness.

Currently our airport is in marginal condition. This makes for less-than-ideal conditions for the safe movement of aircraft on and to and from the main runway. The completion of the project would improve safety by providing a surface that is a vast improvement over the current surfaces found at the airport for the departure, arrival, and ground movement of aircraft. The project will reduce the risk of aircraft damage due to ground conditions from aircraft movement on the taxiway and to and from the terminal and the apron area. Having a reliable and safe airport is crucial for aviators and the Foothills region its communities.

- **Economic Benefits –**

The project has a focus on the economic benefits to the region and for the Foothills Regional Airport. The Foothills Regional Airport, Foothills County and the Town of High River completed a Business Development Strategy (Dillon Consulting) to look at business development opportunities for the airport. While the strategy report primarily focused on business development for the airport property there are tremendous spinoff opportunities for the entire region by having a well-serviced and well-maintained airport.

The Business Development Strategy highlights some of the key strengths of the airport which include location, transportation network, limited regional competition, availability of space, good airspace, land prices, runways, and the potential to grow and develop. These strengths allow the Foothills Regional Airport to be well-positioned to create economic growth around the airport and in the region.

This project will contribute to the local and regional economy through businesses and employment opportunities for maintaining the airport, as well as employment by current and future businesses located at the airport. Airport based employees and travelers purchase goods and service in the Foothills region and High River in all sectors of the economy. Construction projects at the airport provide opportunity to local trades. Businesses at the airport purchase goods and services from suppliers in the region. Aviation support services provide freight, specialized skills and time sensitive deliveries to the community and region by air. Transportation logistics is a growing business in employing airports as intermodal hubs for both passengers and freight modes and can be integrated at or adjacent to the airport. Land banks provide for aviation and non-aviation employment districts and provide direct revenue opportunities through airport leases. The local property tax base increases through potential employment districts and airport development and expansion.

Further, Foothills County, and the Towns of High River and Okotoks, have jointly planned a 9,000ac commercial and industrial business park less than 10 minutes north of the Foothills Regional Airport. The appeal of having access to a well maintained and safely functioning airport overall as a result of this project would add value to businesses looking to locate within the region as well as to the ability for itinerant business and associated travel to frequent the High River Regional Airport.

- **Business Plan –** Foothills Regional Airport (FRA) Business Development Strategy (Dillon Consulting Report attached)

- **Number of flights annually-** 15,000 movements annually

- **Number of passengers annually-** Primarily a non-commercial airport.

- **Amount of cargo annually-** No data available

- **Number of airlines and/or individuals using the airport annually:** No airlines. Individuals annually utilize the airport. Also please refer to the Business Development Strategy

- **Number of destinations served:** No data available.

- **Master Plan:** please refer to the attached Dillon report and the High River Regional Airport (now Foothills Regional Airport) Area Structure Plan.

- **Number of airlines that have expressed interest in airport expansion:** No data available.

- **Projected increase in the number of flights, passengers, amount of cargo, destinations, and expected revenue over the next five to 25 years.** With the approval of this project, we project an increase of 5000 to 10000 aircraft movements and an increase to the revenue of the airport by $50,000 to $100,000 per year.

- All planned additional activities and operations at the airport must also be included, whether they bring in revenue to the airport and/or the municipality or not, i.e., flight schools, balloon launch, charity shows, leasing hangar space, etc. Master plans should be two and five pages long.

    - Kanata Aviation Flight School (located at and utilize the airport)
    - Mount Royal Flight School (utilize the airport)
    - CFI Flight Academy (utilize the airport) Murray's aircraft repair
    - High River Airmotive (avionics install and repair)
    - Foothills 187 Air Cadets Squadron (hanger and drill hall)
    - Experimental Aircraft Association (EAA) chapter activities,
    - Foothills Flying Club (COPA),
    - Margo Supplies (wildlife management/control products & services),
    - Private Hangar Leasing (56 leases currently)
    - Geolyn Group (aerial photography, surveying, mapping)
    - 4H club

- Agricultural spraying activities and operations
- 2 aircraft fuel stations (businesses)
- Wildfire operations refueling
- Air ambulance and STARS transfers
- Life Angel flights and a base for one aircraft

• **Supporting Documentation –** See attached: Dillon report, HRRA(FRA) Business Development Strategy, and the HRRA (FRA) Area Structure Plan.

• **Partnership -** The Foothills Regional Airport is located immediately adjacent to Highway #2 and is well positioned for regional access to both the Calgary and Lethbridge regions. Highway #2 is the main north-south transportation corridor through the province and for access to the United States. The Highway 2A corridor has a 9,000ac business park north of the airport located adjacent to Highway #2 and the main north/south CP Rail line. The capability of linking air travel with the movement of people and goods through various modes of transportation would provide positive transportation network implications throughout the region. Being well-positioned to this corridor provides tremendous value and opportunity for the airport to grow and expand.

• **Outside Funding –** no other funding has been accessed.

• **Economic, Social, Environmental and Innovation Benefits -**

- **Economic –** As indicated in the Economic Benefits section, this project is aligned with the Government's Economic Development priorities. The aviation industry is lacking in the youth demographic. Adequate training facilities and exposure to the youth is critical. With the proper infrastructure the airport should be able to attract flight schools, creating jobs in the local economy. With this in place we need to expose young people at the local high school to all aspects of aviation from flight training and aircraft maintenance to advanced avionics**.** Linking and promoting the various regional modes of transportation (roads, rail, air) also aligns with Provincial priorities.

- **Social** – This project enhances community development and engagement. The Foothills Regional Airport plays an important role in the development of youth in the High River region. The Air Cadet League of Alberta has a hangar at the airport, and the airport plays an important and active role in the social scene for the air cadet youth. The local 4H club also meets at airport for their regular meetings. Also, the Experimental Aircraft Association has a Young Eagles program for the youth in the area.
- **Environmental** – The airport has utilized recycled asphalt and other materials during construction of projects, as well as LED and solar lighting and energy technologies where practical to do so to reduce the airports carbon footprint, lower costs and the airports environmental impact.

- **Innovation Benefits** – The consulting engineers and the County will investigate, and where practical implement alternative materials and construction techniques for the project.

Project Information:

- **Project Description –**

The Foothills Regional Airport Runway Paving Project entails the asphalt overlay of the current main runway, apron and main taxiway system which is well past its 25-year lifespan. The Project scope includes the repairs and overlay of the airport's main runway and main taxiways system with the anticipated lifespan of 25 years.

The airport has two types of instrument approaches and the use of the airport for instrument approach training, tied in with the enhanced license system has attracted more aircraft for training and will require the increase in safety, maintainability, and surface reliability that this projects surface overlay provides. This project will make the airport safer, while decreasing our operating costs.

- **Financial Information -**

Project Budget	
Expenses:	
Engineering / Consulting	$229,476
Construction Contract Materials	$2,478,343
Equipment	$0
Other:	$0
Total Costs	**$2,707,820**
Revenues:	
CAP Grant Requested	$2,030,865
Municipal/High River Regional Airport Limited Funding excluding GST	$676,955
Total Revenue	**$2,707,820**

Cash Flow Statement		
	Year - 2027	**Year - 2028**
CAP Funds	$2,030,865	$0
Applicant	$676,955	$0
Other Funds	$0	$0
Total	$2,707,820	$0

- **Implications for the overall transportation network-**

The Foothills Regional Airport (CEN4) recently funded its own GPS instrument approaches to Runways 07/25 in the form of LNav GPS approaches. Kanata Aviation Training has subsequently funded the addition of LPV instrument approaches to runways 07 and 25, signaling their commitment to the Foothills Regional Airport. These new instrument approaches increase the utility of the aerodrome for transient training aircraft (CEN4 has in effect become a satellite airport of CYBW Springbank) as well as MEDIVAC and charter aircraft, by providing both lower instrument approach minimum altitudes. LPV approaches approximate the performance of an ILS approach common at international airports, thereby increasing safety. Upgraded runway lights, as well an approach slope lighting would be the final component is optimizing safe IFR operations, both for training and real-world operations.

Presently, 45-50 "movements" a day are noted at the airport. Using 300 flying days a year, that equates to 15,000 movements per year. These include:

-resident flying school, Kanata Aviation Training

-transient air traffic from flying schools using the airport, to include the Mount Royal University aviation program and other flying schools and colleges in southern Alberta

-air ambulance medivacs

-corporate aircraft (up to Beechcraft King Air turboprops)

-RCMP aircraft

-disaster relief aircraft (the 2013 floods)

Kanata Aviation is a serious pilot training organization with a focus on preparing new pilots for employment in industry. Responding to the on-going pilot shortage world-wide, Kanata has been successful in producing commercial pilots now employed by Alberta-based charter companies, including Kenn Borek Air.

The Foothills Regional Airport is located immediately adjacent to Highway #2 and is well positioned for regional access to both the Calgary and Lethbridge regions. Highway #2 is the main north-south transportation corridor through the province and for access to the United States. The Highway 2A corridor has a 9,000ac business park north of the airport located adjacent to Highway #2 and the main north/south CP Rail line. The capability of linking air travel with the movement of people and goods through various modes of transportation would provide positive transportation network implications throughout the region. Being well-positioned to this corridor provides tremendous value and opportunity for the airport to grow and expand.

- **The current condition of the infrastructure**: Runway and taxiway asphalt was originally installed in 1980; asphalt overlay in 19__ and fog sealed in 2022. The airports asphalt is currently starting to fail in multiple areas.

- **Current and projected flight volumes-** Current: 15,000 Projected: 20,000 to 25,000

- **Cost effectiveness and efficiency-**

The project will provide a safe, maintainable asset and hub for the aviation and transportation industry while reducing the maintenance costs of the airport due to less repairs and crack filling. This project will also assist to maximize the growth potential and revenue producing opportunities for the airport, Foothills County and High River region.

- **Collaboration or partnership with industry or other municipalities or Métis –** None

- **Settlements –** Not Applicable.

- **Use of alternate sources to fund the project:**

Foothills County is investigating alternate funding sources and to date have none that can be utilized.

Attachments:

Attachment # 1: Foothills Regional Airport Location

Attachment # 2: High River Regional Airport (now Foothills Regional Airport) Business Development Strategy (Dillon Report)

Attachment # 3: High River Regional Airport (now Foothills Regional Airport) Area Structure Plan

Attachment #1

Location



DILLON CONSULTING

MUNICIPAL DISTRICT OF FOOTHILLS

High River Regional Airport Business Development Strategy

Final

November 3, 2017

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Canada
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403.215.8880
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Municipal District of Foothills No. 31
309 Macleod Trail
Box 5605
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T1V 1M7

Attention: Mr. Ryan Payne
Director Community Services

High River Regional Airport Business Development Strategy

Dear Mr. Payne:

Dillon Consulting Limited was engaged to conduct several studies for the High River Regional Airport, including a Business Development Strategy (the Strategy), in an effort to develop a long-term strategy for the financial success of the airport.

We have utilized the information provided by the Municipal District of Foothills No. 31 (MD of Foothills), the High River Regional Airport Board members and the community. We believe that the airport is a viable regional resource that should be supported by both the Town of High River and the MD of Foothills. The Strategy, supported by the MD of Foothills policies and revised Land Use District, will provide a road map for growth and development at the airport that will provide revenue for the High River Regional Airport to be a sustainable entity.

Sincerely,

DILLON CONSULTING LIMITED

Patricia Maloney, RPP, FCIP
Associate

RSS:slg
Our file: 15-1461

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A Stakeholder Summary
B Comparison Airports

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Executive Summary



The High River Regional Airport Board (the Board), the Municipal District of Foothills No. 31 (MD of Foothills) and the Town of High River (the Town) engaged Dillon Consulting Limited (Dillon) to prepare a Business Development Strategy (the Strategy) for the High River Regional Airport (the Airport). Working with the Board, tenants, the MD of Foothills and the Town, Dillon's planning team completed research and consultation, and prepared the Strategy.

Airports are critical to the social and economic well-being, and development of communities. Owned jointly by the MD of Foothills and the Town, and operated by the Board, the Airport faces challenges to its growth and survival which are common to many community and regional airports throughout Canada; challenges which make the financial sustainability of the airport very difficult.

Airports are capital intensive projects with limited revenue options. While they can often generate sufficient financial resources for operations, major upgrades or improvement require funding and support from outside the Airport. There are very limited federal or provincial funding sources for small regional airports. Funding is required to keep the airport at a safe operational level.

The Airport has been operating since 1976 when Bylaw 405 was passed by the MD of Foothills to create a joint airport commission between the MD of Foothills and the Town. Ownership of the Airport was transferred from the Province to the MD of Foothills and the Town. In 2003, the Airport entered into a new agreement and created a Part 9 Company under the Companies Act called the High River Regional Airport Limited (HRRAL). The HRRAL was designed to create governance structure which was outside of the Town and the MD of Foothills. At the same time, an Area Structure Plan (ASP) was developed to guide and protect the airport from encroaching uses.

The partnership between the MD of Foothills and the Town, with good long range planning, can provide a foundation for the Board to continue to operate and provide service to the community, while being a financially viable, economic engine, and attracting business to the area.

Building on feedback and information from stakeholders, the Board, the MD of Foothills, and the Town, this Strategy summarizes recommendations to improve operations for sustainable growth.

The Strategy resulted in 33 immediate, short, medium and long-term recommendations for the Board and the Airport.

Table E-1: Airport Recommendations

Recommendation Number	Recommendation	Timeline
	SHORT-TERM RECOMMENDATIONS	
1)	It is recommended that an airport specific Land Use District be created and adopted by Council. This land use will identify permitted uses at the Airport and allow for future growth. This would rescind the Direct Control District #5 and create a land use district that would apply only to the Airport lands.	Immediate
2)	It is recommended that an airport Land Use District be divided into three "zones": Airside; Groundside; and Operational Reserve.	Immediate
3)	It is recommended that an airport Overlay Land Use District be prepared to protect the area in the vicinity of the Airport by restricting uses that would impact the safe operation of the Airport. This would match the 4 km obstruction free zone as defined by Transport Canada Regulations.	Immediate
4)	It is recommended that the "Groundside" Land Uses that may be considered include the following (noting that clear definitions for each must be created to the satisfaction of the MD of Foothills and added to the Bylaw): a) All Aviation Uses (to be defined in more detail); b) Extensive Agriculture (including Greenhouses); c) Camping (this might be only for overnight pilots); d) Caretaker Suite (one suite on the airport property) for the Purpose of Housing a Person to Act as the Caretaker for the Airport; e) Commercial Uses (this could be narrowed down); f) Contractors Yards (may include some outside storage or parking of vehicles); g) Eating and Drinking Establishments (these may be restricted in size until piped water and sewer is available); h) Emergency Services (fire and ambulance); i) Logistics and Distribution (trucking and transfer of goods and services from one mode of transportation to another for the ultimate delivery of the product); j) Light Manufacturing (it would be preferred if this was aviation related and it not open to factories or any operation that creates steam, smoke, or electronic interference and generally is a minor assembly of parts); k) Air Museum ; l) Outside Storage in Locations Determined by the ASP (this could include RV Storage or some other vehicle storage); m) Parking Lots; n) Aviation Related Repair Shops (all business is conducted inside the building); o) Solar Installations (industrial or commercial);	Immediate

Recommendation Number	Recommendation	Timeline
	p) Technical/Training Schools; and q) Warehousing (including mini storage).	
5)	It is recommended that the HRRAL continue to lease lots on the Airport and that the Board extend the term of the leases from 25 to 49 years to allow hangar development and financing.	Short-Term
6)	It is recommended that the Town and MD of Foothills continue to support the Airport with a minimum financial donation of $10,000 per annum.	Short-Term
7)	It is recommended that the Board prepare a recommendation for the MD of Foothills to return a portion of the Airport property taxes to the Board for operation of the Airport.	Short-Term
8)	It is recommended that the Board work with the MD of Foothills Engineering Department to develop a strategy for servicing the Airport with piped water and sewer services.	Short-Term
9)	It is recommended that the Board continue to promote the Airport. Consider a Twitter account that is updated daily and identifies any travel updates, weather conditions and business opportunities.	Short-Term
10)	It is recommended that the Board consider un-manned methods of capturing flights and landings to supplement the flight information, and potentially provide an opportunity to invoice for use of the Airport.	Short-Term
11)	It is recommended that the Airport Board send a letter to the flight schools who currently conduct touch and go's at the airport that they will be invoicing the flight school and follow-up.	Short-Term
12)	It is recommended that a surcharge be added to fuel sales as an additional revenue source.	Short-Term
13)	It is recommended that the HRRAL create a list of key infrastructure replacement and key capital investment requirements to plan over time.	Short-Term
14)	It is recommended that the Board, using the capital project recommendations in this Strategy, develop a capital budget for the next 10 years.	Short-Term
	MEDIUM-TERM RECOMMENDATIONS	
15)	It is recommended that the Board, collaborating with the Town and MD of Foothills, negotiate with an internet service to provide better access and higher speed internet connections to existing and future tenants.	Medium-Term
16)	It is recommended that the Board investigate the pricing options to access water from the Cayley Water Line.	Medium-Term
17)	It is recommended that the Board explore a partnership with a flight school to develop a residential campus for flight training.	Medium-Term
18)	It is recommended that the Board explore short-term staffing assistance or summer student support through government programs such as the Serving Communities Internship Program or through high school volunteer hours to create a full tenant and business record, to track take-offs and landings, and to work to improve the website.	Medium-Term
19)	It is recommended that the Board work with other airports in Alberta to promote a chain of airports from the United States Border to the Northwest Territories Border for fuelling and aviation services for general aviation American pilots who fly to Alaska every summer.	Medium-Term
20)	Explore incentives such as an Airport Revitalization Tax Exemption Program, where new developments could receive tax relief for eligible construction	Medium-Term

Recommendation Number	Recommendation	Timeline
	projects.	
21)	It is recommended that the HRRAL put together a leasing package and promote the leases on the Airport website.	Medium-Term
22)	It is recommended that the HRRAL consider joint marketing with the MD of Foothills and the Town to promote the area.	Medium-Term
23)	It is recommended that the HRRAL seek partnerships with youth groups and schools to provide education sessions at the Airport.	Medium-Term
24)	It is recommended that the MD of Foothills investigate growth opportunities with the Regional Growth Board, once mandated.	Medium-Term
25)	It is recommended that the HRRAL complete a review of the rates and fees every five years to ensure they remain competitive and profitable.	Medium-Term
26)	It is recommended that the HRRAL consider a not-for-profit status which would allow more funding opportunities.	Medium-Term
LONG-TERM RECOMMENDATIONS		
27)	It is recommended that this Strategy be reviewed by the Board annually to monitor and track the implementation progress.	Long-Term
28)	It is recommended that a full review and assessment of the Airport be completed every 10 years by an external consultant.	Long-Term
29)	It is recommended that the HRRAL, the MD of Foothills and the Town monitor and evaluate the Strategic Transportation Infrastructure Program (STIP).	Long-Term
30)	It is recommended that the HRRAL investigate funding options to expand into Phase 3 of future development.	Long-Term
31)	It is recommended that if there is approved piped water and sewer services, that the Airport investigates the potential of individual Caretaker Suites (one suite per hangar, not exceeding 700 sq. ft. of habitable space).	Long-Term
32)	It is recommended that the HRRAL maintain and improve runway maintenance for all runways.	Long-Term
33)	It is recommended that the MD of Foothills and the Town extend the headlease to 99 years upon expiry in 2043.	Long-Term

1.0 Introduction

In 2015, the High River Regional Airport Board (the Board) issued a Request for Proposals to hire a consultant to prepare an Airport Business Development Strategy (the Strategy) for the High River Regional Airport (the Airport). Additional work included updating the High River Regional Airport Area Structure Plan (ASP) and completing a site drainage overview. Dillon was awarded the contract and began work in May 2016.

Scope of work required the consultant to:

- *Review relevant existing policy for the airport;*
- *Examine financial projections;*
- *Identify land for development and lease;*
- *Identify potential revenue sources;*
- *Highlight required upgrades and associated costs; and*
- *Develop short, medium and long-term projections for the Airport.*

This report will provide high level business considerations and present recommendations for the future of the Airport.

1.1 Existing Situation

The Airport is located approximately 3.2 km south of the Town of High River (the Town). The Airport is jointly owned by the Municipal District of Foothills No. 31 (MD of Foothills) and the Town, and operated by the Board. Both the Town and the MD of Foothills provide a monetary contribution to support the Airport's functions; however, the Town and the MD of Foothills have indicated that they will reduce their financial contribution annually until they no longer support the Airport financially.



The Airport's lands are currently leased to the Board. This not-for-profit organization is charged with the responsibility of operating and maintaining the Airport, and the lands. The High River Regional Airport Limited (HRRAL) is run by a board of directors that includes three members from the Airport's leaseholders and two appointed by each of the municipal councils of the Town and the MD of Foothills.

The Airport is currently zoned under a Direct Control District #5 (DC5) which is designed to protect the Airport Lands; "*The purpose and intent of this district is to provide for the protection of the Airport from encroachment of uses that may have an effect on the operational*

safety of the airport facility and to allow Direct Control by the Council over development on the lands" (pg. 226)[1].

The Airport is current classified as a Code 2 B Non-Instrument, Registered Aerodrome. It has a paved runway (07/25) measuring 4150 x 75 ft and a cross wind, unpaved runway (14/32) measuring 3750 X 75 ft.

The Airport's lands make up approximately 157 acres. There are currently 38 private hangars and five commercial hangars. In addition, there are 17 undeveloped private lots and 14 undeveloped commercial lots. The Board recently created a tie-down parking area that can accommodate up to 15 aircrafts, all of which provide access to a power source. There is additional space to double this capacity.



The Board has struggled with a vision and business strategy to increase revenue per year. The goal of this document is to provide strategic business direction in order to increase the viability of the Airport.

1.2 Historical Growth

Over time, the Airport has seen substantial growth. Below are aerial photographs of the Airport, obtained through the MD of Foothills' GIS Department.

Figure 1: High River Regional Airport 1980



[1] Municipal District of Foothills (2014) Land Use Bylaw Direct Control District #5 page, 226. https://www.mdfoothills.com/services/planning-and-development/municipal-plans/land-use-bylaw-review.html

Figure 2: High River Regional Airport 2000



Figure 3: High River Regional Airport 2005



Figure 4: High River Regional Airport 2012



Figure 5: High River Regional Airport 2015



1.3 Sell or Lease Lots

Dillon was asked to consider the issue of selling lots at the Airport. Some tenants and the Board were interested in being able to purchase their lots. The argument from the tenants was that ownership would encourage more investment on the Airport. At the time, it was recommended that while the

initial cost recovery of selling the lands was enticing, it was a one-time financial benefit. It was recommended that the Airport continue to lease the land to the tenants. While the sale of the lots provides a one-time cash influx to the Board, the Board would still require regular income to operate the Airport. If the lots were sold, the Board would still have to charge user and access fees to cover the operating costs of the Airport (i.e., bareland condo, lot owner's fee). This would incur more administration fees for the Board. In addition, selling lots decreases the development controls that can be used to regulate building use and tenants.

Dillon has reviewed the options and stands behind our initial recommendation, and reiterates that the Board should continue to lease lots. However, to encourage investment on the Airport, it is recommended that the leases be renegotiated for longer terms from 25 to 49 year terms with the option to renew. It has been clearly demonstrated at other airports that leases over 25 years with renewals are sufficient to access bank financing, and support growth and development at airports. In addition, Dillon recommends that the MD of Foothills and the Town extend the headlease to 99 years upon expiry in 2043. While there are airports that sell their land, most airports in Canada do not. It can be seen from the growth and development at airports, such as Springbank, that lot ownership is not mandatory for the development of hangars and businesses. This includes High River. There have been several new hangars developed at the High River airport on the leased lots. This Strategy and the revised ASP provide a long range land development plan which will identify strategic locations and servicing for new hangars.

1.4 Planning Framework

1.4.1 Municipal District of Foothills, Municipal Development Plan

The MD of Foothills adopted their Municipal Development Plan (MDP) in 2010. This plan is intended to guide growth and land use across the MD of Foothills. In addition, the plan outlines robust transportation goals and objectives to support future populations. Its vision states:

"The MD of Foothills encompasses a diverse rural landscape in which leadership and planning support a strong agricultural heritage, vibrant communities, a balanced economy and the stewardship of natural capital for future generations"(pg. 4)[2]

In order to fulfill this vision in part, the MD of Foothills has recognized the value in supporting the Airport as it provides a vital link and access to their municipality. The Airport provides recreation and education opportunities,

[2] Municipal District of Foothills (2010) *Municipal Development Plan*. https://www.mdfoothills.com/services/planning-and-development/municipal-plans/municipal-development-plan.html

as well as facilitates efficient movement of goods and people, and farm management operations.

It is critical that airports are recognized as an integral part of the transportation system. Maintaining the Airport's viability supports the goal of developing and maintaining a safe, sustainable, and efficient transportation system. The support of the Airport also demonstrates forward thinking on the part of the MD of Foothills by linking it to the rest of Canada. A popular phrase that is quoted regularly in airport circles is that with a mile of road you can drive a mile; with a mile of runway you can access the world.

1.4.2 Town of High River, Municipal Development Plan

The Town adopted their MDP in 2009. It was developed to guide decision making and the development of the Town into the future. While outside of its municipal boundaries, the Town benefits from the Airport through its connection to the broader region, the direct economic benefits and emergency service access through the Airport. The Town's MDP highlights the Airport's benefit for job creation and building on the Town's existing resources as economic generators.

"Encourage the development of the airport as a catalyst for creating new jobs within the Town"[3]

The Town also benefits from the location and services of the Airport. The Airport provides vital emergency access to the Town during emergency situations as was demonstrated during the flood of 2013. In its MDP, the Town encourages improvement and expansion of the existing Airport. The Town's MDP also highlights the benefit of the Airport to its existing transportation network and mobility strategy.

"Encourage improvement and expansion of the existing airport"[4]

1.4.3 Intermunicipal Development Plan

The Town and the MD of Foothills Intermunicipal Development Plan (IDP) provides an opportunity and a framework for both municipalities to guide decision making along common boundaries. While the Airport is located outside the IDP area, it was agreed by the two municipalities that it is of sufficient mutual interest that some policy, with respect to the Airport, should be included in the IDP. This document is used to provide decision making support and provide long-term infrastructure planning. Within this plan, the MD of Foothills and the Town have identified long-term strategies for the Airport, including wastewater service and a waterline to the Airport's lands. There is

[3] Town of High River (2009) High River Town Plan. Policy 2.3.7.3, page 13. http://www.highriver.ca/images/Planning/2013/13-03-11_Town-Plan_final_mar4-2013.pdf
[4] Town of High River (2009) High River Town Plan, page 17 policy 2.5.1.9. http://www.highriver.ca/images/Planning/2013/13-03-11_Town-Plan_final_mar4-2013.pdf

an existing waterline which runs from the Town to the Hamlet of Cayley, and the cooperation between the Town and the MD of Foothills is essential for promoting sustainable growth at the Airport. Coordination of events, marketing and development incentives will help the Board increase its competitive advantage over neighbouring airports in the future.

1.5 High River Airport Area Structure Plan

In 2002, the MD of Foothills, in consultation with the Town, developed the Airport ASP with approval in 2003. This plan has served as the land use guide for the Airport for the past 14 years; governing form, nature, and location of future land use and development.

The goal of the ASP was to protect the Airport's lands from encroaching land use and identify, at a high level, lands available for development. The ASP fulfilled its basic duty to guide development in the area around the airport; however, it did not address the day to day functioning of the Airport facilities or the future growth, development, and expansion of the Airport. In addition, the ASP is out of date. An ASP, under the Municipal Government Act, is supposed to plan for future growth and development. The existing ASP was not forward thinking and did not identify the growth opportunities for the Airport.

The purpose of this Strategy will be to provide direction for the Board to increase revenue options. This will have significant implications on the land use. It will work in conjunction with an updated ASP, which will identify the land available for development. Through analysis, the updated ASP will look at the most suitable development locations, future infrastructure and development phasing.

1.6 Vision and Guiding Principles

As previously stated, the MDPs of the Town and the MD of Foothills, as well as the IDPs, outlines policies relating to the Airport.

While these documents acknowledge the Airport, they do not provide direction, guidance for growth and development, or policies for clear direction. For that reason, development of a clear, concise and forward thinking ASP and a Strategy that assigns the activities of the Airport's management to forward/ promote the Board and lease all of the Airport's land for the development of businesses and/ or services is recommended. The future of the Airport could be improved by more direct land use policies.

Guiding Principles for airports should include the following:

- **Safe Operation of the Airport** – Under Transport Canada regulation, an airport must be operated in a safe manner. All airport operators want to run a safe airport that is not experiencing incidents or accidents, and has the confidence in the travelling public and businesses that use that airport.

- **Sustainable Development** – Airports are long-term developments and air travel is embedded in Canada's fabric. However, they are also capital intensive operations. Sustainable development will ensure sufficient funding sources; infrastructure that is well managed and maintained.
- **Community Oriented Organization –** Regional airports are considered to be significant contributors to the economy and the success of a community.
- **Business Organization** – Prior to the Federal Government transferring airports to municipalities, airports were considered a significant part of the national transportation network. Transport Canada trained airport managers and staff to ensure that the airports were operated in a safe and efficient manner. They were considered a public service and were not expected to pay for themselves. Once transferred to local municipalities, the reality of the costs of airports became all too real. Airports are now expected to earn the revenue to support the airport, not just for the operation, but for the future capital upgrades. The airport manager today is not just responsible for the safe operation of the airport but of the operation of a successful and viable business.

While the airport strives to reach financial self-reliance, the Town and the MD of Foothills contribute minimal and decreasing financial funding and services to the Airport. The Airport is a major transportation link for the residents and visitors of the Town and the MD of Foothills, and the region as a whole.

2.0 Consultation

Stakeholders can provide valuable input at each step of the process, providing information about context and background from different perspectives. This helps to identify issues and needs associated with airport facilities. As well, it provides information that is used for study analysis and the recommendation phases. Engaging stakeholders helps ensure that multiple perspectives can be brought into the airport planning process.

To complement and support the development of the Strategy and the ASP, an external stakeholder engagement plan was developed. For the purposes of the Strategy, stakeholder engagement included consultation of key stakeholders through an online survey and an open house.

A survey was posted to the Airport's website and emailed to the key stakeholders through a mailing list. In addition, a hard-copy version of the survey was brought to the open house for participants to complete. These surveys were carried out to develop input into the Strategy. The survey was launched on October 1, 2016 and was advertised on the Airport's website. The survey was online for over three months to ensure that key stakeholders had ample opportunity to provide feedback. The survey received 22 responses.

The Strategy information open house was held on Saturday November 26, 2016 at the Cadets building on the Airport's grounds. The open house was held from 10:00 am to 12:00 pm. Participants were notified through the Airport's mailing list and the open house event was also advertised on their website.

The results of the open house and survey are summarized in **Appendix A**.

In addition to the external stakeholder consultation, the Dillon team met on numerous occasions with the Board and staff from both the MD of Foothills and the Town.

3.0 Economic Climate

In a 2005, in a study analyzing the economic impact of regional and local airports in Alberta prepared by RP Erickson & Associates, it was identified that Tier II airports (e.g., the Airport) "provide significant economic benefits to the communities they serve. In 2003, on average, each Tier II airport provided roughly 30 direct FTE[5]s, a labour income of nearly $2 million, and a total impact of over $7 million" (RP Erickson & Associates , 2005). In the case of the Airport, this benefit would have been provided primarily to the Town and local businesses.

While these airports contribute significantly to the local economy, many run on tight budgets, without contingency funds for major capital projects or improvements. In order to remain competitive, airports rely on external funding or need to determine ways of increasing their revenues. A business development strategy helps identify future cost scenarios, creates a plan to overcome costs and remains up to date with current standards.

3.1 High River Airport Competitive Advantage

To increase the business opportunities at an airport, it must be marketed to the potential businesses and users. To market an airport, it is important to be able to present the competitive advantage of the High River region and to businesses thinking of locating in the area. Based on the consultation and research completed, the competitive advantages of the Airport are:

- **Location** – The Airport is located in close proximity to the Town and the City of Calgary. There is an existing transportation network, Highway 2, 2A, Class 1 rail systems, and proximity to a planned regional commercial/ industrial corridor.
- **Competition** – As a result of the continued increase in prices, lack of vacant lots at Springbank Airport and the lack of other airports in the Calgary region, the Board is well situated to provide a regional airport service.
- **Airspace** – The Airport is outside the City of Calgary International Airport's Mode C Airspace.
- **Land Price** – The Airport land lease rates are lower than some of the other regional airports (e.g., Springbank Airport).
- **Runway** – Paved runways and gravel cross wind runways facilitate landings in different weather conditions, with some space to expand.
- **Room to Grow** – The Airport has undeveloped land on the Airport's property and is surrounded by farmland. This indicates that this area has potential to grow into a larger service airport for the region.

[55] Full Time Equivalent employment positions

- **Municipal Policy** – Both the MD of Foothills and the Town's long range policy documents support the continued operation of the Airport; however, the headlease indicates reduced financial contributions going forward.

Disadvantages:

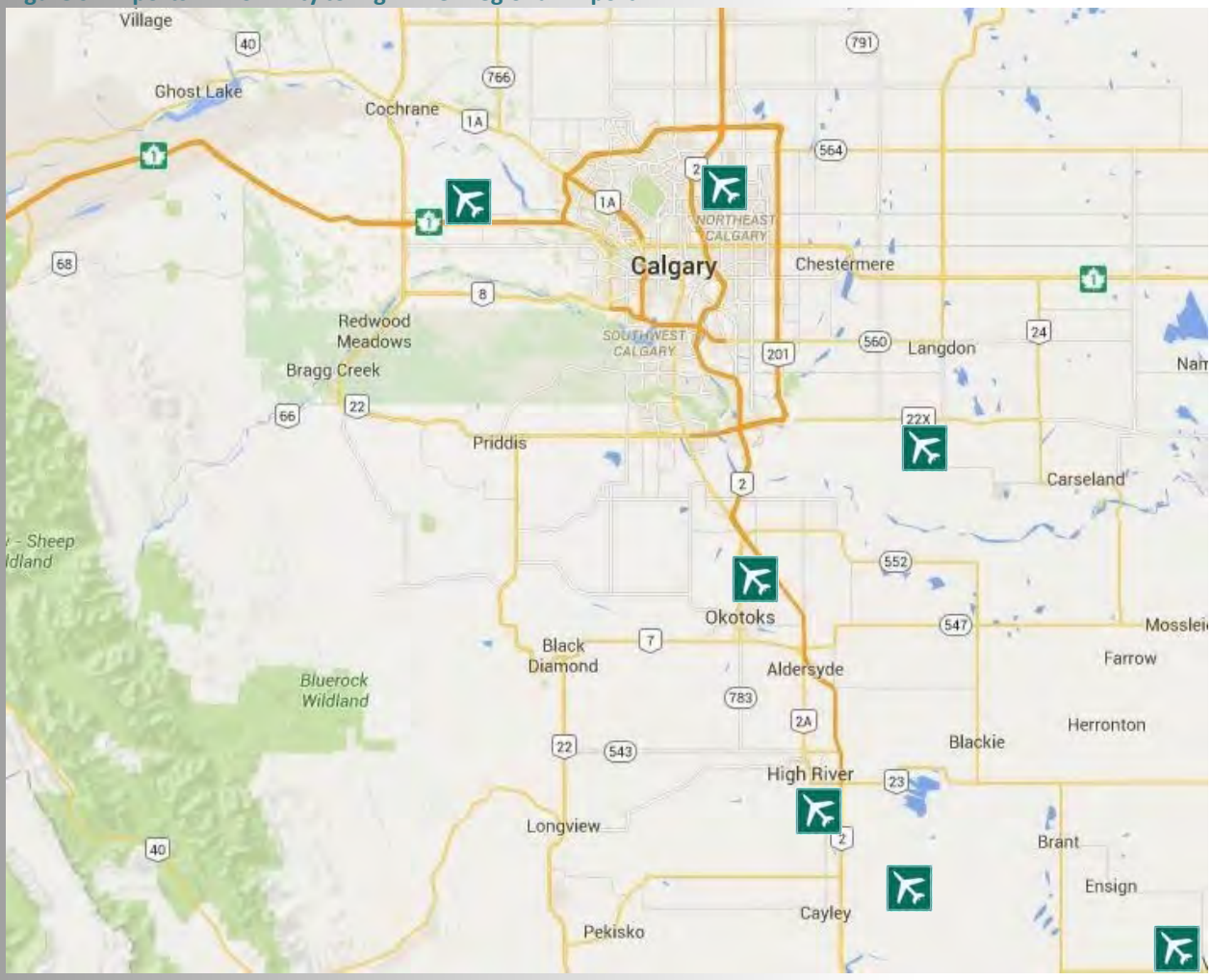
- **Limited Revenue Sources** – There are no federal grants unless there are regularly scheduled flights. Provincial grants are minimal and the Town is reducing their financial support.
- **Competition** – There is some competition from other airports in the Calgary region, although very few south of the City of Calgary.

3.1.1 Location

The Airport is located immediately south of the Town and approximately 67 km south of downtown Calgary, giving it access to the largest population base in Alberta. In addition, the Airport is located along a major transportation corridor. There are several other small airports in the Calgary region, including the Okotoks Air Ranch Airport. However, during the summer of 2016, the Okotoks Air Ranch Airport suspended operations after Transport Canada found it was in violation of operating procedures. The Okotoks Air Ranch Airport was in danger of losing their certification. As a result, the HRRAL and the Board has attracted some of the businesses and general aviation business which operated out of the Okotoks Air Ranch. More discussion on the Okotoks Air Ranch Airport is included in **Section 4.1.1.**

There are six other airports in proximity of the Airport, including the Calgary International Airport, Springbank Airport, Indus/ Winters Aire Park, Okotoks Air Ranch, AJ Flying Ranch Airport and Vulcan Airport. **Figure 6** shows the location of the airports in proximity to the High River Regional Airport.

Figure 6: Airports in Proximity to High River Regional Airport



3.2 Local Business Climate

The collapse in global oil prices that began in late 2014 is continuing to have an impact on Alberta's economy, echoing previous boom and bust cycles. The most recent downturn in oil prices has contributed to a renewed focus on diversifying Alberta's economy, and has been a strategic focus at Federal, Provincial and Municipal levels of government. At a local level, the historic 2013 flood has led to revitalization efforts in the Town and the MD of Foothills that has demonstrated the strength of the local community and businesses.

The Town and the Foothills region has a diversified economy that is well positioned to continue to adapt to Alberta's changing economy because of a strong agricultural and a growing industrial sector, in

addition to cultural and tourism industries. One of the Town's strategic focus areas for 2015-17 is sustainable economic growth, with the goal to *"Attract people and sustainable industry to High River"*[6] with an Economic Development Plan coming as a 2015-17 priority.

3.3 Population Projections

Population in the area is important to consider as these are the ultimate users of the Airport and its services/facilities. As a result of its proximity to the Town, the Town's population can be used as a projection indicator of economic support.

Table 1 shows the population of the Town and the surrounding area has continued to increase as a result of the increased population of Calgary. According to statistics provided by the Calgary Regional Partnership, the population of the Town (16, 526) is expected to grow at a rate of 2.3% over the next 60 years to a population of 38,920 by 2076 (Calgary Regional Partnership).

Table 1: Population Statistics (2016 Population Data Received from Statistics Canada; Population Projection Data Provided by the CRP)

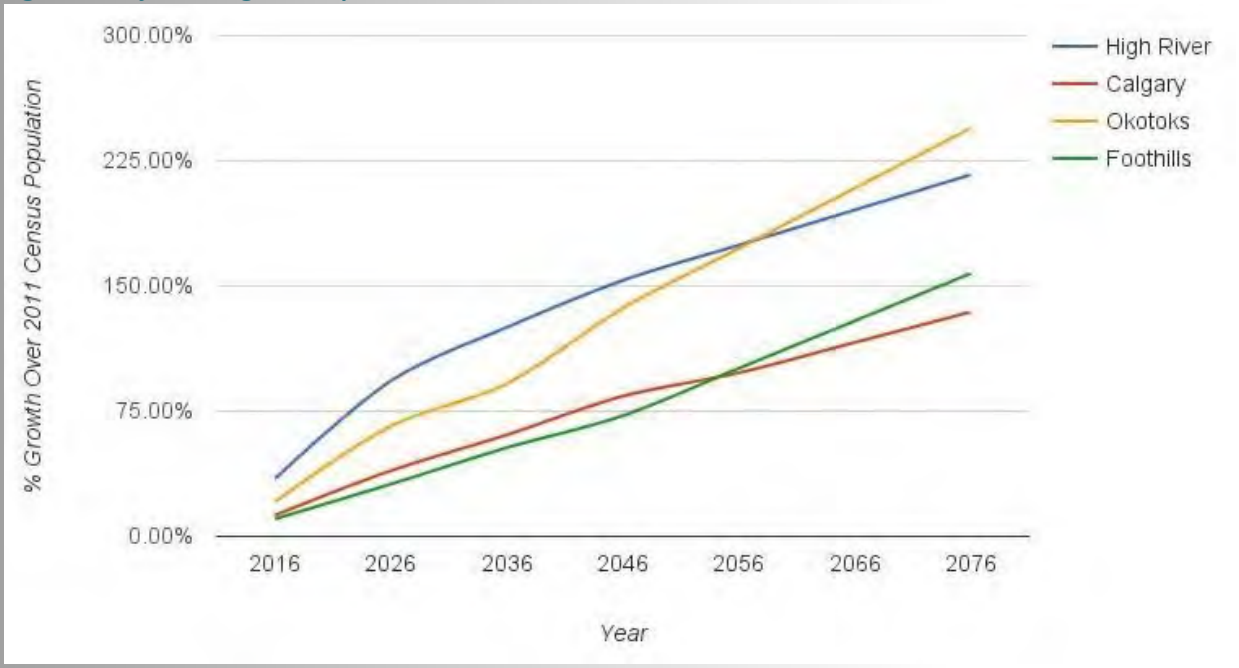
Year	High River	Calgary	Okotoks	Foothills
2016[7]	13,420	1,237,656	28,881	22,766
2026	23,737	1,528,694	40,697	27,916
2036	27,680	1,764,183	46,938	32,553
2046	31,138	2,018,460	58,000	36,620
2056	33,732	2,171,932	66,817	42,661
2066	36,326	2,371,676	75,635	48,702
2076	38,920	2,571,419	84,452	54,743

Municipalities in the area such as Okotoks and Turner Valley have also forecasted significant growth over the next decade. **Figure 7** illustrates the current population growth forecast for the Calgary Region.

[6] Town of High River (2015) Corporate Strategic Plan 205 – 2017, page 11. http://www.highriver.ca/images/Leg_Services/corporate-strategic-plan_2015_-_2017.pdf

[7] Statistics Canada (2016) Census Profiles (High River, Calgary, Okotoks, MD of Foothills) http://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/details/page.cfm?Lang=E&Geo1=POPC&Code1=0115&Geo2=PR&Code2=48&Data=Count&SearchText=calgary&SearchType=Begins&SearchPR=01&B1=All

Figure 7: Projected Regional Population Growth



The area's population growth rate is forecasted by the Calgary Regional Partnership at 1.8% per year. The Airport should anticipate future growth as a result of population increases.

3.4 Airport Contribution to the Local and Regional Economy

Generally, the key contributions that airports typically provide to local/regional economies include:

- **Direct Employment** – Jobs operating and maintaining the Airport, as well as employment by businesses located at the Airport (i.e., agriculture, tourism, hospitality, creation, manufacturing). Based on conversations at the open house event it is estimated that there are 12 full-time equivalent employment positions at the Airport, and 10 of those reside in the Town with their families.
- **Indirect Employment** – Airport based employees and travellers purchase goods and service in the community and region in all sectors of the economy. There have also been a number of hangars constructed at the Airport in the past five years, giving more opportunity to local trades.
- **Airport Businesses** – Businesses at the Airport purchase goods and services from suppliers in the region and community. For example, the construction of a new hangar at the Airport will use local trades, purchase materials in the Town, and use local firms for insurance and other services. As an example, a hangar will cost an estimated range of between $80 and $100 per sq. ft. to build with the average private hangar being 5,000 sq. ft. This represents a large investment in the community.
- **Aviation Support Services** – Freight, specialized skills and time sensitive delivery to the community/region by air. The Airport is a hub in security (e.g., firefighting, search and rescue, medical emergency movements).

- **Transportation Logistics** – Growing business in employing airports as intermodal hubs for both passengers and freight (e.g., air, rail, highway) modes can be integrated at or adjacent to the airport.
- **Land Banks** – Airports provide land banks for aviation and non-aviation employment districts, providing direct revenue opportunities through lease. As the Town and MD of Foothills leases the lands, they will always have the lands as an asset.
- **Tax Base** – As potential employment districts, airports can provide contributions to the local and regional "non-residential" tax base.

Through indirect and direct streams referenced above, the Airport has had a significant monetary contribution to the local and regional economy as an aviation transportation hub. It has continued to provide services for aviation businesses, local hangars, flight school and aviation training, and the Flying Club. In addition, during the flood in 2013, the Airport was an essential location out of the flood area that provided emergency access in and out of the community, and acted as a command post location for the Town. Leaseholders at the Airport also contribute to the local and regional economy through annual lease fees and local tax contributions.

4.0 Aviation Trends

4.1 Flight and Passenger Trends

The flight volumes at the Airport are difficult to predict as detailed records are not kept, and they fluctuate based on the season as well as the regional economy. For insurance purposes, in 2015, the Board estimated the number of movements per year at 8,800. These numbers were provided through the following estimated calculations: Through the week there are approximately 25 aircraft movements per day. However, on Saturday's there are approximately 50 aircraft movements per day, given the conditions. The increase on Saturday is due to the recreational air travel and airplane enthusiasts. **Table 2** shows the estimated aircraft movements at the Airport.

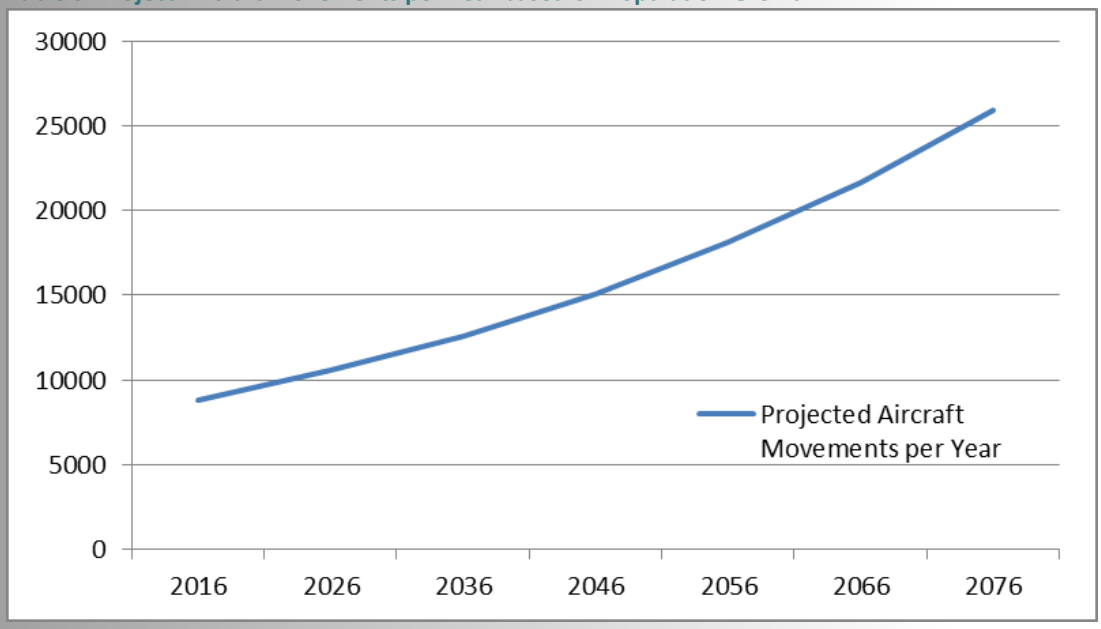
Table 2: Approximate Aircraft Movement at High River Regional Airport (2015)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	25	25	25	25	25	50

Due to recent hangar expansions, the Airport has experienced an increase in air traffic movements. More detailed records are needed to be recorded over a couple of years to accurately anticipate traffic forecasts.

It is difficult to compare the aircraft movements at the Airport to other airports in the area, such as Springbank Airport, because of the size and scale. Springbank Airport is owned and operated by the Calgary Airport Authority and operates 24 hours seven days a week. However, projections of aircraft movements can be made based on population projections. As previously mentioned, the population in the Calgary region is expected to grow by an average of 1.8% per year. Given this growth forecast, a similar projection can be applied to annual aircraft movements at the Airport. **Table 3** below illustrates the projected annual aircraft movements at the Airport.

Table 3: Project Aircraft Movements per Year based on Population Growth



4.1.1 Okotoks Air Ranch Airport

As previously mentioned, the Okotoks Air Ranch Airport is located approximately 25 km north of the High River Regional Airport. Over the years, the Okotoks Air Ranch Airport was developed as a residential air park and services a number of commercial aviation and recreational fliers. However, on April 18, 2016, Okotoks Air Ranch Airport was forced to close its runways and halt operations because it failed to maintain standards of safety that comply with Transport Canada regulations. Some of the violations included wildlife activities on and around the airport, minimum staffing requirements and security.

The Okotoks Air Ranch Airport has re-opened in April 2017; however, many businesses have relocated to other airports in order to continue operations. The High River Regional Airport has been a suitable option, given its location and proximity to the Okotoks Air Ranch Airport.

The temporary closure of Okotoks Air Ranch Airport has increased the number of users at the High River Airport. According to the Board president, there could be as many as 15 more aircraft located at the Airport as a result of the licence suspension.

The Airport needs to continue to be prepared for a future increase in commercial operations and recreational activity due to the growth constraints at the Okotoks Air Ranch Airport.

4.2 General Aviation

The Airport is a Registered General Aviation (GA) airport and it is not proposed that this airport attract regularly scheduled passenger flights. However, it is proposed that this airport grow and see an increase in number of flights including itinerant, general aviation, charter and flying school flights.

GA airports provide an indispensable link to local, regional and provincial transportation systems. This transportation link contributes to local and regional economies that in turn promote and sustain the GA airports. In 1993, it was calculated in the US that the annual economic activity from GA airports contributed an estimated $18.5 million to the national economy ("The Economic Impact of Civil Aviation on the U.S. Economy Update '93," prepared for the FAA and Lockheed Martin, by Wilbur Smith Associates, April 1995).

In addition to the economic benefits contributed by GA airports, other vital GA activities include emergency medical flights, police and fire support, search and rescue operations, traffic reporting, and agricultural and environmental management operations. Most GA airports were constructed with runway lengths of 3,000 to 4,000 ft. The airports were located away from communities, and were generally surrounded by agricultural or industrial land uses. While the primary users of the Airport may be perceived to be recreational flyers, and it is generally the flying clubs that donate hundreds of volunteer hours to operate and maintain the airport, there are many other users of GA airports. The increase in corporate users is placing pressure on these airports to extend their runways and expand their on-airport services.

The philosophy for the continued operation of the Airport is to maintain the GA registered aerodrome status, while planning for a runway extension, and continued growth and development of the airport lands including the extension of taxi ways, increase in tie down area, increase in apron area, and construction of more hangars. More information on potential expansion opportunities under the current Transport Canada classification is included in **Section 5.4**. The High River Regional Airport can provide an alternative location to the Springbank Airport, as well to Okotoks Air Ranch Airport.

5.0 Current Airport Operations

5.1 Current Operations

Currently, the airport has a number of revenue streams including; lease revenue ramp parking fees, water and sewer income (only one), and leaseholder airport user fees. A more detailed financial analysis is included in **Section 5.5**. The Airport does not have an Airport Improvement Fee and does not charge for vehicle parking.

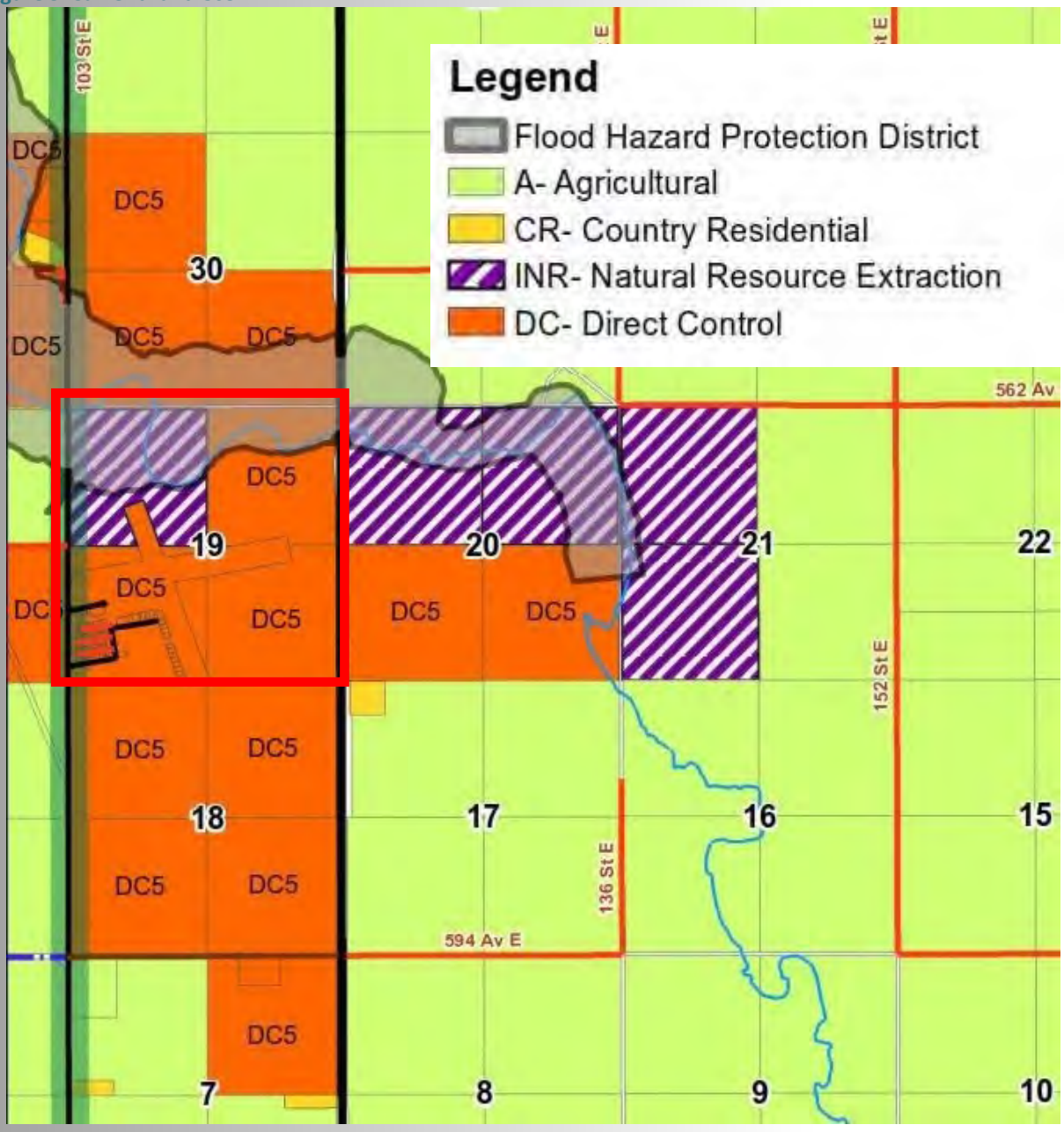
Our experience shows that most airports collect significant revenue from landing fees, fuel charges, parking, car rental, taxis and concessions. **Section 6.0** of this report includes a high level review of 27 comparison airports throughout Alberta.

5.2 Current Zoning

As previously mentioned, the Airport's lands are currently zoned DC5 which controls development and protects the Airport from encroaching land use. Additionally, there is a quarter section of land north of the Airport which is zoned for Natural Resource Extraction and a portion of the Airport's lands which fall under the Flood Hazard Protection District. **Figure 8** shows the current zoning for the Airport's lands.[8]

[8] MD of Foothills (2014) Land use Map Book Updated 2017, page 39. https://www.mdfoothills.com/services/planning-and-development/development-of-land/land-use-maps.html

Figure 8: Current Land Use



5.3 Transport Canada Regulations

5.3.1 Noise Exposure Forecast (NEF) Contours

NEF contours are developed for airports to project the potential noise, and to provide municipalities and authorities with an indication of when noise complaints may be anticipated. Transport Canada (TP1247) uses a NEF contour system to provide measurement of the actual and forecasted aircraft noise in the vicinity of airports.[9] This system factors in the subjective reactions of the human ear to specific aircraft noise stimulus and considers decibels, frequency, duration, time of occurrence, tone, wind direction, aircraft type, etc. This metric provides a gauge of a community's response to aircraft noise. Generally, if the NEF level is greater than 35, it is likely to cause high levels of disturbance, and anything above 25 will likely produce some general level of annoyance. Aircraft noise can disturb sleep, privacy, rest, communication, and can cause hearing loss; and therefore, may be potentially harmful to health. Transport Canada recommends that new residential development should not proceed where the NEF contour exceeds 30.

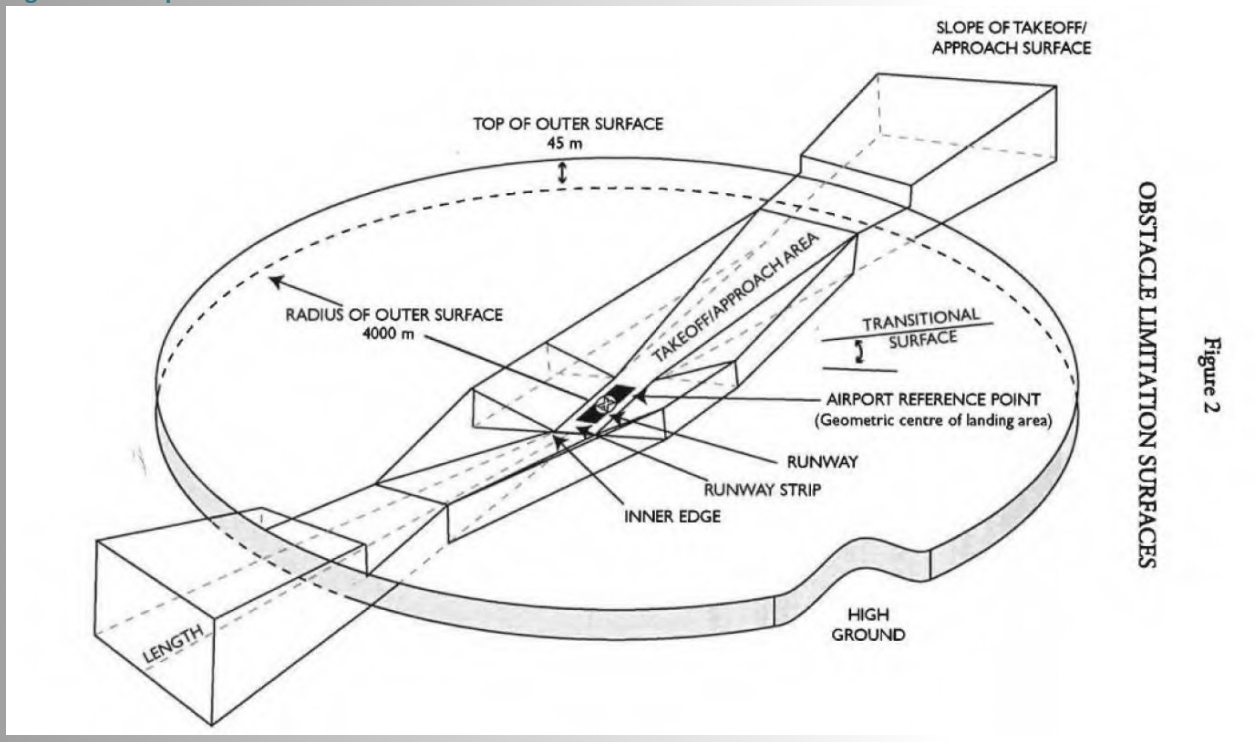
Identifying the NEF contours for an airport establishes an area surrounding the airport where land use is restricted due to aircraft movements. This also provides assurance to airport users and long-term airport security. In addition, NEF contour line provides protection for future airport growth and provides assurance to the MD of Foothills when reviewing development applications in proximity to the airport. Land owners and developers will be able to understand growth limitations or opportunities in the areas surrounding the airport.

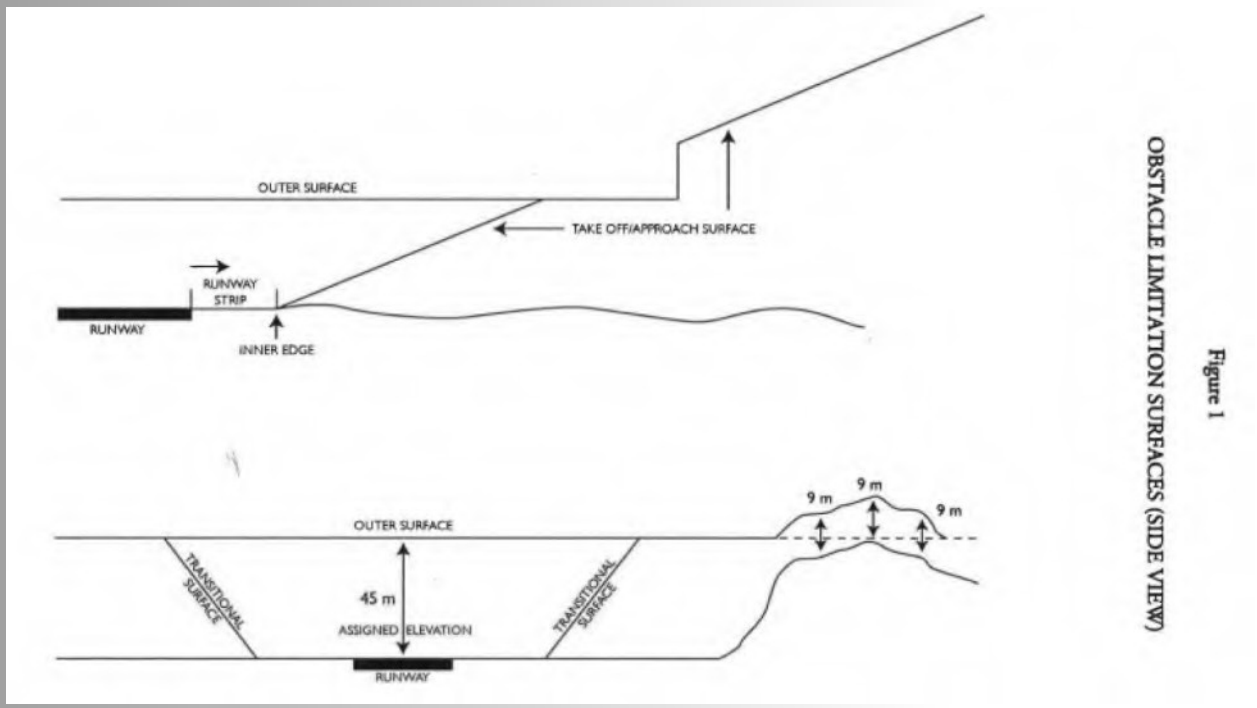
5.3.2 Obstacle Limitation Surfaces

Height at airports is pursuant to Transport Canada's Outer Surface Limitations. An outer surface is established around an airport for the protection of aircraft conducting a circling procedure or manoeuvring in the vicinity of an aerodrome (**Figure 9**). In addition, the Obstacle Limitation Surface sets a maximum height for structures of 45 m.

[9] Transport Canada (2013/14) TP 1247E Aviation – Land Use in the Vicinity of Aerodromes https://www.tc.gc.ca/eng/civilaviation/publications/tp1247-menu-1418.htm

Figure 9: Transport Canada - Obstacle Limitation Surfaces





5.4 Current Designation

Transport Canada TP312 provides standards and recommended practices on the code of an airport. Under TP312, "the certification level of service will be established based on the aircraft using the site (dimensions and approach speed), or planned usage as declared by the airport operator. Runway length will no longer be of prime consideration in the overall concept. This change will put the level of service decision in the hands of the airport operator since it is ultimately their business decision."[10]

Airport certification is based on:

- The size of the critical aircraft;
- The type of runway; and
- The aerodrome operational visibility limits.

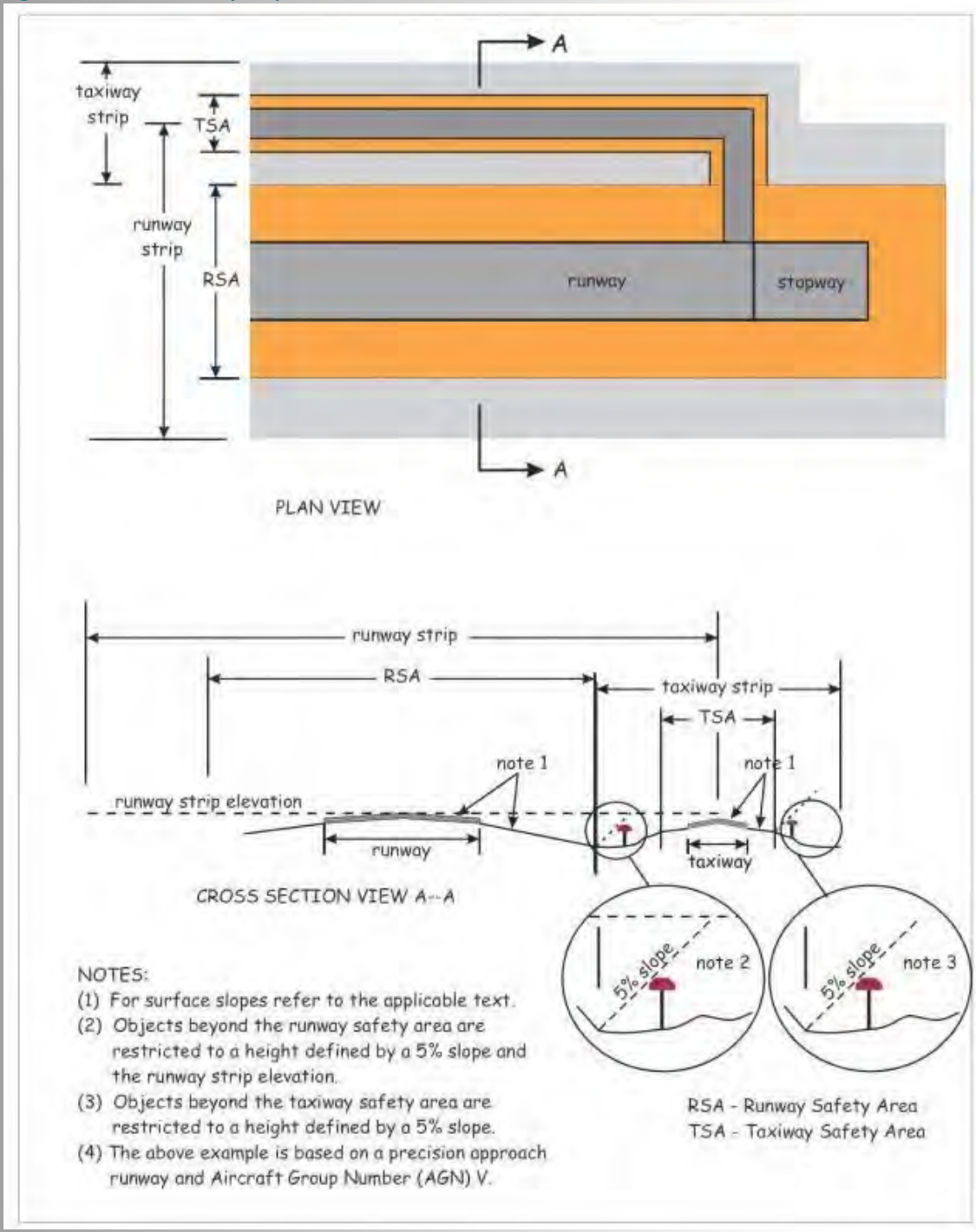
This sets the minimum requirements for an aerodrome to be certified. The Airport is current classified as a Code 2 B Non-Instrument, Registered Aerodrome. It has a paved runway (07/25) measuring 4150 x 75 ft and a cross wind, unpaved runway (14/32) 3750 X 75 ft.

Category B aircraft constraints include:

- Aircraft wingspan 14.94 m up to but not including 24.10 m.
- Speed 91kt or more but less than 121 kt.
- Runway guidelines **(Figure 10)**:
    - Runway Strip Length = 60 m beyond runway threshold
    - Runway Strip Width = 40 m from the runway centreline
    - Obstacle free = 40 m
    - Runway Safety Area = 40 m

[10] Transport Canada (2015) TP 312 5th Edition Aerodromes Standards and Recommended Practices, page 12).

Figure 10: TP312 Runway Requirements



5.4.1 Runways

Table 4: High River Regional Airport Runways

Runway	Material	Size	Image
07/25	Paved	4150 ft x 75 ft (1265 m x 22.86 m)	
14/32	Gravel	3750 ft X 75 ft (1143 m x 22.8 6m)	

5.4.2 Room to Grow

The minimum runway width for Code 2 Non – Instrument is 23 m. Any changes, such as becoming a precision runway or increasing to Code 3 would require a runway width of 30 m.



In developing this Strategy, it was indicated by the Board that there was desire to extend Runway 07/25 to 5500 ft (1676.4 m) to accommodate larger aircraft. This would result in a 1350 ft (411 m) extension to the existing runway. Currently, this runway is restricted by the proximity of 104th Street to the west. While proper engineering and surveying would need to occur, it appears that there is potential to extend Runway 07/25 200 m on the east end of the runway bringing it to 4350 m without changing the width of the runway. In order reach 5500 ft, the municipal road would

have to be realigned or closed. Runway 14/32 could be extended 100 m – subject to land boundary. However, keeping runway 14/32 under 1200 m would reduce the need for the runway end safety area.

5.5 Current Financing

Currently, the Airport receives $8,000 from the MD of Foothills and $8,000 from the Town for a total of $16,000. However, the Town and MD of Foothills have indicated that they want to reduce funding over the next few years until it no longer supports the airport, based on the terms of the headlease agreement.

Based on the 2016 projected budget, the airport will experience an increase in revenue, primarily because of increased new hangar development and lease revenue. However, it is expected that 2016 expenditures will increase when compared to 2015 because of the need for paving.

Table 5 illustrates the 2015, 2016 actual budget and the 2017 projected budget for the Airport. In 2016, due to new lot developments, the Airport was profitable, recording net revenue of over $150,000. The 2017 budget includes a number of larger capital projects which result in a projected net loss of over $25,000. It is recommended that the Board identifies key capital projects and requirements over a ten year period in order to anticipate revenue and plan over time.

Financial statements provided at monthly Board of Director meetings indicate that they are currently operating under budget on a number of expenses and have generated more income this year. As of July 2017, the Airport had almost reached its projected revenue target of $148,358.

It is evident in this budget that the Board has no Airport Reserve to manage larger projects. With the future need for runway resurfacing, construction of new taxiways to service new lots, the Airport will be dependent upon other sources of funding. Revenue must increase a minimum of $30,000 per year just to fund operations. It is recognized that the MD of Foothills provides a number of maintenance services for the Airport at no additional charge. However, capital projects must be planned for. It is recommended that the Board increase its revenue by a minimum of $100,000 per year and put that additional review into a capital project fund to pay for major airport upgrades in the future. It is also recommended that the Board complete a 10 year capital program with cost estimates to demonstrate the funding shortfalls, and allow the Board to justify revenue generation and to develop relationships/partnerships that may help with future funding.

Table 5: Airport Financing

2015 – 17 Airport Financials

		2015	2016	2017 budget
Revenue				
	Lease Revenue	$69,672	$79,583	$86,135
	Ramp Parking Fees	$12,410		
	Grant (Operational)	$20,000	$18,000	$16,000
	Renter Airport User Fees	$1,600	$4,800	
	Water & Sewer Income	$1,800	$1,800	$1,800
	Tie Down Lease		$17,354	$17,350
	New Lots		$135,408	$44,000
	Fire Suppression	$8,000		
	Interest Revenue	$863		
	Hay		$6,300	$6,000
	Misc. Revenue	$1,750	$1,954	
	Gross Revenue Total	**$116,095**	**$260,399**	**$171,285**
Expenditures				
	Paving/ Roadways	$5,678		
	Capital Reserve Contribution	$5,000		
	Build Tie Downs		$50,000	
	Topping of Tie-downs			$50,000
	Taxiway Asphalt Repairs			$20,000
	Electrical to new P Lots			$25,000
	Spray and Reseal Runway (14/32)			$50,000
	Total	**$10,678**	**$50,000**	**$145,000**
Operational Expenses				
	Bookkeeping	$5,791	$6,415	$6,000
	Audit	$1,650	$1,675	$1,700
	Advertising and Promotion	$0		$800
	Legal Expense	$166	$3,003	$3,000
	Bad Debts	$0		
	Engineering Expense			$281
	Insurance	$7,221	$4,800	$6,877
	Bank Service Charges	$304	$226	
	Interest Charges	$5		

2015 – 17 Airport Financials				
	Office Supplies	$500	$386	$600
	Dues & Memberships	$190	$200	$200
	Radio License	$41	$41	$41
	Misc. Expense	$500		
	Website Design	$2,266	$800	$1,200
	Internet Services	$180		
	Electrical			$1,440
	Terminal Rent	$7,200	$7,200	$7,200
	Donation	$2,730	$3,168	$3,124
	Snow Removal/ Grass Cutting	$13,854	$14,000	$20,000
	Repair & Maintenance	$5,908	$2,422	$311
	Water Storage	$8,000		
	Telephone	$492	$402	$200
	Total Operating	**$56,997**	**$50,734**	**$51,909**
	Grand Total	**$67,675**	**$100,734**	**$196,906**
	Net Revenue	**$48,420**	**$159,665**	**-$25,621**

5.6 Current Sub-leaseholders

The Airport has a number of sub-leaseholder that pay rent, participate in general aviation, and some provide services to the airport and broader community. However, there is currently no process for record keeping of the tenants and services. It is recommended that the Board keep better records of tenants and leases. This information could be used on the Airport's website to promote the services they offer.

The current leases are not consistent and are short-term. It is recommended that the term of the leases be extended to 25 to 49 years.

5.7 Current Staffing

Currently, outside the Board, there are no full-time staff members that work for the Airport. However, according to the stakeholder consultation survey, there are a number of full-time employees, part-time employees, as well as volunteers that are based out of the Airport.

5.7.1 Staffing Opportunities

While there may not currently be a good financial case for a permanent hire of an airport manager position, there could be an opportunity to hire a student throughout the summer or part-time during the school year. Students could update leases and tenant lists, track aircraft landing and invoicing. This could promote the Airport's benefits within the community and encourage students who are interested in aviation to get experience. There are also a number of government grant programs which would make this position funded such as the Serving Communities Internship Program (SCiP).[11] The SCiP brings Alberta's non-profit organizations and post-secondary students together to make a difference in their communities. SCiP internships are meaningful, skill-based opportunities providing mutual benefit to both non-profit organizations and post-secondary students. Non-profit organizations gain added talent and human capacity so that they can better achieve their missions. Post-secondary students gain skills, experience and networks, along with a $1,000 award. The SCiP is a partnership of Volunteer Alberta and the Government of Alberta.

There is also a provincial funding opportunity through the Summer Temporary Employment Program (STEP).[12] STEP is a 4 to 16 week wage subsidy program that provides funding to eligible Alberta employers to hire high school or post-secondary students into summer jobs from May to August. Summer positions created through STEP provide students with the opportunity to build meaningful work experience, increase their skills and workplace insight, and help prepare them for the future. A standardized wage subsidy of $7.00 per hour to a maximum of 37.5 hours per week will be provided to approve applicants.

[11] Serving Communities Internship Program (accessed: https://www.joinscip.ca/)
[12] Summer Temporary Employment Program (accessed: http://www.albertacanada.com/opportunity/employers/summer-temporary-employment-program.aspx)

6.0 Comparison Airports

Alberta has approximately 170 regional, community, private, corporate and forestry airports. For this study, Dillon completed a high level review on 27 airports of comparable size and operations to the Airport. **Table 6** lists the comparison airports.

Table 6: Comparison Airports

Comparison Airports	
Athabasca Regional Airport (CYWM)	Hanna Airport (CEL4)
Barrhead Airport (CCEP3	Innisfail Airport (CEM4)
Bassano Airport (CEN2)	Olds-Didsbury Airport (CEA3)
Beaverlodge Airport (CEU2)	Pincher Creek Airport (CZPC)
Beiseker Airport (CFV2)	Ponoka Industrial Airport (CEH3)
Bonnyville Airport (CYBF)	Rocky Mountain House Airport (CYRM)
Brooks Airport (CYBP)	Slave Lake Airport (CYZH)
Camrose Municipal Airport (CEQ3)	Springbank Airport (CYBW)
Claresholm Industrial Airport (CEJ4)	Stettler Airport (CEJ3)
Drayton Valley Industrial Airport (CER3)	Sundre Airport (CFN7)
Drumheller Municipal Airport (CEG4)	Vegreville Airport (CEV3)
Edson Airport (CYET)	Vulcan Airport (CFX6)
Fairview Airport (CEB5)	Wetaskiwin Regional Airport (CEX3)
Fort Macleod Airport (CEY3)	

The above airports were reviewed for governance (owner and operator), funding, registration status (e.g., registered or certified), location (i.e., in or near municipality), air-side facilities (e.g., runway, hangars, fuel), services (e.g., terminal buildings, taxi phone, courtesy car), fees and traffic counts. The review found the following:

- 24 of the 27 airports are Registered Aerodromes – Bonnyville, Wetaskiwin and Springbank are Certified Airports.
- 22 of the facilities are owned and operated by municipalities, often joint rural and urban – Drumheller, Innisfail, Stettler and Beaverlodge are owned and/or operated by private groups (such as flying clubs).
- Five of the facilities report collecting landing fees – Bonnyville, Edson, Olds/ Didsbury, Slave Lake and Springbank; usually from commercial, industrial, forestry, or emergency landings.
- Four facilities have aircraft traffic counts available – Athabasca, Barrhead and Wetaskiwin.
- Six facilities have either a flight school or skydiving – Beiseker, Camrose, Drumheller, Innisfail, Olds/ Didsbury and Springbank.

- During the investigation of Airports, only Bassano, Wetaskiwin and Stettler were identified as selling airport lots. All other airports lease their lots.
- Airport parking fees vary across Alberta airports. It is recommended that the Airport increase airport parking fees 3% yearly.
- The High River Regional Airport lease rate of $2.10 should be increased yearly by 3%.

More detailed notes on the airport review are included in **Appendix B.**

7.0 Strategic Plan

7.1 SWOT Analysis

As a result of the discussion and feedback from the Airport's open house, as well as conversations with the Airport Committee, a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis was completed. It provided the following highlights. Other opportunities were added based on the open house and survey hosted at the Cadets Building.

Table 7: Strengths and Weaknesses

Strengths Internal to the Organization	Weaknesses Internal to the Organization
• Agricultural base • Ease of access – off the highway • Land for development • Length and width of runway • Ownership by the MD of Foothills and Town • Central location, south of the City of Calgary • Close to High River • Access to Jet Fuel (Jet A and 100 Low Lead) • Van for pilots • Free Parking • Existing infrastructure • Open minded, business friendly • 24hr self-serve fuel – credit card • Two maintenance shops • Pilots lounge	• No car rental • Need to bring water, sewer for new development • No food or beverage • Subsidized by the Town and the MD of Foothills, and this is being reduced • No equipment to off-load freight • No instrument landing system • No public transit to the Airport • No direct taxi phone • Lack of marketing and promotion • No facilities

Table 8: Opportunities and Threats

Opportunities External to the Organization	Threats External to the Organization
• USA flight path route to Alaska • Lower fuel prices • Increasing number of tenants • Okotoks Air Ranch Airport Suspension • Relatively more affordable hangar space • No landing fees • Expanding runways • GPS landing • Linked with Highway 2A Commercial/ Industrial corridor	• Alberta economy • Lack of oil and gas exploration and extraction • Fewer private aircraft • Potential decreased airport usership • Increased movement of goods and people through highways and trucking • Alberta Health policies and contracts

8.0 Opportunity Development

As previously discussed, Alberta is facing increased pressure to diversify its economic strategy in order to remain competitive in a changing and fluctuating economy.



One of the concepts assumed by the development of these economic initiatives is that oil and gas will play a smaller role in the emerging Alberta economy.

Alberta has been talking about economic diversification for decades, but oil and gas has always been an easy option for obvious economic benefits. With reduction in the prices of oil and gas, and the fallout that has occurred across Alberta and the country, it is critical that economic development look at other opportunities in the province.

Diversification strategies have included looking at forecasts for agriculture, transportation, tourism and education. The sections below discuss the opportunities for future economic development at the Airport. The opportunities for development are supported by the stakeholder feedback received at the open house and the online survey.

The development opportunities listed in the next section are just potential opportunities that have been explored by the Dillon project team. They do not necessarily represent the future development scenarios, but rather present options for the Board to consider as opportunities for development.

8.1 Airside Services

These services refer to services that directly support aircrafts and most likely have direct airside access. Currently, the Airport does not charge landing fees. While the monitoring and collection of the fees require manpower and resources, there are ways of recording the flights and invoicing the pilots for the landing fees. It is strongly recommended that the airport investigate a recording process to allow itinerant pilots, flight schools, commercial/corporate, and government flights to be billed for landing fees. This would not apply to the tenants, hangar owners, the Town or the MD of Foothills business flights. While this may not total significant revenue for the Airport, it would reflect a regular income for the Airport that would assist in covering operational expenses.

8.1.1 Airside Businesses

There are opportunities with respect to commercial aviation businesses on the airside land for hangar construction, employment, increased revenue for the airport, and general economic benefit to the region. These uses could include: aircraft mechanical maintenance, avionics, aircraft upholstery and distribution. By increasing the number of commercial hangars available, the Airport is opening up opportunities to grow within airside businesses.

8.1.2 Cleaning

An airplane cleaning service could be run out of a hangar and offer promotional deals, such as getting your airplane cleaned while the pilot is in town. A cleaning service was mentioned in the survey as an airport business opportunity. This service of detailing would not necessarily include external washing and if it does, it might look at water recycling to reduce total water use.

8.1.3 Hangar Development

The Board should promote increased hangar rental space with a variety options such as T-hangars and short-term rental options. The Airport has the opportunity to offer a variety of aircraft storage and pricing options to attract a variety of tenants. The concept of T-hangars provides inexpensive covered storage for aircraft. The Board could either promote the development of T-hangars or fund the development, and rent out the spaces as a revenue generator for the Airport.

8.1.4 GPS Approach

It is Dillon's understanding that the feasibility of a GPS (RNAV) approach has been reviewed and the Board is moving ahead with installing a GPS approach. The GPS (RNAV) approach helps the Airport remain current with changing aviation technology, and continue to facilitate training exercises and landings. This new approach is schedule for installation and operation in 2018.

8.1.5 Terminal Building

The Airport should look to improve a terminal space for itinerant pilots use. A terminal building would also provide a waiting area or meeting area for aviation enthusiasts, clients, and passengers.

8.2 Aviation Business

8.2.1 Avionics

A growth opportunity for the Airport could be in aircraft electronics and avionics. With increased aircraft traffic and movements, there is an opportunity to develop an avionics shop and repair facility. If this is marketed to recreational flyers in the area, people might be inclined to land in Town to have general maintenance completed on their aircraft. This could potentially generate additional landing and parking fees.

8.2.2 Taxi Service

There is opportunity to partner with the local taxi company to have a discounted rate for pilots stopping in Town. This would increase the number of pilots who come into the Town for food or other services. Groundside land could be used for a taxi company to park vehicles and run the business.

8.2.3 Campground



A growing trend in the aviation industry is fly-in fly-out campgrounds. There are multiple examples of successful campground locations in the United States as recreational pilots enjoy visiting new airports and communities during the summer months. The Airport has the opportunity to market itself as a fly-in fly-out campground and can accommodate overnight camping at a relatively low cost to the airport. In order to be set-up for this activity, the airport would need to designate small parking pads as well as build washroom facilities. This use could generate landing fees, fuel sales and other airport service uses. Additionally, this will continue to market the Airport to recreational pilots throughout Canada and the United States.

8.2.4 Alaska Route

In 1942, a flying route called the Northwest Staging Route was developed using a series of airstrips built throughout Alberta, British Columbia and the Yukon to transport military support during World War II. Today, many recreational aviation enthusiasts fly north from the United States to Alaska yearly. There is opportunity to embrace the Alaskan Fly Route by promoting the Town as a key stop on the way north. There are several other airports in Alberta, including Lacombe and Peace River, who have expressed interest in a potential partnership between airports. There is also opportunity to look at other airports along the route from Montana to Alaska. This could generate landing fees, fuel sales and airport services use. It could also assist with tourism in general through car rentals, hotels, restaurants and retail sales.

8.2.5 Flight Schools

There is an extreme demand for airline pilots and airline technicians. Boeing suggests that in taking a closer look at the numbers, the largest projected growth in pilot demand is in the Asia Pacific Region, which will require an estimated 226,000 new pilots over the next 20 years. Europe and North America will require 95,000 each, the Middle East will require 60,000 and there will be another 82,000 pilots required around the world. In addition, there will be demand for 609,000 aircraft technicians. There are several organizations that are looking to open flight training schools. The Airport would be a desirable location due to the open air space.

ATP Flight Services are a large flight school out of the United States (1-800-255-2877), consisting of 42 schools. They have expressed an interest in a school in Canada, looking to Western Canada. They are interested in areas where there is open, unrestricted air space for training purposes. They provide pilot training and aircraft dispatch. This would be a significant contribution to the local and regional economy, and would support existing infrastructure.

Additionally, colleges and universities in Alberta offer a number of training and certification courses related to aviation. This presents a partnership opportunity for the Airport. The Southern Alberta Institute of Technology (SAIT) and the University of Mount Royal offer a number of courses including:

- Aircraft Maintenance Engineer Technology;
- Aircraft and Helicopter maintenance and certification courses; and
- Aviation Diploma.

There is also opportunity to partner with SAIT and Mount Royal University to offer training areas or discounted parking rates to students building their flight hours.

8.2.6 Agriculture

The Airport continues to bring additional revenue from agricultural crop production on vacant airport land. It is recommended that the airport continue to sell hay to generate revenue yearly.

8.3 Non-Aviation Businesses

The following uses are non-aviation uses which are brought forward as innovative, out of the box and unique uses that could set the Airport apart, and bring in additional revenue.

8.3.1 Food Truck Festival

Food trucks are gaining popularity as options for food businesses because of lower upfront investment costs and mobility. Given this trend, there is opportunity to host and market a food truck festival at the Airport. There are several examples of food truck festivals at regional airports throughout the United States. Additionally, a food truck festival was held at the Kamloops Airport in 2016 and raised $8,912.60 for the Kamloops Therapeutic Riding Association. The money was raised through event admission. There is opportunity to replicate the food truck festival idea and generate money for the Airport, and potentially a local charity partner. This event could increase the profile of the Airport and its contribution to the community. There are currently no food truck festivals in the Town.

8.3.2 Greenhouses

While climate change may alter growing seasons in the years to come, the cost of produce continues to climb. The installation of a greenhouse operation that produces fresh produce distribution would be a benefit to the region as well as an entrepreneurial opportunity. While there is opportunity to construct greenhouses in the rural areas off airport lands, the critical component to having the greenhouses on

airport lands is to take advantage of "just-in-time" delivery of the perishables. In addition, this would be the first step in developing the Airport as a small intermodal (truck and aircraft) delivery point that could expand over time. It is possible that the greenhouse operator could negotiate a distribution agreement with a grocery store chain. This could reduce the cost of fresh produce for the people of the region, as well as create employment, taxes and use of the skills that are currently available in the region.

8.3.3 Medical Marijuana

There are several medical marijuana operations now approved and expanding in Alberta, including a facility north of the City of Calgary in Mountain View County. Municipal requirements for the location of these facilities generally include separation distances from schools, residential and outdoor recreation. Lands at the Airport would comply with these separation distances.

8.3.4 Vehicle Storage

There is opportunity to create groundside storage uses such as an RV, boat and trailer storage area. The storage use is low maintenance and could generate additional income for the airport to further develop airside lots, internal roads, and runways.

8.3.5 Industrial Contractors

Industrial contractors need storage facilities and laydown yards. These uses could bring additional revenue to the Airport through leasing fees. This non-aviation use would be simple to build and maintain, and would not interfere with the Airport's operations.

8.3.6 Solar Energy Installation

Solar ground mount installations have become a popular addition to airport lands or lands adjacent to airports. The height of the installation does not post any issues. The potential for glare has been analysed and with over 30 solar projects operating at airports in 15 different states, the success of airport solar partnerships has been well established in the United States by the Federal Aviation Administration. There is a process to assess any glare impact, called the Solar Glare Hazard Analysis tool, but generally the only time it may be an issue is if the solar installation is directly in the flight path of the airport. Therefore, an installation on the south side of the Airport would have minimal impact on the operation of the Airport, could pay significant lease payments to the Airport and provide a sustainable alternative energy source.

8.3.7 Movie Set

In the past, the Airport and its facilities have been used as a movie set. Continuing to promote the use of the Airport to the film industry could bring additional revenue to the Airport.

8.4 Future Land Use Plan

Land use on airports, under the Transport Canada regulations, is controlled by the owner and/or the operator of the airport. However, Transport Canada offers guidance on the appropriate land uses. Transport Canada's Land Use in the Vicinity of Aerodromes (TP1247)[13] outlines other restrictions for development on airports including take-off and approach area, transition area and outer surface.

There are three categories of land uses on airports:

- **Airside** - Uses that have direct access to the taxiways, runways and aprons;
- **Groundside** - Uses which are located on airport property but do not have direct access to the taxiways, runways or aprons; and
- **Operational** - Uses including navigational aids, terminal buildings, equipment and fire halls.

Uses inappropriate for airport lands or lands in the vicinity of airports should not:

- Cause dust, smoke or steam that could impact visibility;
- Unduly attracts birds (e.g., water, landfill sites);
- Have structures that are higher than 45 m or that might penetrate the obstruction zone, the transition zone, or the take-off and approach zone; or
- Any use that creates electronic interference.

The outer surface shall be established where required for the protection of aircraft conducting circuit procedures or manoeuvring in the vicinity of an aerodrome. The outer surface establishes the height above which is may be necessary to take one or more of the following actions:

a) Restrict the height of new structures which would create an obstruction; or
b) Remove or mark obstacles to ensure a satisfactory level of safety and regularity for aircraft manoeuvring visually in the vicinity of the airport before commencing the final approach phase.

Take-off and approach is established for each runway direction intended to be used for the take-off and landing of aircraft.

a) An inner edge, perpendicular to the runway, begins at the end of the runway strip (normally 60 m from the runway threshold). The length of the inner edge is dependent on the strip width.
b) Two sides originate at the ends of the inner edge and diverge uniformly at either 10% or 15% from the extended runway centre line.
c) Final width will be the product of the divergence and length of the area, and will be parallel to the inner edge.

[13] Transport Canada (2013/14) Land Use in the Vicinity of Aerodromes. Retrieved from: https://www.tc.gc.ca/media/documents/ca-publications/tp1247e.pdf

Transitional surface is a complex surface along the sides of the runway strip and pan of the approach surface that slopes up to the outer surface. Its purpose is to ensure the safety of aircraft at low altitudes displaced from the runway centre line in the approach or missed approach phase. The slope of a transitional surface measure in the vertical, perpendicular to the runway shall be:

a) 20% for Non – Instrument runways, Code 1 and 2.

While the Airport is currently a Code 2 B Non-Instrument runway, it is important when planning for future growth to make sure that any development located on or surrounding the lands meets the highest standards from Transport Canada as future circumstances may change, resulting in the airport needing to meet these new standards.

The land use plan (**Figure 11**) identifies the proposed Airside and Groundside areas for development and **Figure 12** illustrates the proposed phasing of future development.

Figure 11: Proposed Land Use Plan



Figure 12: Proposed Future Development Phasing



9.0 Sources of Funding

Below are potential sources of funding from the municipal, provincial and federal levels. Dillon has also added potential partnerships which could increase funding. It should be noted, that the HRRAL should investigate a not-for-profit status in order to be able to access more funding opportunities.

9.1 Municipal

Current funding is provided by the MD of Foothill and the Town each contributing $8,000. This is shown in the budget as an operational grant (**Table 5**). However, as previously mentioned, the Town and the MD of Foothills have indicated that they want to reduce their contribution yearly until they no longer contribute to the operations of the airport, in accordance with the terms of the headlease to HRRAL. It is encouraged that this be revisited, and that the Town and the MD of Foothills continue to support the operations of the Airport as a vital link within the region's transportation network.

Non-monetary support from the MD of Foothills includes Airport Board Admin support, crack sealing, pumping water in high flow events, snow plowing roads, and other odds and ends related to maintenance.

9.2 Provincial

Community Airport Program (CAP), provided through the Strategic Transportation Infrastructure Program (STIP), provides funding assistance to community-owned, public-use airports for their rehabilitation and construction requirements. A total of $2 million in CAP funding has been allocated for 2017-2018 for the entire province. Approved projects will be provided on a 75 per cent provincial/25 per cent municipal basis. For existing airports, eligible projects include:

- Runway lighting (new)
    - Capital projects on the airside portion of the runway, including primary runway, apron and primary taxiway.

Typical projects are focused on airport rehabilitation to maintain airport operations. However, consideration will be given to runway extensions where benefits can be demonstrated and funding changes to one-third from the province.

9.3 Airport Revitalization Tax Exemption program

An innovative initiative that is used at other regional airports to encourage investment and business at an airport is an Airport Revitalization Tax Exemption Program. These programs are typically created as an economic stimulus to encourage capital investment at an airport and to create additional employment opportunities in the community. The program provides relief from general municipal property tax to owners of eligible projects constructed on parcels within the determined Tax

Revitalization Area. The amount of property tax relief can be negotiated with the MD of Foothills. The Tax Exemption Program can be actively promoted and advertised as part of the package for companies to locate or relocate to the Airport. This program can be used as an incentive to attract airport businesses that may be looking at multiple airport options such as the Okotoks Air Ranch Airport or the Springbank Airport.

9.4 Partnerships

There is also opportunity for the Airport to explore partnerships with external corporations who can provide funding support through contributions. It is recommended that the Airport explore partnership opportunities. Partnerships could include flight schools or private corporations.

10.0 Recommendations

Throughout this report, Dillon has made strategic recommendations on the direction of the Airport. For ease of implementation and efficient use of resources, Dillon has grouped these recommendations into immediate, short-term, medium-term and long-term recommendations. The HRRAL can track the progress of these recommendations using the table below.

Table 9: Airport Recommendations

Recommendation Number	Recommendation	Timeline
	SHORT-TERM RECOMMENDATIONS	
1)	It is recommended that an airport specific Land Use District be created and adopted by Council. This land use will identify permitted uses at the Airport and allow for future growth. This would rescind the Direct Control District #5 and create a land use district that would apply only to the Airport lands.	Immediate
2)	It is recommended that an airport Land Use District be divided into three "zones": Airside; Groundside; and Operational Reserve.	Immediate
3)	It is recommended that an airport Overlay Land Use District be prepared to protect the area in the vicinity of the Airport by restricting uses that would impact the safe operation of the Airport. This would match the 4 km obstruction free zone as defined by Transport Canada Regulations.	Immediate
4)	It is recommended that the "Groundside" Land Uses that may be considered include the following (noting that clear definitions for each must be created to the satisfaction of the MD of Foothills and added to the Bylaw): a) All Aviation Uses (to be defined in more detail); b) Extensive Agriculture (including Greenhouses); c) Camping (this might be only for overnight pilots); d) Caretaker Suite (one suite on the airport property) for the Purpose of Housing a Person to Act as the Caretaker for the Airport; e) Commercial Uses (this could be narrowed down); f) Contractors Yards (may include some outside storage or parking of vehicles); g) Eating and Drinking Establishments (these may be restricted in size until piped water and sewer is available); h) Emergency Services (fire and ambulance); i) Logistics and Distribution (trucking and transfer of goods and services from one mode of transportation to another for the ultimate delivery of the product); j) Light Manufacturing (it would be preferred if this was aviation related and it not open to factories or any operation that creates steam, smoke, or electronic interference and generally is a minor assembly of parts); k) Air Museum ;	Immediate

Recommendation Number	Recommendation	Timeline
	l) Outside Storage in Locations Determined by the ASP (this could include RV Storage or some other vehicle storage); m) Parking Lots; n) Aviation Related Repair Shops (all business is conducted inside the building); o) Solar Installations (industrial or commercial); p) Technical/Training Schools; and q) Warehousing (including mini storage).	
5)	It is recommended that the HRRAL continue to lease lots on the Airport and that the Board extend the term of the leases from 25 to 49 years to allow hangar development and financing.	Short-Term
6)	It is recommended that the Town and MD of Foothills continue to support the Airport with a minimum financial donation of $10,000 per annum.	Short-Term
7)	It is recommended that the Board prepare a recommendation for the MD of Foothills to return a portion of the Airport property taxes to the Board for operation of the Airport.	Short-Term
8)	It is recommended that the Board work with the MD of Foothills Engineering Department to develop a strategy for servicing the Airport with piped water and sewer services.	Short-Term
9)	It is recommended that the Board continue to promote the Airport. Consider a Twitter account that is updated daily and identifies any travel updates, weather conditions and business opportunities.	Short-Term
10)	It is recommended that the Board consider un-manned methods of capturing flights and landings to supplement the flight information, and potentially provide an opportunity to invoice for use of the Airport.	Short-Term
11)	It is recommended that the Airport Board send a letter to the flight schools who currently conduct touch and go's at the airport that they will be invoicing the flight school and follow-up.	Short-Term
12)	It is recommended that a surcharge be added to fuel sales as an additional revenue source.	Short-Term
13)	It is recommended that the HRRAL create a list of key infrastructure replacement and key capital investment requirements to plan over time.	Short-Term
14)	It is recommended that the Board, using the capital project recommendations in this Strategy, develop a capital budget for the next 10 years.	Short-Term
MEDIUM-TERM RECOMMENDATIONS		
15)	It is recommended that the Board, collaborating with the Town and MD of Foothills, negotiate with an internet service to provide better access and higher speed internet connections to existing and future tenants.	Medium-Term
16)	It is recommended that the Board investigate the pricing options to access water from the Cayley Water Line.	Medium-Term
17)	It is recommended that the Board explore a partnership with a flight school to develop a residential campus for flight training.	Medium-Term
18)	It is recommended that the Board explore short-term staffing assistance or summer student support through government programs such as the Serving Communities Internship Program or through high school volunteer hours to create a full tenant and business record, to track take-offs and landings, and to	Medium-Term

Recommendation Number	Recommendation	Timeline
	work to improve the website.	
19)	It is recommended that the Board work with other airports in Alberta to promote a chain of airports from the United States Border to the Northwest Territories Border for fuelling and aviation services for general aviation American pilots who fly to Alaska every summer.	Medium-Term
20)	Explore incentives such as an Airport Revitalization Tax Exemption Program, where new developments could receive tax relief for eligible construction projects.	Medium-Term
21)	It is recommended that the HRRAL put together a leasing package and promote the leases on the Airport website.	Medium-Term
22)	It is recommended that the HRRAL consider joint marketing with the MD of Foothills and the Town to promote the area.	Medium-Term
23)	It is recommended that the HRRAL seek partnerships with youth groups and schools to provide education sessions at the Airport.	Medium-Term
24)	It is recommended that the MD of Foothills investigate growth opportunities with the Regional Growth Board, once mandated.	Medium-Term
25)	It is recommended that the HRRAL complete a review of the rates and fees every five years to ensure they remain competitive and profitable.	Medium-Term
26)	It is recommended that the HRRAL consider a not-for-profit status which would allow more funding opportunities.	Medium-Term
LONG-TERM RECOMMENDATIONS		
27)	It is recommended that this Strategy be reviewed by the Board annually to monitor and track the implementation progress.	Long-Term
28)	It is recommended that a full review and assessment of the Airport be completed every 10 years by an external consultant.	Long-Term
29)	It is recommended that the HRRAL, the MD of Foothills and the Town monitor and evaluate the Strategic Transportation Infrastructure Program (STIP).	Long-Term
30)	It is recommended that the HRRAL investigate funding options to expand into Phase 3 of future development.	Long-Term
31)	It is recommended that if there is approved piped water and sewer services, that the Airport investigates the potential of individual Caretaker Suites (one suite per hangar, not exceeding 700 sq. ft. of habitable space).	Long-Term
32)	It is recommended that the HRRAL maintain and improve runway maintenance for all runways.	Long-Term
33)	It is recommended that the MD of Foothills and the Town extend the headlease to 99 years upon expiry in 2043.	Long-Term

11.0 Summary

The preparation of this Business Development Strategy has offered a number of short-term, medium-term and long-term recommendations to increase the Airport revenue and encourage sustainable growth. This plan, in combination with an updated ASP, will protect the Airport for future growth.

Airports are a business. They must be operated as such. If the airport is to be self-sustaining financially, the Board, the MD of Foothills, and the Town must promote and market the Airport, encourage development and create revenue to maintain their operations, and to generate a capital reserve to ensure that the long-term projects can be financed and costs controlled.

Appendix A

Stakeholder Summary

A

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1.0 Stakeholder Engagement

Stakeholders can provide valuable input at each step of the process, providing information about context and background from different perspectives. This helps to identify issues and needs associated with airport facilities. As well, it provides information that is used for study analysis and recommendation phases. Engaging stakeholders helps ensure that multiple perspectives can be brought into the airport planning process.

To complement and support the development of the airport business plan and airport area structure plan, an external stakeholder engagement plan was developed. External stakeholder engagement included consultation of key stakeholders through an online survey and an open house. The results of the airport open house and airport survey are summarized in the following sections.

1.1 Stakeholder Survey

As part of the stakeholder engagement process it was identified that there should be a survey. A survey was posted to the High River Regional Airport website and emailed to the key stakeholders through a mailing list. In addition, a hard-copy version of the survey was brought to the open house for participants to complete. These surveys were carried out to develop input into the Airport Business Plan. The stakeholder engagement results help to guide suggestions and recommendations throughout the Business Plan. The following outlines the survey methodology and results of the survey.

1.1.1 Methodology

The survey was designed in collaboration with the High River Regional Airport board, the MD of Foothills and Dillon Consulting Limited. The purpose of the engagement was to solicit feedback from stakeholders regarding their experiences and understanding of the current make-up of the High River Regional Airport. The survey was designed to gain information on services and opportunities at the airport.

There were eight questions all designed to obtain different sources of information. Some of the questions had suggested responses, while some were open ended. All question options had an “Other” section in order to allow for more information and input into the planning process. The survey was hosted on the survey monkey platform.

1.2 Key Survey Results

Responses to the individual questions including the question, the possible responses, and the frequency with which that option was selected are presented below. The total frequency of responses for each question varies since not every respondent replied to every question. There were 21 participants on the online survey.

Table 1 indicates the reasons why respondents currently use the High River Regional Airport. The majority of respondents use the airport for personal and/or general aviation reasons. There are a couple businesses, such as aircraft repair, fuel sales and bird/ wildlife air strike hazards.

Table 1: What is the nature of your business at the High River Airport?

Selected Response	Frequency
Charter Airline	0
Avionics	0
Aircraft mechanics and repair	2
Training (flight school, cadets, etc.)	0
Personal use for aviation	17
General Aviation	11
Agricultural (i.e., crop spraying)	0
Storage/ Warehousing	1
Other aviation related	4
Other non-aviation related	1

Table 2 indicates the number of employees which operate out of the High River Airport. There were 13 responses to this question; however, a number of respondents indicated no employees. This gives an indication of the number of employees that the airport supports.

Table 2: How many employees do you have for the business?

Selected Response	Total People	Responses
Full-time	12	2
Part-time	7	2
Volunteer	10	4

Table 3 shows where employees at the airport are currently living. This gives an indication of where employees are paying their taxes or contributing to the local economy. The responses suggested approximately two thirds of employees at the airport live in either the Town of High River or the MD of Foothills.

Table 3: Of your employees, please tell us how many of them live in each of the following:

Selected Response	Frequency
Town of High River	9
MD of Foothills	7
Other	9

Table 4 was an open-ended question designed to gain more information about the needs of the current airport users. The most frequent response was the need for some sort of food service at the airport. Other services are listed below and help shape the recommendations in the Airport Business Plan.

Table 4: What additional on-airport business or service would benefit your business?

Additional Businesses	Frequency
Industrial contractors	1
GPS Approach	1
Airport Manager	1
Avionics shop/repair	2
Restaurant/ Food / Cafeteria	3
Terminal Building	1
Food delivery sign/ information	1
Maintenance	1

Table 5 illustrates which businesses would help the overall success of the airport. There were 12 responses to this question. Similarly to the pervious question, this question was open-ended and used to gain more information of what services might be required at the airport to help make it more successful.

Table 5: What additional on-airport business or service would increase the overall success of the airport?

Answer	Frequency
Aircraft Cleaning and Detailing	1
Aircraft repair	1
Car Rental	1
FBO? What is this	1
Shipping	1
Light Manufacturing	1
Food	1
Garbage Removal	1
Terminal facility	1
Pave North South Runway	1
Potable water for airplane washing in s elf serve bay	1
Courtesy Car	1
Pilot's lounge	1

Table 6 highlights the potential at the High River Airport. There were 18 responses to this question. The majority of comments were positive about the future of the airport. Respondents illustrated what they would like to see at the airport in ten years such as a competitor to Springbank and being financially viable.

Table 6: In ten years, what do you imagine the airport will be?

In ten years, what do you imagine the airport will be?	Frequency
Major satellite airport for Calgary	1
Significant center for private aviation	1
Larger	2
Viable growing airport	3
Some scheduled or charter regional service	1
Direct Springbank competitor	2
More Hangars and T-Hangars	1
Financially viable	3
Two paved Runways	1
Well maintained	1

Table 7 indicates growth opportunities and strengths of the airport. There were some great suggestions as a result of the open-ended question. As well, three respondents think that the High River Regional Airport is well positioned to build on hangar rental opportunities.

Table 7: Please explain any key private and/or commercial growth opportunities you feel the airport is well positioned to build upon.

Growth Opportunities	Frequency
Go Cart Track	1
Proximity to Calgary	1
Less busy than Springbank	1
Attracting private aircraft and industry	1
Private Hangars/ Rental	3
Low cost operating environment	1
Satellite Airport to Calgary	1

Table 8 highlights the biggest perceived barriers to airport growth. There were a total of 18 responses to this question. The majority of respondents suggested that access to piped water was the biggest barrier to airport growth. That is followed by access to piped sanitary services.

Table 8: What are some barriers to private or commercial airport growth?

Selected Response	Frequency
Access to piped water	12
Access to piped sanitary services	5
Distance from High River	0
Proximity to Calgary	1

1.3 Survey Summary

Overall, the online survey provided an opportunity for participants to offer their insight and comment on the future of the High River Regional Airport. The survey was designed to gain more information about the airport from the users and key stakeholders. While there were only 21 respondents to the survey, the detail provided helps shape the direction of the Airport Business Plan and Area Structure Plan. The majority of respondents were satisfied and positive about the direction of the airport, but it was identified that some coordination of resources and marketing would be a mutual benefit to all groups and users of the airport. In all, respondents were positive about the airport and growth opportunities in the future.

2.0 Open House – November 26, 2016

As part of the external stakeholder engagement strategy for the High River Regional Airport, an open house event was planned and hosted in order to gather information from Airport Stakeholders and users. The Airport Business Plan information open house was held on Saturday, November 26, 2016, at the Cadets building on the airport grounds. The open house was held from 10:00 am to 12:00 pm. Participants were notified through the High River Regional Airport mailing list, and the open house event was also advertised on their website. The following section outlines the open house process and results.

2.1 Methodology

The open house consisted of four panel poster boards, two blank base maps for discussion and hard copies of the survey for participants to offer their voice and input into the project.



The purpose of the open house was to gain a better understanding of the opportunities and constraints at the airport, as well to solicit feedback on the

concept plans.
Members of the consultant team, as well as several members from the HRRA Board, and MD of Foothills project team were on hand to respond to any questions attendees had.

At the open house there was a sign-in sheet to track the number of people coming into the event. There were 21 participants who signed in to the open house, and most stayed during the entire two-hour time period to offer insight and participate in positive discussions regarding the future of the airport.

2.2 Key findings from the Open House

Throughout the two-hour event there were a number of good conversations regarding the future of the High River Airport. This discussion was captured through notes taken during the event. There was also opportunity for stakeholders to write on the poster boards to provide additional feedback.

The key findings are summarized by Strengths, Weaknesses, Opportunities and Threats (SWOT). The comments written on the poster boards are also summarized in **Table 9**.

2.2.1.1 Strengths

- Full-time employees closer to 15 – 18
- Murray Aircraft Services spend over $100,000 on parts and services from High River Businesses per year
- Courtesy Car
- Major tenants are marginally supportive of leases if they are 49+ years
- Monument survey registered with land titles
- Strong airport support
- Safety

2.2.1.2 Weaknesses

- Courtesy Car not running anymore due to insurance
- No piped water and sewer
- Too many hangars on one runway
- Not enough people using radio transmitters

2.2.1.3 Opportunities

- Consider looped taxiways (less aircraft conflict)
- New North to South Runway (cost in report)
- Redevelop the airport vision to reflect realistic goals
- 24/7 food and fuel service
- Develop dorms for flight school students
- None Aviation uses

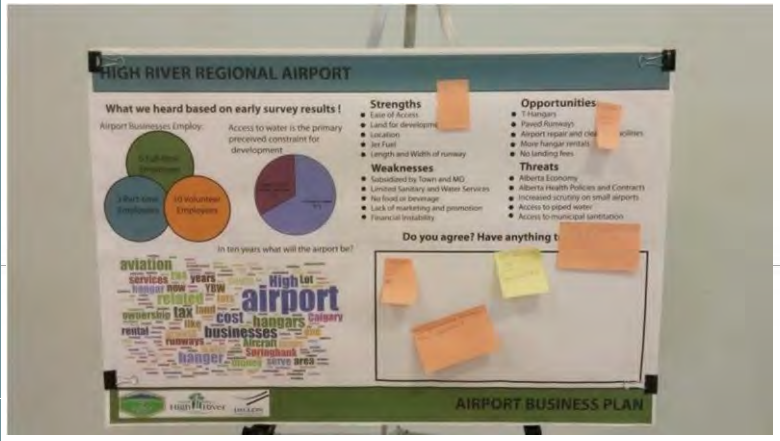
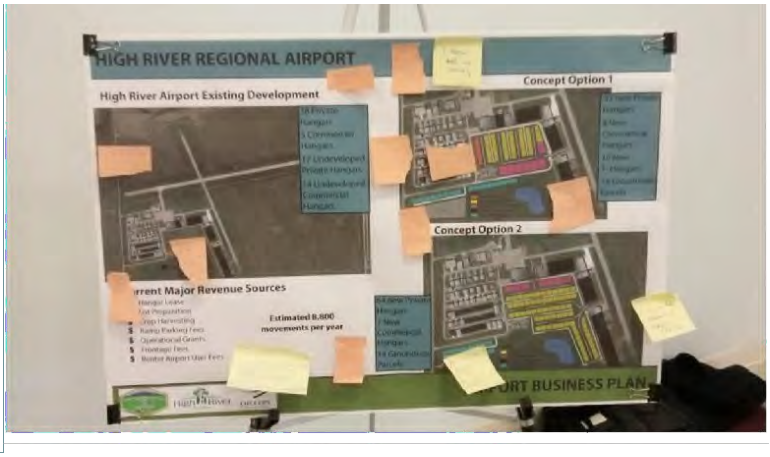
- Fly-in Campground
- Part-time airport manager to support growth
- Develop a turn-key hangar package with a construction company in High River
- Funding from the provincial and federal levels
- Economy

2.2.1.4 Threats

- Congestion on taxiways
- None aviation uses (to some participants)
- Legality of the north – south runway's proximity to existing hangars
- Lease rates could go up
- Economy

2.3 Poster Board Findings

Table 9: Key Findings from Poster Board Comments

Notes on Poster Boards	Images of poster comments
Land lot area by MD Cayley Water Line Septic Tank Courtesy Car to access Town Retrofit Taxiways T-Hangar's need to be both ways Loop Taxiways Move Access Road (main road into the airport) No businesses with large full storage Use pond for fire water storage Ramps needs to be expanded Taxiways not adequate for larger aircraft Need for water and sewer Designated area (large) for commercial businesses Revenue flow from capital investment No none aviation use (i.e., storage buildings) Limit the amount of hangars on taxiways	 

3.0 Stakeholder Engagement Summary

The stakeholder engagement was designed to solicit feedback from airport users and key stakeholders. Overall, there was a positive reaction to future concept plans and the direction of the airport. There was a good participation level for both the online survey and the airport open house. The feedback and comments will help shape the future strategies and recommendations for the High River Regional Airport.

Appendix B

Comparison Airports

B

Airport	Name	Owner	Operator	Location	Registered	Runway Length/ Width	Apron	Hangars/ tie down	Services	Landing Fees	Parking Fees	Apron Usage Fees	Annual Traffic	Commercial Development	Funding	Other	Lot Lease
Athabasca	Athabasca Regional Airport (CYWM)	Town & County of Athabasca	Athabasca Airport Commission	1.5km east of Athabasca	Registered Aerodrome	4000/100 foot asphalt runway (17/35)	Apron: "1" (asphalt; Taxiway: "A" (asphalt)	tie downs	2015 - new pilots Lounge; small terminal with telephone and washroom. AVGAS 100LL available. Free WIFI available in pilot lounge	$15.0 for commercial aircraft			1500 approximately		Last funding was in 1992 for runway expansion and fencing	Very active point for oil & gas companies to transport employees to/ from north; gravel parking. Precision Approach Path Indicator; airport open 24/7	YES
Barrhead	Barrhead Airport (CCEP3)	Town & County of Barrhead	County of Barrhead	2.75km from Barrhead	Registered Aerodrome	3500/100, asphalt		9 hangars + 9 available	terminal with phone, water and sewer services, restroom, fridge and microwave, hangar facilities, parking, a keylock aviation fuel tank		$0		300		Last funding was provincial in 1998 for pavement overlay	Adjacent to an 18 hole golf course; designed for light commercial & recreational aircraft operation; parking lot 80m X 50 m (gravel)	YES
Beaverlodge	Beaverlodge Airport (CEU2)	North Peace Bracket Racing Association	North Peace Bracket Racing Association	3.7km south of Beaverlodge	Registered Aerodrome	3000/75, asphalt		6 hangars	Atco trailer, telepone on site, air ambulance (phasing out); scheduled auto racing events		$0		local airport (light traffic)		Last funding was provincial in 1988 for complete airfield lighting	In May 2015, the County of Grande Prairie has rezoned the Beaverlodge Airport as Beaverlodge Airport - Direct Control. The new designation, will allow it to operate as an airport alongside new owners, North Peace Bracket Racing	No
Bassano	Bassano Airport (CEN2)	Newell County	Town of Bassano	1km north of Bassano	Registered Aerodrome	2950/75, asphalt		GA- 3 hangars - privately owned lots, sold by town	Telephone on site, restaurant (Harry's Place), camping, washrooms		$0				last funding was provincial in 1997 for fog seal	8 parking spaces	
Beiseker	Beiseker Airport (CFV2)	Province of Alberta	Village of Beiseker	3.2km from Village of Beiseker	Registered Aerodrome	2950/75, asphalt		10 hangars	Fuel - predominantely used for Skydiving Operations but fuel is available upon request		$0				Last funding was provincial in 1996 for crack repair and fog seal asphalt surfaces	The airport is home to a large skydiving operation with very minimal impact on the regions economy	No, Sales
Bonnyville	Bonnyville Airport (CYBF)	Town of Bonnyville & MD of Bonnyville	Town of Bonnyville	3.2km north of the Town of Bonnyville	Registered Aerodrome	4433/75, asphalt		No hangars		$88.00 for turboprops and jets; $65.00 pistons	Grass: $264.00 per year; $150.00 half year; $12.00 per week; $6.0 minimum Tarmac $15.25				Last funding was provincial funding in 2002 for pavement overlay - runway, taxiway and apron	Maintained by the Town of Bonnyville Public Works Department; Serves M.D. of Bonnyville No. 87 with business and commercial traffic. Also serves the general town and local small businesses	Yes
Brooks	Brooks Airport (CYBP)	Town of Brooks	M. Landry	4.8km from Town of Brooks	Registered Aerodrome	2800/75, asphalt (12/30); 2400/50, gravel (02-20)		No Hangars	Telephone on site; washrooms		$0				Last funding was pronvincial in 2000 for slurry seal (town paid for markings)	To service FBO, Aircfraft crop spraying	
Camrose	Camrose Municipal Airport (CEQ3)	City of Camrose	City of Camrose, Camrose Airport Commission, Professional Manager	In Camrose	Registered Aerodrome	4512/100, asphalt		Tie downs: Limited in-pavement locations, no fees (1 week maximum use), leased land available for hangars (20 years)	Pilot lounge; telephone; washroom; soft drink vending machine available 24/7		$0			Camrose flight centre, camrose flying club, maintenance services	Last funding was municipal, in 2001 for airside signal	Plug-ins availabe for overnight winter parking	Yes
Claresholm	Claresholm Industrial Airport (CEJ4)	Town of Claresholm	Town of Claresholm	4km from Town of Claresholm	Registered Aerodrome	3100/100, asphalt		5 hangars	Pilots area; washroom; phone; maintenance and repair facilities; fuel dealer		$0			Airport grounds camping	last funding was provincial in 2001 for major crack repair and slurry seal of runway and main taxiway	Industrial Airport	
Drayton Valley	Drayton Valley Industrial Airport (CER3)	Town of Drayton Valley	Town of Drayton Valley	4km from Town of Drayton Valley	Registered Aerodrome	5066/75, asphalt		6 hangars	telephone; washroom; fuel		$0				Last funding was provincial, in 1995 to pave connecting taxiway between aircraft parking aprons	Airport is mainly used for recreational and industrial purposes. Airport grounds camping; Drayton Valley Flying Club meets monthly, annual drag races September long weekend	Yes
Drumheller	Drumheller Municipal Airport (CEG4)	Town of Drumheller	Fox Coulee Aviation Inc.	4.8km from Drumheller	Certified Airport	3500/75, asphalt		Hangars on site	telephone; washroom; fuel		$0			GA, Satellite School, Aerial Applicators	Last funding was provincial in 1990 for parking apron repairs	Adjacent Midland Provincial Park	
Edson	Edson Airport (CYET)	Town of Edson	Gerald Pellerin	In Edson	Certified Airport	6000/100, asphalt		2 Hangars; occasional hangars available; tie downs	telephone; washroom; maintenance; fuel - max fuel (petro canada)	Landing fee for commercial and business registered aircrafts	Parking fee for commercial and business registered aircraft				Last funding was provincial, in 1991, for expansion of airfield lighting	Cedars motel right next to airport; panago with delivery to airport; Walmart and McDonald's across the road from airport	
Fairview	Fairview Airport (CEB5)	Town of Fairview		2.4km from Fairview	Registered Aerodrome	3492/75, asphalt		5 hangars, private ownership	telephone; washroom; fuel		$0			vehicle rental	last funding was provincial in 2002 for pavement overlay - runway/apron/ taxiway	Rural airport; Airport is used in region for medical, landing centre for industry, spray plan services	
Fort Macleod	Fort Macleod Airport (CEY3)	Town of Fort Macleod	Town of Fort Macleod/ Airport Committee	1.6km from Town of Fort Macleod	Registered Aerodrome	3000/75, asphalt		No hangaers	telephone; washrooms		$0				Last funding was provincial, in 1985, for terminal building	Recreation/ Agricultural service; 6 parking spaces	
Hanna	Hanna Airport (CEL4)	Town of Hanna	Town of Hanna	1.6km from Hanna	Registered Aerodrome	3535/75, asphalt (12/30); 1800/100, grass (02/20); 1418/60, grass (15/33)		Hangars on site	washrooms; fuel		$0			Hanna Flying Club	Last funding was provincial, in 1993, for overlay asphalt surfaces.	General aviation/ crop spraying - temporary medevac/ flying school/ corporate (ATCA Plant, Luscar Mining); 20 parking spaces. Airport grounds camping	
Innisfail	Innisfail Airport (CEM4) [Formerly RCAF Auxiliary Field Innisfail]	Red Deer County	Innisfail Flying Club	6.2km from Town of Innisfail	Registered Aerodrome	3025/100, asphalt		10 Hangars	washrooms; fuel		$0			Skydive Big Sky; glider and parachute activity		Airport provides: training area/ commercial use/ private user area/ area for business development/ aviation/ other; paved parking	
Olds/ Didsbury	Olds-Didsbury Airport (CEA3)	Town of Olds/ Didsbury	Town of Olds/ Didsbury	6.7km from Town of Olds	Registered Aerodrome	3650/75, asphalt (10/28); 1800/75, grass (04-22)		11 Hangars	telephone; washrooms	No landing fees on private aircraft				Calgary Flight Training Centre	Last funding was provincial, in 1999, for runway extension	Airportprovides air travel for local business, olds college, government officials and recreational flyers; parking lot in poor condition. Camping on airport grounds	
Pincher Creek	Pincher Creek Airport (CZPC)	MD of Pincher Creek	M.D. of Pincher Creek	4.8km from Town of Pincher Creek	Registered Aerodrome	6600/100, asphalt		9 Hangars	washrooms; telephone; fuel		$0				Last funding was provincial in 1998 for fog and paint	20 parking spaces (gravel); airport is used by the Alberta Forest Service to protect the Forest Reserve Rea; used for medevacs; agricultural community for crop spraying and general business; used by Natural Resources for Wildlife Management surviellance; and oil & gas industry for transport of personnel and parts	
Ponoka	Ponoka Industrial Airport (CEH3)	Town of Ponoka	Town of Ponoka	2.4km from Town of Ponoka	Registered Aerodrome	3097/75, asphalt		17 Hangars; tie Down	triad aviation & park airport service		$0			Ponoka Flying Club	Last funding was provincial, in 2001, for fog coat	CANPASS; regional transportation system, regional disaster services system, regional economic servicing; gravel parking	
Rocky Mountain House	Rocky Mountain House Airport (CYRM)	Town of Rocky Mountain House	Rocky Mountain House Airport Authority	4.8km from Rocky Mountain House	Registered Aerodrome	5500/100, asphalt		14 hangars	telephone; washrooms; fuel		$0				Last funding was provincial, in 1995 for fog seal asphalt surfaces	parking lot size 100x150 (asphalt); airport is a tanker base; extensive charter-helicopter and fix-wing aircraft; airport ground camping; airport hosts a fly-in and acrobatics display yearly in mid-september	
Slave Lake	Slave Lake Airport (CYZH)	Slave Lake Airport Service Commission	Slave Lake Airport Service Commission	Located in Slave Lake	Certified Airport	5561/100, asphalt		1 Hangar		Landing fees for commercial and business aircraft	50.00 monthly; 400.00 yearly	10.00 daily; 175.00 monthly			last funding was provincial, in 2002, for pavement overlay - runway, taxiway, apron	Parking lot size is 1500 m sq. (asphalt); new terminal 2010	2.10 commercial; 1.20 private hangar
Spring Bank	Springbank Airport (CYBW)									Based on weight - Minimum fee of $21.20		$16.51 daily; 148.91 monthly; 893.49 yearly					
Parkland (Spruce Grove)			Parkland Airport Development Corp	10km SE of Spruce Grove	Non-registered												
Stettler	Stettler Airport (CEJ3)	Town of Stettler	Stettler Flying Club	2.4km from Town of Stettler	Registered Aerodrome	3000/75, asphalt		16 hangars - 15 private and 1 industrial	telephone; washrooms; fuel availabe through the Stettler Flying Club		$0	$0		Stettler Flying Club	Last funding was provincial in 2000	gravel parking lot; airport is a vital transportation service for business, industry and the public for a 50 nautical mile radius within the region	
Sundre	Sundre Airport (CFN7)	Mountain View County	Mountin View County	3.2km from Town of Sundre	Registered Aerodrome	4797/75, asphalt (15/33); 1968/75, grass (06-24)		Hangars	Telephone; washrooms; fuel availabe with an annual membership	$0	$0				Last funding was provincial in 1994 for paving of runway safety areas	The airport is used for industrial and recreational flying. The County sees it as playing a vital role in economic development; parking lot is chipseal/ asphalt. Airport grounds camping; Sundre Flying Club	
Vegreville	Vegreville Airport (CEV3)	Town of Vegreville	Town of Vegreville	Located in the Town of Vegreville	Registered Aerodrome	4000/100, asphalt		Private Hangars	telephone; washrooms; live webcam	$0	$0				Last funding was provincial, in 1998, for the installation of navigational aids	Airport is used for regional aviation and transportation, flight training, and personal/ recreational; gravel parking lot. Vegreville Flying club; airport grounds camping; golf course beside airport	
Vulcan	Vulcan Airport (CFX6)	Vulcan Town & County	Town of Vulcan	Located in the Town of Vulcan	Registered Aerodrome	2950/75, asphalt (16/34); 2100/135, turf (05/23)		4 Hangars	telephone; washrooms; can call in fuel	$0	30.00 monthly; 20.00 yearly				Last funding was provincial, in 1998, for pavement overlay - 50mm (25% cost share by municipality)	40 parking stalls (gravel) - no fees	1.00 per sq meter
Wetaskiwin	Wetaskiwin Regional Airport (CEX3)	City of Wetaskiwin	City of Wetaskiwin; Wetaskiwin Regional Airport Authority	Located in the City of Wetaskiwin	Certified Airport	3876/100, asphalt		50 private hangars	14 businesses; telehphone; washrooms	$0	$0					Next to Reynolds Alberta Museum & Canada's Aviation Hall of Fame. Airport grounds camping; Wetaskiwin Flying Club	

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HIGH RIVER REGIONAL AIRPORT

High River Regional Airport Area Structure Plan

Adopted by Bylaw 50/2018

October 24, 2018

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CATAN

1.0 Introduction

In May of 2016, the High River Regional Airport Board (the Board) and the Municipal District of Foothills No. 31 (MD of Foothills) retained the services of Dillon Consulting Limited (Dillon) to prepare an updated Area Structure Plan (ASP) for the High River Regional Airport (the Airport), which would act as the guiding document for the Airport.

11 Purpose

The purpose of the ASP is to:

- direct and guide future growth and development at the Airport;
- support the Business Development Strategy developed for the Airport;
- comply with provincial legislation; and
- comply with the statutory policy documents of the MD of Foothills and the Town of High River (the Town).

This document can also be used to direct the day to day operation of the Airport and to act as a marketing tool for the Airport to attract business. The ASP outlines the existing development and demonstrates the growth and development that can occur at the Airport to support the creation of revenue, and the continued success of the Airport.

12 Interpretation of the Plan

Unless otherwise stated, the graphic information provided within this ASP (eg., maps, illustrations, graphs, charts, figures) are approximate only, and should be interpreted as such.

Where the directive term “shall” is used, it indicates that the actions outlined are mandatory and; therefore, must be complied with, without discretion.

Where the directive term “should” is used, it provides direction to strive to achieve the outlined action, but is not mandatory.

Where the discretionary term “may” is used, it provides notification that the policy in question can be enforced if the MD of Foothills choses to do so, and is usually dependent on the particular circumstances of the specific site and application.

1.3 Plan Area Location

The area that is the subject of this ASP is situated in a portion of section 19-18-28-W4M, Plan 8011027. The Airport's lands contain 63.545 hectares (ha) (157.01 acres) more or less and have an elevation reference point of 1045.8 m (3431 ft) above sea level. The Airport is owned jointly by the MD of Foothills and the Town. The Airport's lands fall entirely within the MD of Foothills. An area location map is included in Figure 1.

The facility is located 3.22 km (2 miles) south of the Town's southerly limits. The Airport's lands are currently bounded on the west by a paved municipal road, 104 Street East. This road is sometimes referred to as the Cayley Road and it is formerly Highway 2A. Figure 2 shows the Airport's lands.

The Airport is currently classified by Transport Canada as a Code 2 B Non-Instrument, Registered Aerodrome. However, currently an application is in process that would change the classification to a Code 2 B Non-Precision, Registered Aerodrome.



MUNICIPAL DISTRICT OF FOOTHILLS NO. 31
AIRPORT AREA STRUCTURE PLAN

FIGURE 1
LOCATION MAP

MD OF FOOTHILLS BOUNDARY
CALGARY
PROJECT LOCATION
HIGHWAYS



0 2.5 5 10 km

SCALE 1:275,000

MAP DRAWING INFORMATION:
DATA PROVIDED BY ALTALIS, DILLON CONSULTING AND ESRI

MAP CREATED BY: PMH
MAP CHECKED BY: PM & RS
MAP PROJECTION: NAD 1983 3TM 114

FILE LOCATION: \\DILLON.CA\DILLON_DFS\SASKATOON\G:\GIS\151461\MXD

DILLON CONSULTING

PROJECT: 151461
STATUS: DRAFT
DATE: 2017-09-22



MUNICIPAL DISTRICT OF FOOTHILLS NO. 31
AIRPORT AREA STRUCTURE PLAN

FIGURE 2
SITE MAP

PROPERTY LINE
WATER VALVES
CAYLEY WATER DISTRIBUTION LINE



0 50 100 200 Meters

2

SCALE 1:5,000

MAP DRAWING INFORMATION:
DATA PROVIDED BY DILLON CONSULTING, ESRI AND MD OF FOOTHILLS

MAP CREATED BY: PMH
MAP CHECKED BY: PM & RS
MAP PROJECTION: NAD 1983 3TM 114

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PROJECT: 151461
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DATE: 2017-03-09

1.4 Background Leading to this Area Structure Plan

On August 26, 1976, Bylaw 405 was passed by the MD of Foothills in order to create a joint airport commission between the MD of Foothills and the Town of High River that would be responsible for the affairs of the Airport. The Town of High River had created Bylaw 3152/76 to the same effect on August 25, 1976. These bylaws both name the commission as the Highwood Airport Commission (HAC).

At the time of the creation of these bylaws, the Airport's lands were owned by the province of Alberta and leased out to the MD of Foothills and the Town of High River. The Airport's lands were surveyed on August 11, 1979 and then registered as Plan 8011027. On November 5, 1998 the title to the Airport's lands was officially transferred to the ownership of the MD of Foothills and the Town of High River.

In 2003, High River Regional Airport Limited (HRRAL) was formed as a Part 9 Company and registered under the Companies Act. At the same time a headlease between the owners and HRRAL was put into place.

Over the years several plans have been proposed for the development of the Airport lands. At this time the MD of Foothills, the Town of High River and the Airport Board have determined that the ASP should be reviewed, updated and revised to provide a long range planning document.

ASP's are statutory documents under the Municipal Government Act (MGA) Section 633(1) and provide a framework for the subsequent subdivision and development of an area within a municipality.

An ASP must describe the following

- Sequence of development for the proposed area;
- Land uses proposed for the area, either generally or with respect to specific parts of the area;
- The density of population proposed for the area either generally or with respect to specific parts of the area; and
- The general location of major transportation routes and public utilities.

In addition to the provincial legislation, this ASP for the Airport must also conform to Transport Canada regulations.

The policies established in this ASP are intended to:

- Conform with all federal aviation regulations

established by the Government of Canada;

- Conform with the goals objectives and policies of the MD of Foothills Land Use Bylaws (LUB) and its Municipal Development Plan (MDP);
- Provide guidance and direction with respect to future commercial and industrial development, open space systems and linkage, roadway networks, utility servicing, and environmental and development constraints;
- Provide guidance and direction with respect to lot density, size and land use patterns; and
- Demonstrate the value of the Airport to the MD of Foothills, the Town of High River, the residents in the area and to the transportation network in southern Alberta.

This ASP describes a long range land use plan that identifies the existing uses, and the potential and proposed uses on the Airport property. The time frame for this plan is 20 years, with the intent to update the plan every five years to recognize the work that has been completed and the ongoing or revised plans for the long term development of the Airport.

15 Hierarchy of Plans

The Airport must comply with all federal legislation pertaining to the operation and maintenance of airports as well as the land use regulations of the MD of Foothills.

Under federal legislation, the owner and/or operator of the airport has the jurisdiction over land use and development, while the province retains control and regulation of any subdivision of land on the Airport.

The ASP refers to the contents of the federal legislation, which include but are not limited to, issues such as: safety, security and flight patterns. The ASP also references certain sections that are related to the development of the Airport's lands. The following legislation and standards have been considered during the preparation of this ASP.

Federal:

- Aeronautics Act (Canada);
- Canadian Aviation Regulations (C.A.R.s);
- Transport Canada - TP 312; and
- Transport Canada - TP 1247 E.

Provincial:

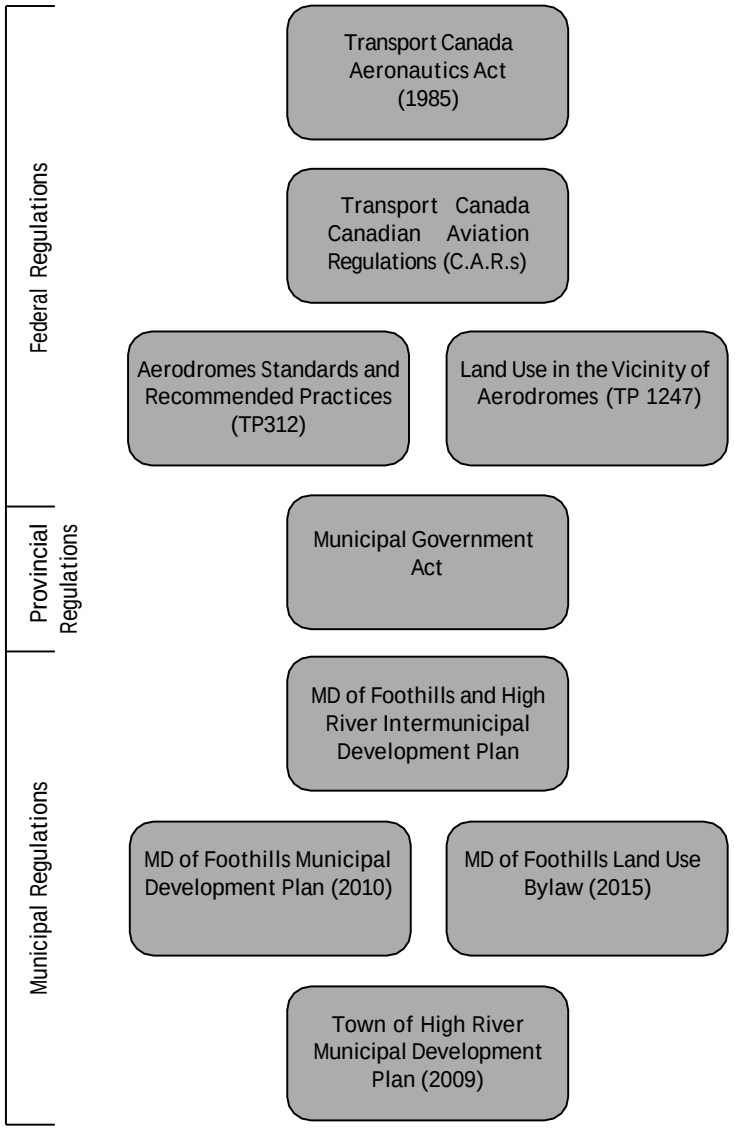
- Municipal Government Act, Statutes of Alberta, 2000 (current as of July 1 2017), Chapter M-26.1.

Municipal:

- Municipal District of Foothills No. 31. - Municipal Development Plan;
- Municipal District of Foothills No. 31. - Land Use Bylaw;
- Town of High River and MD of Foothills Intermunicipal Development Plan; and
- Town of High River Municipal Development Plan.

Figure 3 shows the hierarchy of regulations which were considered during the development of this plan.

Figure 3: Legislative Hierarchy



2.0 Public Consultation

Under the MGA, public consultation is required for the preparation of an ASP, in addition to the public hearing for the bylaw to adopt the plan.

Section 636 of the MGA states: "While preparing a statutory plan, a municipality must provide a means for any person who may be affected by it to make suggestions and representations, notify the public of the plan preparation process and of the means to make suggestions and representations" (Government of Alberta, 2000).

In the preparation of this ASP, the Board was consulted, there was an open house held at the Airport in November 2016 to collect information from the users and tenants of the Airport, and a subsequent open house to present the ASP on November 21, 2017.

2.1 Open House #1

The first public consultation was completed on November 26, 2016 at the Airport. The purpose of the open house was to collect input and information from the community about their vision for the airport. The following are some of the key comments:

- Tenants want to own their lots, but if that is not possible, 49 or longer year leases would be acceptable;
- A runway extension to 5,500 ft would be advantageous, but land needs to be acquired;
- Piped water and sanitary would allow the Airport to grow, but there are limitations to the water line;
- The Airport has open skies that allows aviation expansion; and
- The Airport needs a plan to promote growth.





2.2 Open House #2

A second open house was held on November 21, 2017 for the High River Regional Airport Business Development Strategy, Area Structure Plan and proposed land use.

A sign-in sheet indicated a total of 23 participants attended, including tenants from the High River Regional Airport (the Airport) as well as residents in the MD of Foothills. Included in the attendance were members of the High River Regional Airport Board (the Board), staff from the MD of Foothills and Dillon Consulting Limited (Dillon).

Patricia Maloney and Ryan Siersma from Dillon presented an overview of the project. Five display boards, presenting the key items from each document, supported the presentation and provided opportunities for viewing and discussion by attendees. Dillon provided hard copies of the Airport Area Structure Plan with recommendations in the Business Development Strategy for information and discussion purposes. Questions from the audience focused on items such as leasing or selling airport lots, proposed uses, and the impact of the airport overlay districts.

3.0 Legislation

Since 2003, the Airport has been jointly owned by the MD of Foothills and the Town of High River and operated by the Board. The Airport is located in the MD of Foothills. Under federal regulations, the owner of the airport controls and regulates the land uses on the airport.

3.1 MD of Foothills Municipal Development Plan

The MD of Foothills MDP in the Transportation Section (page 33 of the 2010 adopted plan) addresses airports. It specifically addresses the ASP as adopted by MD of Foothills Council in 2002. Upon adoption of this ASP, a minor text amendment may be considered, which specifies the date of this newly adopted ASP.

> ***"Airports and Airstrips***
>
> *The publicly owned High River Regional Airport and a number of private airstrips are located throughout the MD. These facilities provide recreation and education opportunities, as well as facilitating efficient movement of goods and people, and farm management operations. The High River Regional Airport Area Structure Plan was adopted by MD Council in 2002" (MD of Foothills, 2010).*

While the goals of the MDP want to protect the Airport from encroachment by other development, the MDP does not provide a long range plan for the Airport, or direction on how they will achieve economic development, and how they will develop and grow to a self-sustaining component of the transportation network. The MD of Foothills and the Town of High River intend to continue to foster developent of the Airport. This will be accomplished in part through the ASP which creates a long term strategy, along with a business plan which identifies business opportunities.

This ASP will build on the general direction and provide policy direction for the implementation of the business plan.

3.2 MD of Foothills Land Use Bylaw

The MD of Foothills LUB includes Direct Control District # 5 that is applied to the Airport's lands and selected lands surrounding the Airport. The purpose and intent of the land use district is:

> *"To provide for the protection of the Airport from encroachment of uses that may have an effect on the operational safety of the airport facility and to allow Direct Control by the Council over development of the following lands: In Township 18, Range 28, west 4 Meridian: Section 19, Plan 8011027, Airport" (MD of Foothills, 2014).*

This is followed by a series of discretionary uses that are based on the Transport Canada regulations and address the development that existed at the time the land use district was approved. However, it does not promote growth, or provide any distinction between the airside, groundside or operational reserve areas on the Airport, and restricts lands off airports. Because an ASP should not just be a snap shot of the existing, but should be a long range plan for the growth and development of an area, the Airport ASP should look at future development and the land use district should allow for those uses to facilitate the economic development and future sustainability of the Airport.

For this reason, a complimentary LUB amendment would be appropriate in conjunction with the ASP adoption to provide for future development on the Airport, and to create an overlay district that will ensure that development within a 4 km radius does not negatively impact the continued safe operation of the Airport.

It is recommended that the current Direct Control District #5 be renamed the High River Regional Airport District and divide the Airport into three zones: airside, groundside and operational reserve, and outline both permitted and discretionary uses for each zone within the district. In addition, it is recommended that the MD of Foothills adopt an Overlay District that sets out development restrictions in the vicinity of the Airport (using the obstruction zone that is measured using a 4 km radius from the centre point of the runway). This is to ensure that uses that are over 45 m in

height or those uses that unduly create dust, smoke, steam, electronic interference, or attract birds, are not permitted in the area.

3.3 Town of High River Municipal Development Plan

While the Airport is not located in the Town, the Town understands the potential for the Airport to impact its economy. An airport can be a catalyst for economic development and this has been demonstrated with the Airport.

> *"2.3.7.3 Encourage the development of the airport as a catalyst for creating new jobs within the town" (High River, 2009).*

With the majority of airport employees living with their families in the Town, they are using local businesses and institutions, along with tenants at the Airport purchasing equipment, supplies and using local labour from the Town. There are hundreds of thousands of dollars annually put back into the economy from the existence of the Airport. In addition, there is an added benefit of emergency services such as medivac offered at the Airport and corporate charter flights that support businesses in Town of High River. It is recognized that there is a potential for conflict or competition for business, but uses that desire an airport location either have a relationship to the aviation industry or require an unserviced light industrial parcel of land that is not available within the Town's boundaries.

3.4 Intermunicipal Development Plan

The MD of Foothills and the Town of High River adopted an Intermunicipal Development Plan (IDP) in 2012 to address lands and uses that are of interest to both municipalities. This included the Airport. Section 6.3.6 of the IDP states:

> *"The High River Regional Airport is owned in partnership by the Town and the MD. It is physically located in the MD of Foothills so it is subject to regulation by municipal council.*
>
> *The land, upon which the airport is situated, is leased to a nonprofit corporation called the High River Regional Airport Limited (HRRAL). This company is charged with the responsibility of operating and maintaining the airport and managing the land. The corporation is run by a board of seven directors that includes three members from*

the airport's leaseholders and two each appointed as representatives of the municipal councils of the Town and the MD.

The Town and the MD agree that the airport is an important component of the regional transportation system and a significant economic generator. Both municipalities will endeavour to cooperate to provide the support necessary to ensure that the airport continues to grow and thrive" (High River & MD of Foothills, 2012).

The ownership remains the same today. The MD of Foothills provides significant financial investment in the Airport with regards to maintenance, planning and grant application. The Town and the MD of Foothills currently each provide $8,000 per year in grants. However, the Town and the MD of Foothills, by virtue of articles in the headlease agreement, have determined that this grant will be reduced by $1,000 per year over the next eight years. This places a significant responsibility on the Airport to become self-sufficient.

In terms of servicing the Airport, the IDP acknowledges that the water line from the Town to Cayley is also available to service the Airport. Figure 4 shows the location of the Cayley water line which passes the western propoerty line of the Airport. It is understood that the water license and the water pressure may not currently be adequate for servicing the airport, but should these items be rectified, potable water could be piped to the airport lands.

"Wastewater and Water Service

The Town pumps all wastewater through the mainline to the wastewater treatment located 2 km north of the town in the Highway 2A Industrial Corridor in the MD.

Water to service the town is withdrawn from the Highwood River and treated at a plant located adjacent to the east end of George Lane Park. From there it is pumped through the Town's network of water service lines. There is also a water line that runs from the town water treatment plant north to service the Highway 2A Industrial corridor and other lands in the MD. In addition, preparations are underway for a water line that will run south from the treatment plant to service the lands in the MD, including the Airport and the Hamlet of Cayley. The Town and the MD have undertaken a joint Sustainable Water Resource Management Plan the results of which may impact future joint servicing agreements with respect to water" (High River & MD of Foothills, 2012).



MUNICIPAL DISTRICT OF FOOTHILLS NO. 31
AIRPORT AREA STRUCTURE PLAN

FIGURE 4
SITE MAP

PROPERTY LINE
WATER VALVES
CAYLEY WATER DISTRIBUTION LINE



0 50 100 200 Meters

SCALE 1:5,000

MAP DRAWING INFORMATION:
DATA PROVIDED BY DILLON CONSULTING, ESRI AND MD OF FOOTHILLS

MAP CREATED BY: PMH
MAP CHECKED BY: PM & RS
MAP PROJECTION: NAD 1983 3TM 114

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4.0 Site Analysis

This section provides a summary of the existing development, the topography and drainage of the site, and the servicing of the site. The Airport is owned jointly by the MD of Foothills and the Town of High River.

Land adjacent to the subject lands are owned by individuals predominantly involved in agriculture with some natural resource extraction.

4.1 Existing Development

The ASP lands contain two runways (07/25 and 14/32), and associated taxiways. Runway 07/25 is asphalt and runs in a near east/west direction. The crosswinds runway 14/32 runs in a near north/south direction and is stabilized gravel. This runway is in need of upgrading. The two runways intersect centrally.

Currently, there are twenty commercial "C" lots. At this time the Hangar/Terminal takes up all of C1 and a portion of C2. Their lease is for both parcels.

There are 51 private "P" lots. The intent of these lots is to be used for leased hangar space. Each lot has a separate lease and none of the buildings cross over the boundaries. There are also five "N" lots. The road network access from 104 Street East into the southwest portion of the Airport's lands. From there it travels to the north and west of the utility right-of-way. The road network does not cross over the utility right-of-way. There is a public parking area just to the southwest of Lot Cl and C2. The road also extends between the two rows of Lots PI to P12.

The taxiway network is more extensive. It has access onto both runways, the north side of Lots Cl to C4 and on the outside of Lots PI to P12. Currently, there are overhead lines that run along the east side of 104 Street East. They are buried at the point at which they cross in front of the western edge of runway 07/25. Figure 5 illustrates the current development at the Airport.



MUNICIPAL DISTRICT OF FOOTHILLS NO. 31
AIRPORT AREA STRUCTURE PLAN

FIGURE 5
CURRENT DEVELOPMENT

- PROPERTY LINE
- GRAVEL SURFACE
- PAVED SURFACE
- BUILDING FOOTPRINT



0 50 100 200 Meters

2

SCALE 1:5,000

MAP DRAWING INFORMATION:
DATA PROVIDED BY ESRI,GEOGRATIS

MAP CREATED BY: PMH
MAP CHECKED BY: PM & RS
MAP PROJECTION: NAD 1983 3TM 114

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DATE: 2017-02-27



MUNICIPAL DISTRICT OF FOOTHILLS NO. 31
AIRPORT AREA STRUCTURE PLAN

FIGURE 6
TOPOGRAPHY

CONTOURS AT 1M INTERVAL



0 50 100 200 Meters

2

SCALE 1:5,000

MAP DRAWING INFORMATION:
DATA PROVIDED BY DILLON CONSULTING, ESRI, GEOGRATIS AND MD OF FOOTHILLS

MAP CREATED BY: PMH
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4.2 Water Supply and Distribution

The Airport is currently not serviced with potable water and does not have a proven water supply or infrastructure for firefighting. As a result, there are building size limitations currently in place through the Alberta Building Code. Users of the facility depend upon water transported to the site by truck.

Water wells drilled in the area and on the site have test yields ranging from a low of 0.5 gpm to a high of 15.0 gpm. A well drilled in 1979 had a test yield of 2.5 gpm. Testing of the water supply for domestic consumption was not contained within the files.

Currently the Airport has an easement agreement over S.W. 19-18-28-W4M and N.W. 19-18-28-W4M for the purpose of access to a well.

4.3 Sanitary Waste Disposal

Holding tanks and one outdoor privy are being used for human and domestic waste disposal. Solid wastes are disposed of through on site private containers and individually trucked to the regional land fill site.

4.4 Storm Water Management and Drainage

Existing Conditions

The Airport currently does not have a coordinated stormwater management system to manage runoff. Approximately 12 existing culverts serve to maintain the natural drainage direction by conveying runoff under roadways and taxiways to the northwest corner of the property, ultimately draining into the roadside ditch along 104 Street East (ASP, 2002). A few hundred meters north of the Airport, the ditch flows down an escarpment and then becomes less defined, allowing water to flow towards the adjacent property owner's land, eventually reaching an existing watercourse.

The Airport property and surrounding topography is relatively flat, gently sloping from the southeast to northwest. Boreholes drilled in the 1960s and 1970 indicate tight topsoils, primarily composed of sandy clay with some gravels. The previous ASP (2002) noted that there is significant existing depression storage along the southern portion of the property which retains water during rainfall events.

The proposed development plan will approximately double the total impervious area at the Airport compared to existing conditions. Combined with a reduction in depression storage, this will increase the runoff generated during storm events.

Water Quantity

The future stormwater management system is designed to safely convey runoff generated by extreme storm events. Roads, taxiways and runways should not be inundated during the 1:100 year storm event.

A pond is proposed to attenuate peak flows resulting from the increased development area (Figure 7). As runoff naturally drains to the north before it is impeded by the east-west runway, the proposed pond is located north of the future development and south of the runway (Figure 7). The pond should be designed to:

- Safely manage the 1:100 year, 24 hour storm within the pond. Freeboard may be limited by grade constraints.
- Attenuate the peak flow rate during the 1:100 year, 24 hour storm to match existing conditions. This will mitigate downstream impacts.
- A permanent pool should be avoided and water should drain to negligible levels within a few days to reduce the possibility of attracting wildlife.
- All vegetation will be selected to not attract any wildlife.
- Allow runoff from storms that exceed the 1:100 year, 24 hour storm to be conveyed away from the runways via an overland escape route.

An orifice structure to be located on the dry pond bottom will allow water to slowly drain from the pond to the west. A combination of swales and culverts will convey water from the pond outlet to the roadside ditch along 104 Street East. Upgrading the ditch along the east side of 104 Street East, north of Township Rd 183A, could be explored as it has the potential to convey the runoff directly to the drainage course and avoid any runoff volume impacts to the adjacent landowner.

Water Quality

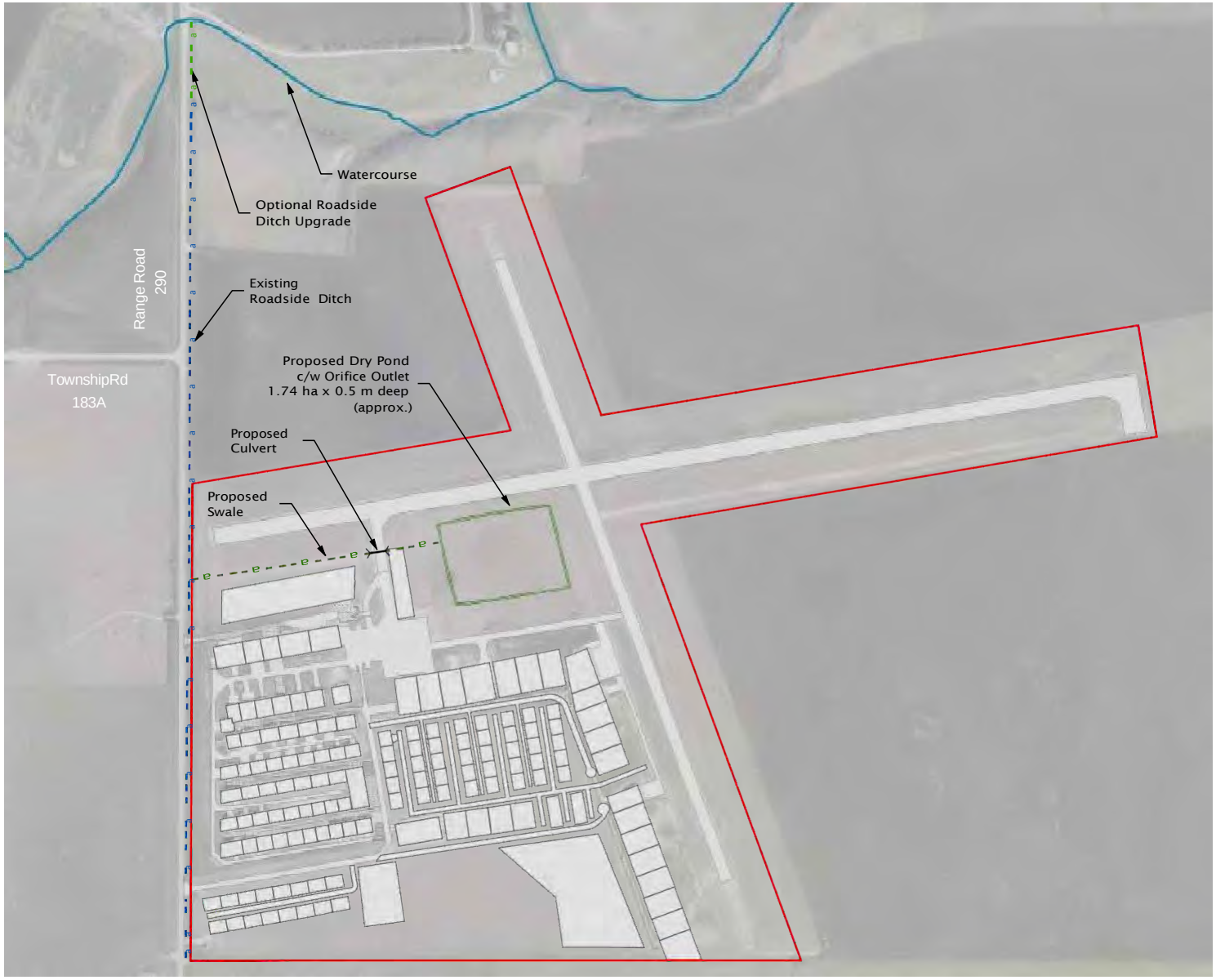
The quality of the water leaving the airport should also be considered as part of the stormwater management plan. Maintenance operations, vehicle traffic and aircraft traffic will likely result in stormwater contamination with particulates (sediment), heavy metals, and hydrocarbons.

Hangars and other areas where aircraft maintenance activities occur should be designed to collect oil and grease, preventing these hydrocarbons from interacting with stormwater. Best Management Practices (BMPs) such as raingardens or bioswales may be considered to reduce Total Suspended Solids (TSS) and reduce the total volume runoff draining from the development site.

Future Requirements and Approvals

The following plans and approvals may be required, depending on the stormwater management strategy pursued for the site:

- A Stormwater Management Plan, stamped by a Professional Engineer.
- Stormwater Management design should be consistent with the Stormwater Management Guidelines (AEP, 2013).
- Negotiations with the adjacent landowner may be required due to potential runoff volume impacts.
- *Water Act* approval may be required if stormwater discharge is considered an impact to the downstream watercourse.



MUNICIPAL DISTRICT OF FOOTHILLS NO. 31
AIRPORT AREA STRUCTURE PLAN

FIGURE 7
STORMWATER MANAGEMENT FEATURES

PROPERTY LINE
DEVELOPED AREA
EXISTING ROADSIDE DITCH
PROPOSED CULVERT
OPTIONAL DITCH UPGRADE
PROPOSED SWALE
DRY POND EXTENTS
WATERCOURSE



0 50 100 200 Meters

SCALE 1:5,000

MAP DRAWING INFORMATION:
DATA PROVIDED BY ESRI

MAP CREATED BY: KTW
MAP CHECKED BY: PM & RS
MAP PROJECTION: NAD 1983 UTM Zone 12N

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4.5 Shallow Utilities

UtiliCorp Networks Canada (Alberta) Ltd. (TransAlta Utilities Corporation) provides electricity, and Telus Communications Inc. provides telephone service and a public pay phone. ATCO (Atco Gas and Pipelines Ltd.) provides natural gas. Some hanger units use propane. With an increase in development, one or more of the preceding utilities may require easements for utility right-of-ways for service lines.

4.6 Biophysical

The Airport is located on agricultural land. A high level assessment of the biophysical characteristics revealed nothing that would impact the Airport's operations.

5.0 Opportunities and Constraints

5.1 Opportunities

Location: The Airport's lands are situated between 104 Street East and Highway 2 approximately 5 miles south of the Town. The location is both easy to access by road and close to major populations. In addition, it is outside of the Calgary Airport controlled air space, providing open air for flying. This is a significant benefit to the future growth and development of the Airport.

5.2 Constraints

Runway Length: The current primary runway length is 4,150 ft. To accommodate larger aircraft, the ideal length of 5500 ft would be required. However, there are physical, financial and land ownership constraints to the expansion of the runway. Runway 07/25 (East/West) is limited by the physical presence of the road and by the height of the take-off/approach slope height restrictions. Runway 14/32 (North/South) needs to be upgraded. It should be noted that residential development and development setbacks off the end of the runways are calculated based on runway length; any change in the runway length would have to accommodate any existing developments and meet the setback requirements.

Noise Exposure Contours: Airport Vicinity Protection Area (AVPA) regulations were previously established for the Airport, in full force and effect until December 31, 1998. The regulation was then repealed with the adoption of the MGA's Planning Legislation Division 12, Section 693(i). The Noise Exposure Forecast Contours (ii) (NEF) that were developed in the 1970's were based on assumptions of much larger aircrafts utilizing the Airport. As such, the existing NEF contours may not accurately represent existing and future traffic volumes. NEF contours were developed to provide an advisory tool for municipalities as to when they may expect noise complaints. In addition, Canada Mortgage and Housing Corporation has put restrictions on insuring mortgages that are located in the higher noise contours.

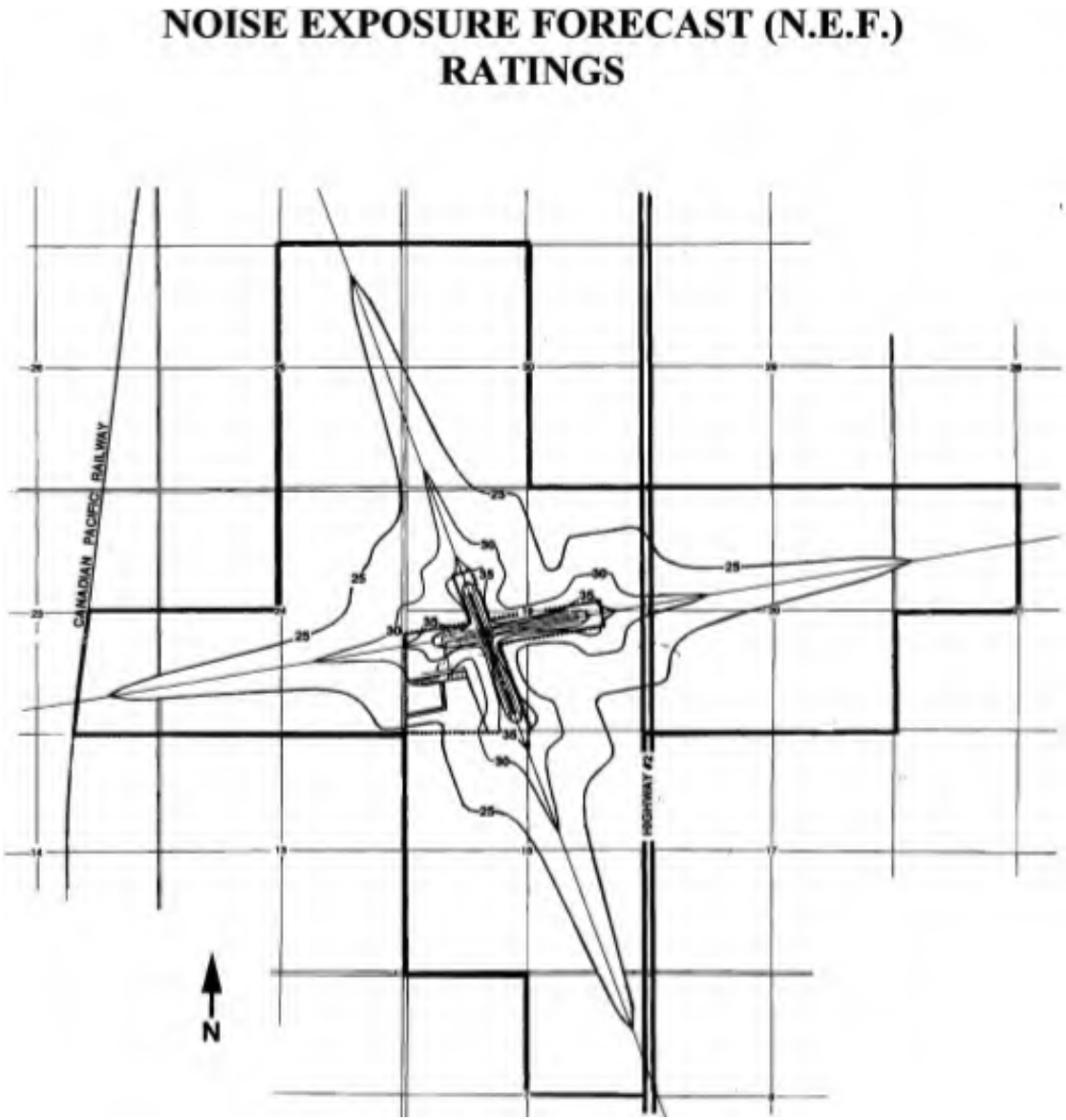
It is understood that some residents have in the past complained about the noise at the Airport. However, the traffic volumes are extremely low, the type of aircraft using the Airport are generally small general aviation aircrafts and there are no airlines that provide regularly scheduled passenger flights. Therefore, it is generally considered that the actual noise contours for the Airport do not extend off the Airport's property. Figure 8 illustrates the NEF contours as prepared by Alberta Transportation in the 1970's. For lack of any other noise mapping, these contours can provide guidance and direction but should not be considered as the definitive indication of unacceptable noise or totally restrict development. The Canadian Mortgage and Housing Corporation may not insure mortgages for homes constructed within the 28 NEF contour (unless they include special noise abatement techniques).

Sanitary waste disposal: There is currently no operating communal sanitary waste disposal system on the Airport. With proposed increased usage of the Airport's facilities the disposal of sanitary waste will need to be addressed for the full site. Generally, the Airport users are low water users and currently some individual hangars have sewage tanks that are pumped out. This may continue until such time as a communal system is constructed.

Water supply: There is no on-site supply of communal potable water. Any new wells will require a license from the Province of Alberta. Individual hangars can haul in water for the use on-site. There is a municipal water line that is located in the road right-of-way and supplies the Hamlet of Cayley with potable water. The water line is owned by the MD of Foothills and treated by the Town, and while several documents indicated that the intent is for the Airport to ultimately tie into this line, there are costs associated with this tie-in, including a reservoir, integrated fire suppression system, and the internal distribution pipes. The lack of piped potable water will restrict development of uses such as student housing, eating and drinking establishments, and manufacturing. If water access is provided, it will be at the sole cost and expense of airport users, not through the general tax base.

i. Of the original 38 AVPA's that were prepared by the Provincial Government, only two remained by special resolution in the MGA, Calgary and Edmonton International Airports.
ii. NEF contour models are calculated based on 11 factors; absolute noise levels, noise spectrum, maximum tone, noise duration, aircraft type, mix of aircraft, number of operations, runway utilization, flight path, operation procedures and time of day. As a result of this they will vary with time and the use of the airport facilities.

Figure 8


NOISE EXPOSURE FORECAST (N.E.F.)
RATINGS
CANADIAN PACIFIC RAILWAY
HIGHWAY #2
N

6.0 Vision and Goals

The following section outlines the vision, metrics for measuring success and the goals for the long range plan for the Airport.

6.1 Vision

The vision for the Airport is:

The High River Regional Airport is a successful regional airport serving the Foothills Region, Calgary and Southern Alberta.

The metrics that will measure what success looks like might include:

- Financial independence;
- Long term sustainability;
- Continued Safe operation; and
- Demonstrated contribution to the community.

6.2 Goals

The overriding goals for the Airport that will assist with achieving the vision are:

- To identify and encourage development that will provide revenue for the Airport;
- To develop a strategy for growth;
- To balance the airside and groundside development; and
- To continue the safe operation of the Airport.

6.3 Plan Philosophy

The overall philosophy of this plan is to provide direction for the growth and development of the Airport for both the owners (the MD of Foothills and the Town of High River) and the Board. The continued safe and financially viable operation of the Airport is ingrained in every action to be taken on the Airport property.

The Airport is a Registered General Aviation (GA) Airport

and it is not proposed that this airport attract regularly scheduled passenger flights. However, it is proposed that this airport grow, and see an increase in number of flights including itinerant, general aviation, charter, and flying school flights.

GA airports provide an indispensable link to local, regional and provincial transportation systems. This transportation link contributes to local and regional economies that in turn promote and sustain the GA airports. In 1993, it was calculated in the US that the annual economic activity from GA airports contributed an estimated $18.5 million to the national economy ("The Economic Impact of Civil Aviation on the U.S. Economy Update '93," prepared for the FAA and Lockheed Martin, by Wilbur Smith Associates, April 1995).

In addition to the economic benefits contributed by GA airports, other vital GA activities include emergency medical flights, police and fire support, search and rescue operations, traffic reporting, and agricultural and environmental management operations. Most GA airports were constructed with runway lengths of 3,000 to 4,000 feet. The airports were located away from communities, and were generally surrounded by agricultural or industrial land uses. While the primary users of the Airport may be perceived to be recreational flyers, and while it is generally the Flying Clubs that donate hundreds of volunteer hours to operate and maintain the Airport, there are many other users of GA airports. The increase in corporate users is placing pressure on these airports to extend their runways and expand their airport services.

The philosophy for the continued operation of the Airport is to maintain the GA registered aerodrome status, while planning for a runway extension and continued growth and development of the Airport's lands including the extension of taxi ways, increase in tie down area, increase in apron area and construction of more hangars, and attraction of commercial aviation-related businesses. The Airport can provide an alternative location to the Springbank Airport, as well to the Okotoks Air Ranch Airport.

7.0 Airports "101"

Airports are specialized development that requires unique considerations for the land use approvals. In addition, airports are regulated by multiple levels of government. Airports have extremely limited sources of funding and as such must consider a balance of land uses to generate revenue to reduce the pressure and responsibility on the municipality. This section of the ASP provides background on the operation of airports in general.

7.1 Transport Canada

TP312 is the Transport Canada standard that defines the requirements for the development and operation of airports in Canada. This sets out the requirements such as: physical characteristics, obstacle limitation surfaces, visual aids and technical services the aerodrome operator at a certified land aerodrome (airport) provides to support aircraft operations. This document incorporates both a design and operationally based concept. The implementation of standards under the operational concept is primarily based on aerodrome operational level and physical aircraft characteristics, such as:

- The size of the critical aircraft;
- The type of runway (non-instrument, non-precision or precision); and
- The aerodrome operational visibility limits.

As a registered aerodrome, the Aiport is required to comply with only the parts of TP312 that apply to registered land aerodromes. If the Airport extends a runway or should attract a regularly scheduled passenger airline, the airport code may change. An increase in the size of critical aircraft or the provision of lower landing, departure, or taxi limits will require the aerodrome operator to re-assess the aerodrome facilities and/or operational procedures to ensure they provide the required standards. These changes may require the Airport to follow additional requirements in TP312.

12 Airport Category

Code 2 B Non-Instrument, Registered Aerodrome. However, currently an application is in process that would change the classification to a Code 2 B Non-Precision, Registered Aerodrome..

13 Obstacle Limitation Surface

Airports have identified areas for protection of the operation of an airport. The outer surface establishes an area above an airport, at a height of 45 m for a radius of 4 km from the centre point of the runway. The purpose of this is to protect the area for aircraft conducting a circling procedure or manoeuvring in the vicinity of an aerodrome. The outer surface establishes the height above which it may be necessary to take one or more of the following actions: (a) restrict the erection of new structures which would constitute an obstruction; or (b) remove or mark obstacles to ensure a satisfactory level of safety and regularity for aircraft manoeuvring visually in the vicinity of the airport before commencing the final approach phase. This is illustrated on Figure 9.

In addition to the obstruction zone, there are setbacks from the ends of the runways, called take off and approach areas and surfaces, and along the sides of the runways and taxiways, called transitional areas (Figures 10 & 11).

For the Airport, which is a Code 2 B, Registered Aerodrome, the dimensions of the takeoff/approach areas and surfaces shall be:

Non-precision:

- Divergence: 10%
- Length: 2,500 m
- Slope maximum: 3.33%

Non-Instrument:

- Divergence: 10%
- Length: 2,500 m
- Slope maximum: 4.00%

The lengths are measured horizontally, unless otherwise specified. Regardless of the slope specifications all objects considered by the certifying authority to be hazardous shall be marked and/or lighted.

For more specific information obstacle limitation surface, please refer to Transport Canada TP1247 - Land Use in the Vicinity of Airports.

Figure 9

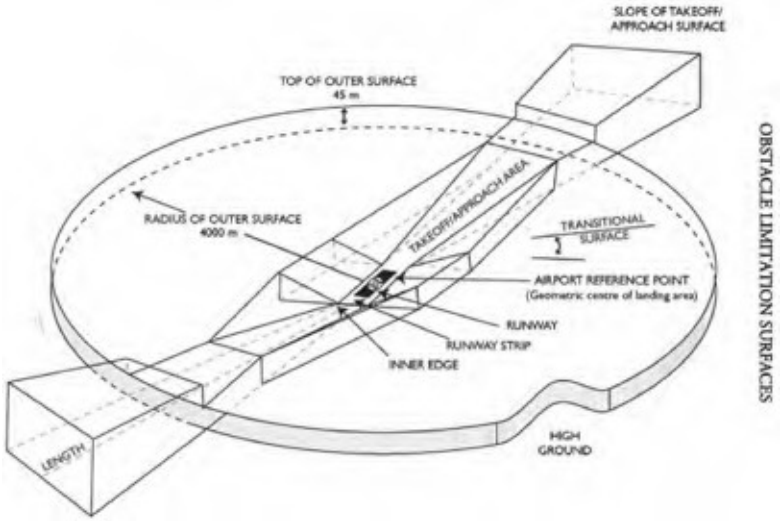


Figure 10

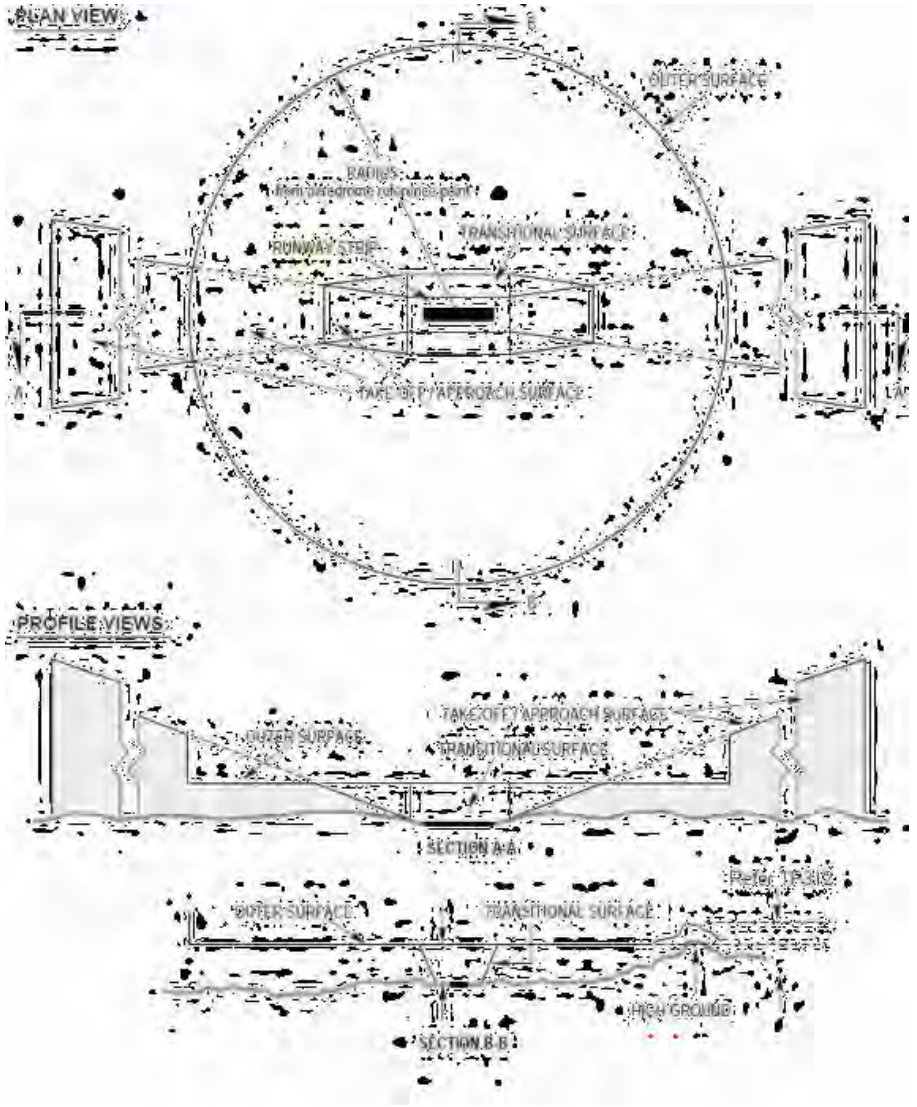
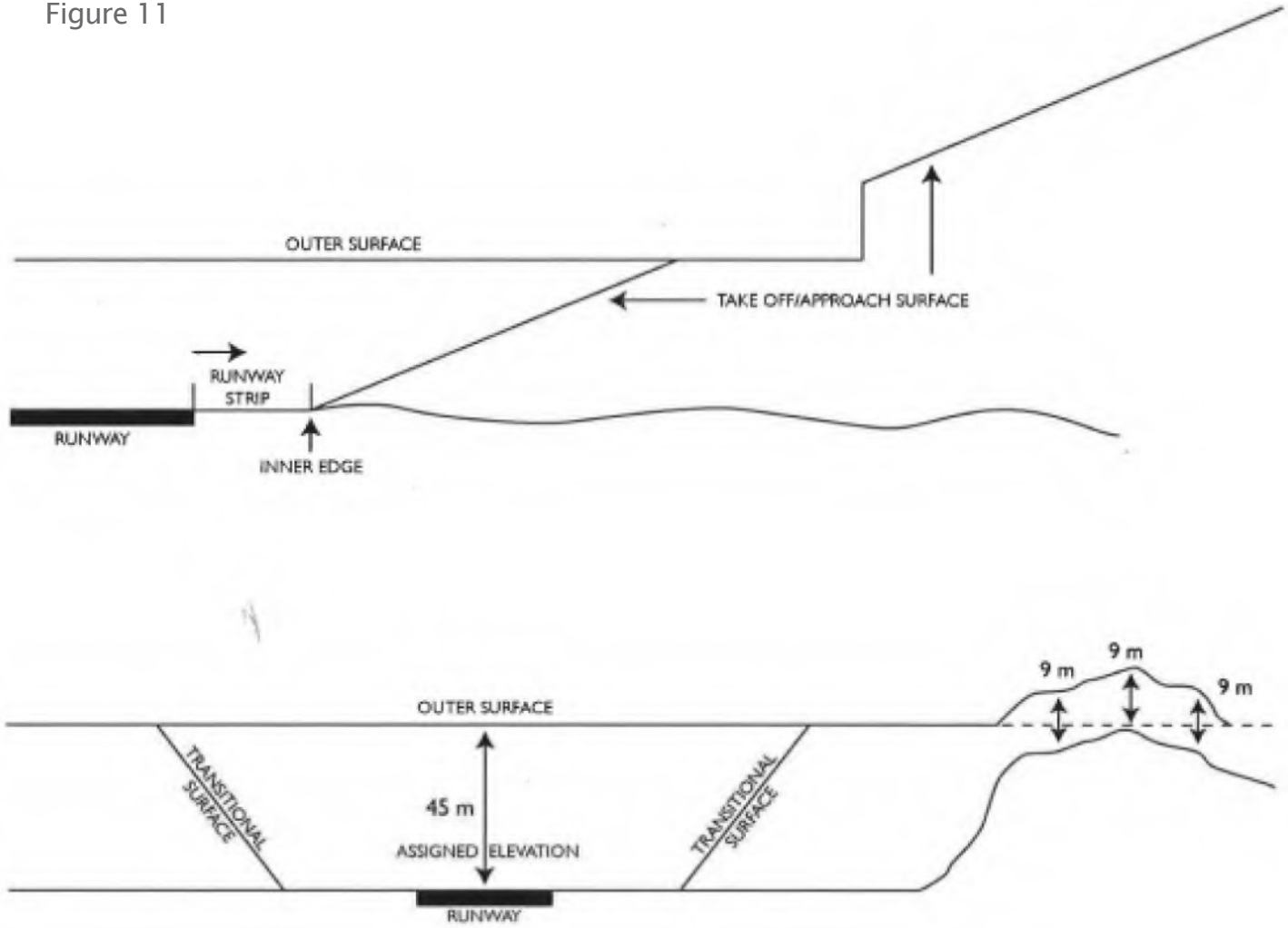


Figure 11



OBSTACLE LIMITATION SURFACES (SIDE VIEW)

The transitional surface is a complex surface along the sides of the runway strip that runs parallel to the approach surface and slopes up to the outer surface. Its purpose is to ensure the safety of aircraft at low altitudes displaced from the runway centre line in the approach or missed approach phase. The slope of a transitional surface measured in the vertical, perpendicular to the runway is 20.0% for non-Instrument runways, Code 1 and 2. The slope of the transitional surface for a Code 1 or 2 Non-Precision runway is 14.3%.

Where topographical or natural obstructions make it economically unreasonable and in the opinion of the certifying authority, an equivalent level of safety will be achieved. The transitional surfaces for runways where the code number is 1 or 2, used in Visual Meteorological Conditions (VMC), may be steepened or eliminated.

Width of strip for non-precision approach runway is 45 m where the code number is 1 or 2 or for a Non-Instrument Runways is 30 m where the code number is 1 or 2.

7.4 Land Uses on Airports

An airport is made up of three categories of land use:

- Airside – development located with direct access to the taxiways and runways, including hangars, tie down areas, aprons, and fuelling operations.
- Groundside – development on an airport that does not have direct access to the runways and taxiways including parking, concessions, light industrial lands and other commercial enterprises
- Airport Operation – development of necessary infrastructure for the operation of the airport including runways, taxiways, aprons, navigational aides, weather stations, equipment and salt sheds, terminal buildings, and other similar uses.

AIRSIDE

Airside lands should be utilized for those uses that require direct access to the runway, taxiway or apron. It is very rare that an airport can create more airside lands. Groundside uses should not be allowed to take up the valuable airside space. The types of uses that may be considered appropriate airside uses include:

- Aerial application and spraying operations
- Aerial photography services
- Agricultural (crop production)

- Air ambulance
- Air cargo facilities
- Airport vehicle and equipment compound
- Aircraft charter operations
- Aircraft fuel and provisioning services (above ground)
- Aircraft parts supply and services
- Aircraft sales, leasing and rentals
- Aircraft storage facilities
- Aircraft maintenance and operational facilities
- Aviation related information services
- Aviation research facilities
- Baggage services
- Cleaning, servicing, testing or repair activities relating to aviation
- Distribution hangars
- Emergency response services
- Fixed base operations
- Flight training schools – including temporary residential facilities
- Hangars
- Military operations including search and rescue, RCMP and Military Cadets
- Passenger terminals
- Private clubs and organization related to airport activities

GROUNDSIDE

There is concern that the Airport development should not compete with local commercial and light industrial developments. However, the generation of revenue for the Airport is critical to its future success. The types of groundside uses that might still have an aviation theme or purpose would be the ideal uses in this case but an airport often provides unserviced lands outside of an urban centre for commercial or industrial uses that do not conflict with the operation of an airport, and would be considered compatible by Transport Canada. These uses do not take up any land that would have direct access to the airside lands. These uses may include:

- Agriculture (including Greenhouses)
- Camping (this might be only for overnight pilots)
- Contractors yards
- Restaurant establishments
- Emergency services
- Helicopter operations
- Logistics and distribution

- Manufacturing (airport-related)
- Museum
- Outside storage
- Parking lots
- Repair shops (where all of the business is conducted inside the building)
- RV storage
- Solar installations (industrial or commercial)
- Technical/Training schools
- Warehousing (airport/multi-modal transport related)

OPERATIONAL USES

Operational reserves are the lands required to operate the Airport. These uses may include:

- Agricultural (including crops and grazing)
- Airport maintenance and operational support facilities (e.g., control tower, fire hall, airport maintenance complex)
- Air terminal buildings and associated uses
- Air traffic control facilities
- Aircraft fuel and provisioning services
- Airport maintenance and operational facilities
- Aprons
- Emergency response services
- Meteorological installations
- Navigational aid facilities
- Runway
- Taxiways
- Takeoff and approach and transition areas
- Utilities/ Public Utilities

8.0 LONG RANGE LAND USE PLAN

The Future Development Concept Plan (FDCP) illustrated in Figure 12 has been compiled in light of the identification and analysis of constraints detailed in the previous sections of this plan. It also attempts to employ the input received from persons in attendance at the open houses and from submissions made to the Board, MD of Foothills, and the Town, as well as all current governing regulations.

As such, the FDCP is a generalized picture of how future land use and development is anticipated to extend from the existing built up area of the airport facilities into the undeveloped portions of the site. The FDCP outlines, in general terms, areas for future development, proposed future road and infrastructure system, runway and taxiway improvements.

Phasing or staging of future development is dependent upon several factors:

1. Market demand.
2. Funding availability.
3. The approval of future development by the MD of Foothills and the Town of High River as joint owners of the property.
4. The approval of future development by the MD of Foothills as approving authority for the Airport's lands.
5. The approval of future development by Transport Canada, in so far as, it is an area over which they have jurisdiction.
6. The expansion into these areas being a logical growth direction.


Range Road
290
TownshipRd
183A
MUNICIPAL DISTRICT OF
FOOTHILLS NO. 31
AIRPORT AREA STRUCTURE PLAN
FIGURE 12
LAND USE STRATEGY
PROPERTY LINE
COMMERCIAL HANGAR
EX HANGAR
GROSS TIE DOWN AREA
GROUND SIDE
MARGO SUPPLIES
HELICOPTER / ROTARY WING OPERATIONS
RV PARKING
ROAD
T HANGAR
TIE DOWN AREA
PRIVATE HANGAR
ALBERTA
CALGARY
PROJECT LOCATION
LETHBRIDGE
0
50
100
200 Meters
SCALE 1:5,222
MAP DRAWING INFORMATION:
DATA PROVIDED BY ESRI
MAP CREATED BY: PMH
MAP CHECKED BY: PM & RS
MAP PROJECTION: NAD 1983 UTM Zone 12N
FILE LOCATION: \DILLON.CA\DILLON_DFS\SASKATOON\G:\GIS\151461\MXD
DILLON
PROJECT: 151461
STATUS: DRAFT
DATE: 2017-10-17

9.0 POLICIES

The following policies shall apply to any development that occurs on or is proposed for the Airport's facilities, hangar sites, and airport related commercial and industrial uses. The purpose of these policies is to ensure that any development project commenced within the ASP area will comply with, and will be consistent with the provisions of the MD of Foothills MDP and the MD of Foothills LUB.

9.1 General

1. Future development at the Airport shall generally follow the Land Use Strategy outlined on Figure 12.
2. No development at the Airport shall unduly attract birds or create animal habitat, smoke or steam, or electronic interference.
3. The Airport's lands have been identified for one of three purposes: airside, groundside or operational reserve.
4. The Airport shall not be a residential air park.
5. Should the flight school propose student housing on the Airport property, it must be located on groundside lands and must demonstrate sufficient water and sanitary sewer system to the MD of Foothills and Provincial standards.
6. Development on and off Airport property should consult the NEF Contours developed for the Airport (Figure 8) when proposing new development.
7. The Airport's lands shall continue to be leased to tenants and the term of the lease shall be lengthened to a much longer term to allow for bank financing. The lease term shall be between 25 and 49 years.
8. Any development activity proposed for the Airport shall be consistent with the MD of Foothills MDP, this Airport ASP and the LUB provisions.
9. Any development shall be limited in size according to fire protection requirements in the building code.
10. All new developments or leases shall sign a deferred servicing agreement to tie into communal services in the future.
11. Utility mapping and easements shall be put in place,

where they do not already exist.

12. Sewage tanks must be located within the limits of the individual lot that they serve.

9.2 Airside

1. Any use to be located on airside lands must be an aviation use and require direct access to the runway.
2. Retail commercial activities such as concessions, eating and dining facilities shall be restricted to terminal areas.
3. Commercial enterprises, including but not limited to, the selling or repairing of aircraft parts and accessories, flight tours, and other products and services related to the aircraft industry may be allowed to develop in the airside area at the discretion of the development authority.
4. Light industrial activities associated with the Airport facilities' operation and the aircraft industry may be allowed to develop in the airside area at the discretion of the development authority.
5. Any developments that are a large consumer of water will be discouraged.
6. With the exception of a caretaker/resident manager dwelling accommodation for the facilities, other forms of permanent residential development is not permitted.
7. Outside storage of recreational vehicle motor home or trailer accommodation on airside lots may be permitted for periods of no more than five consecutive days when the tenant has a hanger.
8. To ensure that the Airport can accommodate a variety of aircrafts in the future, the MD of Foothills may pursue a potential extension of Runway 07/25 to the extent allowed by the existing parcel size.
9. The MD of Foothills, the Town and the Board should plan for a parallel taxiway to runway 07/25.
10. The MD of Foothills, the Town and the Board should plan for the upgrading of runway 14/32 (north/south).
11. The MD of Foothills, the Town and the Board should plan for the accommodation of a future terminal building and flight centre. This may be provided by a private developer as a fixed base operation, or some other partnership arrangement.
12. A specific area for helicopter operations should be designated in order to separate the rotary wing and fixed wing aircraft.

9.3 Groundside

1. Groundside developments shall have access from the internal road network, but no access to the Airport runways.
2. Development shall be low water users until such time as piped water is available to the Airport, at which time the tenant will pay for infrastructure upgrades on a pro-rated basis
3. Outside storage of recreational vehicles may be permitted on lots with development permit approval and appropriate access and fencing.

9.4 Operational

1. Airport operational uses shall be expanded as required including navigational aids, lighting and weather station.
2. Any future runway extensions shall require planning collaboration between the MD of Foothills, the Town of High River and the Board to design the runway, acquire the land, and construct the runway.
3. The Board shall identify ways to market the Airport, increase revenue, record the number of flights and increase pilot services to increase the use of the Airport and develop a financial reserve fund that shall pay for the major operational infrastructure.

9.5 Servicing

1. As new airside and groundside lots develop, the Board shall ensure that the lots are surveyed and serviced with power, and that all development conforms to the stormwater management plan.
2. The MD of Foothills, the Town of High River and the Board may collaborate on planning for the provision of a water supply for the Airport that would be adequate to accommodate both domestic use and firefighting requirements.
3. All new developments or leases must sign a deferred servicing agreement to tie into communal services in the future.
4. On-site drainage shall adhere to the stormwater management plan, including the retention facilities as illustrated in Figure 7.
5. Sanitary waste disposal should be handled by

individual pump-out tanks and shall be installed on the subleasees lot unless otherwise approved by the authority of jurisdiction, and until such time that piped sanitary services are available. At this time connection shall be mandatory.

6. The provision of a "lagoon system" or other form of piped sanitary treatment facility should be investigated prior to any student housing or high water user developments, at the discretion of the approving authority.

9.6 Infrastructure

1. The Airport's land area shall be serviced by a network of internal lane ways connected to collector roads that connect to 104 Street East. These roads shall connect to all airside development. All main roadways through the Airport's lands should have 30 m (100 ft) right-of-ways. As the road branches off (i.e., into the hangar area) the width may be reduced to 15.24 m (50 ft).
2. In addition to the internal roadway system there shall be an internal taxiway system. This shall connect to all airside development. As a Code 2 B airport the current maximum wingspan is up to but not including 24 m. The constructed surface of the taxiways; therefore, should be 15.24 m (50 ft) with additional area where need arises to accommodate safe manoeuvrability of the aircraft.
3. Development standards for the road system shall be as defined in the development agreement, or as otherwise agreed upon among the owners, HRRAL and any future developer, to the satisfaction of the MD of Foothills Public Works Department.
4. There should not be any point at which aircraft and land vehicle traffic should cross.
5. Pedestrian crosswalks and traffic calming devices shall be located as deemed necessary by the approving authority.

9.7 Phasing

1. The phasing of the development of the Airport shall occur from the north to the south of the future growth area to use the existing road network as outlined in Figure 13 - Phasing Map..
2. Infill development shall be the first phase of development, as it does not require any additional infrastructure.
3. The Board shall survey new lots for leasing and shall

provide engineering cost estimates for the construction of access roads in a logical manner.

4. Prior to new lots being brought on stream, the storm pond shall be constructed and all new lots shall be required to drain in to the pond area through open ditches in conformance with the stormwater management plan.


Range Road
290
TownshipRd
183A
MUNICIPAL DISTRICT OF
FOOTHILLS NO. 31
AIRPORT AREA STRUCTURE PLAN
FIGURE 13
PHASING MAP
PROPERTY LINE
PHASE 1
PHASE 2
PHASE 3
ALBERTA
CALGARY
PROJECT LOCATION
LETHBRIDGE
0
50
100
200 Meters
SCALE 1:5,000
MAP DRAWING INFORMATION:
DATA PROVIDED BY ESRI
MAP CREATED BY: PMH
MAP CHECKED BY: PM & RS
MAP PROJECTION: NAD 1983 UTM Zone 12N
FILE LOCATION: I:\DILLON.CA\DILLON_DFS\SASKATOON\G:\GIS\151461.MXD
DILLON
PROJECT: 151461
STATUS: DRAFT
DATE: 2017-10-17

10.0 Implementation

10.1 Plan Adoption

An ASP is a statutory document; that means, a set of formal regulations made law by a legislative body (Council). The regulations contained in this plan must be adopted by bylaw, pursuant to the MGA, Chapter M-26.1, R.S.A. 1994 as amended. Upon adoption, the Plan becomes Schedule "A" to the adopting bylaw.

10.2 Municipal Development Plan Conformity

The MGA requires that an ASP must be consistent with all other statutory plans of a municipality. The Airport ASP must be consistent with the provisions of the MD of Foothills MDP and the LUB.

10.3 Timeframe for Area Structure Plan Review

This Plan is a statement of intentions and desires regarding the long-term development of the Airport area, and is intended to guide and direct that development. The policies set forth in it are based upon current trends and expectations for the future. However, as the future is an uncertain entity, this document should be periodically examined to ensure that its policies reflect the current desires of Council and affected landowners.

Should future development conditions, issues or proposals change to such a degree that the plan's policies become ineffective, obsolete or an impediment to the continued development of the Airport, this ASP should be amended or repealed.

10.4 Public Participation in Amendments or Reviews

Any substantive change to the policies established in this ASP should be done in consultation with and as a result of direct input from and participation, of the adjacent landowners and the users of the Airport facility. The facility operators and land owners of the sites should also assist in monitoring the plan's policies and should be solicited with respect to expectations and perspective when the plan is to be reviewed. This could be accomplished by establishing a review committee, or by holding a series of open houses and/or information sessions to ascertain public input.

11.0 References

Government of Alberta (2000) Municipal Government Act. http://www.qp.alberta.ca/documents/Acts/m26.pdf

Municipal District of Foothills (2010) Municipal Development Plan. https://www.mdfoothills.com/services/planning-and-development/municipal-plans/municipal-development-plan.html

Municipal District of Foothills (2014) Land Use Bylaw Direct Control District #5 page, 226. https://www.mdfoothills.com/services/planning-and-development/municipal-plans/land-use-bylaw-review.html

Town of High River (2009) High River Town Plan. Policy 2.3.7.3, page 13. http://www.highriver.ca/images/Planning/2013/13-03-11_Town-Plan_final_mar4-2013.pdf

Town of High River and Municipal District of Foothills (2012) Intermunicipal Development Plan. Page 56. http://highriver.ca/wp-content/uploads/2017/07/12-12_thr_inter-municipal-development-plan.pdf

COUNCIL ADMINISTRATIVE REPORT

Department: Public Works and Engineering

TITLE: Intersection of Parkins Road W and 304 Street W
Bylaw 71/2026 - 2nd & 3rd Reading

Author: **Kallum Umscheid, T.T.** Engineering Technologist	**DATE:** **November 25, 2026**
Presenter: **Kallum Umscheid, T.T.** Engineering Technologist	
ATTACHMENTS:	Map, Location

PURPOSE:

To present Council with the findings of a staff-led operational review of Parkins Road W and 304 Street W intersection, as well as outline recommended stop conditions based on observed geometry, alignment, and existing traffic control features.

BACKGROUND:

A request was made to review the intersection configuration. Objectives were to determine if improvements can be made from both a safety and traffic flow standpoint.

DISCUSSION:

Currently, the intersection is a T-intersection on local MRO/gravel roads. A Stop Sign is in place for Southbound traffic on 304 St W only. Concerns have been brought to the attention of administration, with a request to complete a review of the intersection to determine if a Stop Sign can be installed to improve the overall safety of the intersection.

RECOMMENDATION:

Based on observed site conditions, and in conjunction with Alberta Transportation Recommended Practices for Stop Signs (Revision Date Jan 2010), administration recommends the installation of 1 stop sign (600 mm x 600 mm RA-1) for northbound traffic on Parkins Road W approaching the Westbound section of Parkins Road W, plus associated additional signage improvements. This includes advanced warning signs, and temporary "NEW" signs to notify motorists of the change.

FINANCIAL IMPLICATIONS:

Sign:	Description:	Quantity	Size:	Comment:	Cost:
RA-1	STOP	1	60 cm x 60 cm		$250.00
WB-1	Stop Ahead	1	75 cm x 75 cm		$125.00
WD-182	"NEW"	1	75 cm x 75 cm		$310.00

Supply and Install 3 x 10 Ft. Steel U-Channel Post: Costs are included with each sign location.

SUGGESTED MOTIONS FOR CONSIDERATION:

1. That Council gives second and third reading to Bylaw 71/2026 to establish a Stop Condition for Northbound traffic on Parkins Road W, and authorizes Administration to install associated regulatory and warning signage as required.
2. That Council acknowledges the request for a Stop Sign for westbound traffic on Parkins Road W.

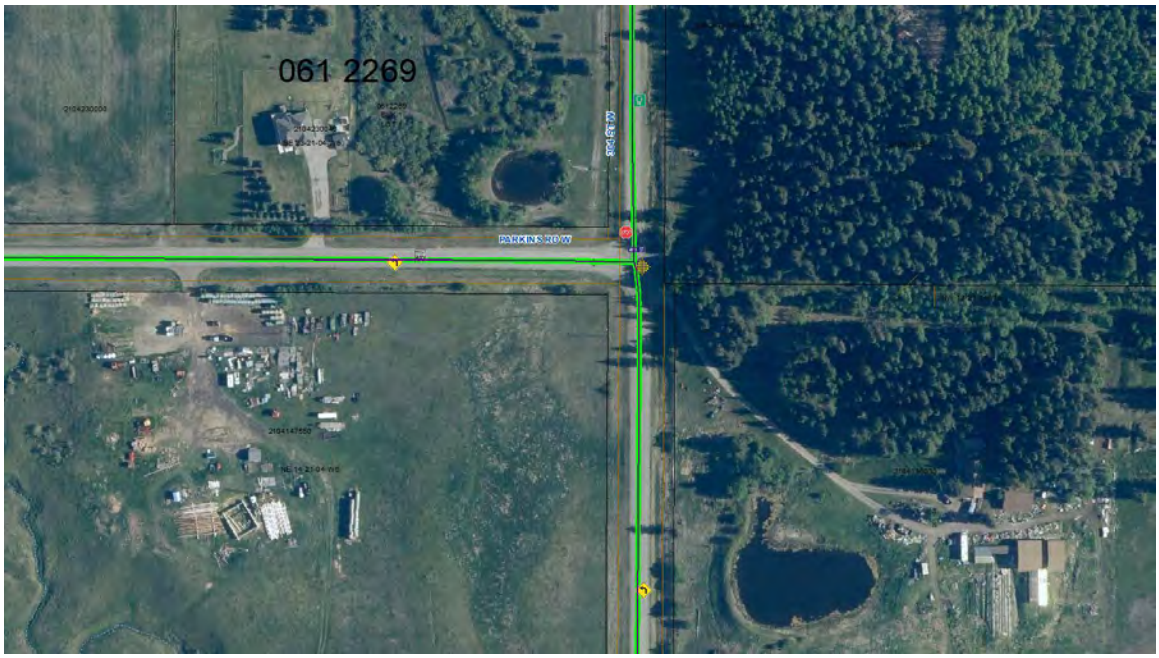


Figure 1 – Current Intersection Configuration



Figure 2 – Recommended intersection Configuration



Figure 3 – Parkins Road, West of intersection/turn looking East. Note existing checkerboard at the end of the intersection.



Figure 4 – Parkins Road, at intersection/turn looking East.



Figure 5 – Parkins Road, South of intersection/turn looking North.



Figure 6 – 304 St W, North of intersection looking South. Note that 304 St W is Stop Sign controlled.

BYLAW 71/2026

BEING A BYLAW OF FOOTHILLS COUNTY IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE ERECTION OF TRAFFIC CONTROL SIGNS

WHEREAS it is deemed advisable that STOP signs be erected at the intersection of Parkins Road West and 304th Street West.

AND WHEREAS pursuant to the provision 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 the installation of a STOP sign (RA-1), STOP AHEAD sign (WB-1), and NEW sign (WD-182) for northbound traffic at the intersection of Parkins Road West and 304th Street West.

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

FIRST READING: October 28, 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 .

DEPARTMENT: Legislative Services	
FOOTHILLS COUNTY	**TOPIC: Bylaw 74/2026 Joint Assessment Review Board Bylaw Amendments (2nd & 3rd Reading) and Joint Assessment Review Board Agreement**
REPORT PRESENTED BY: Manager of Legislative Services Sherri Barrett	

PURPOSE OF REQUEST

1. To consider providing second and third reading to Bylaw 74/2026 to establish a Joint Assessment Review Board .
2. To consider authorizing administration to enter into an Agreement with the Municipal District of Ranchland and the Village of Longview for Joint Assessment Review Services.

BACKGROUND

In 2010, Foothills County entered into an agreement with the Municipal District of Ranchland No. 66 and the Village of Longview to establish a Joint Assessment Review Board, under which Foothills County serves as the "Coordinator," being the municipality responsible for administering the functions of the Board.

Following a Municipal Review of the Village of Longview, Municipal Affairs has recommended minor amendments to the current bylaw to ensure compliance with applicable legislation.

The amended bylaw received first reading on November 18, 2026. Once passed, a draft of this bylaw will form Schedule 'A' of the associated agreement, which outlines the duties and responsibilities of the party municipalities.

REQUEST OF COUNCIL

Proposed Motion:

1. *That Bylaw 74/2026, being a being a Bylaw of Foothills County to establish a Joint Assessment Review Board be granted second and third readings.*

2. *That Council authorize administration to enter into an Agreement with the Municipal District of Ranchland and the Village of Longview for Joint Assessment Review Services.*

APPENDICES

Appendix A: Bylaw 74/2026
Appendix B: DRAFT Joint Assessment Review Board Agreement

BYLAW 74/2026

BEING A BYLAW OF FOOTHILLS COUNTY IN THE PROVINCE OF ALBERTA, TO ESTABLISH A JOINT ASSESSMENT REVIEW BOARD

WHEREAS Section 454 of the *Municipal Government Act, RSA 2000, Ch. M-26, as amended*, enacts that a Council must by bylaw establish a Local Assessment Review Board (LARB) and a Composite Assessment Review Board (CARB) to hear complaints referred to in sections 460.1 (1) and (2) respectively;

WHEREAS Section 455(1) of the *Municipal Government Act*, RSA 2000 as amended, authorizes that two or more Councils may agree to establish joint assessment review boards to have jurisdiction in their respective municipalities;

AND WHEREAS Foothills County, The Municipal District of Ranchland No. 66 and The Village of Longview mutually desire to establish a Joint Local Assessment Review Board and a Joint Composite Assessment Review Board under the provisions of the Municipal Government Act, RSA 2000, Ch. M-26, as amended, in respect of assessment complaints made by taxpayers of a Member Municipality;

AND WHEREAS Foothills County, The Municipal District of Ranchland No. 66 and The Village of Longview mutually agree to the content of the Joint Assessment Review Services agreement;

NOW, THEREFORE, FOOTHILLS COUNTY ENACTS AS FOLLOWS:

1. CITATION

   1.1. This Bylaw may be cited as the “Joint Assessment Review Board Bylaw”.

2. DEFINITIONS

   2.1. Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in section 453 of the Municipal Government Act.

   2.2. In this Bylaw:

   “Board” means the Joint Assessment Review Board.

   “CARB” means the Composite Assessment Review Board established in accordance with Section 454(b) of the *Municipal Government Act, RSA 2000, Ch. M-26 as amended*.

   “Members-at-Large” means the citizens appointed by the Council of each Municipality to be a Member of the Board.

   “Clerk” means the Clerk appointed under section 456(1) of the *Municipal Government Act, RSA 2000, Ch. M-26, as amended,* by Council of the Member Municipalities and who has obtained the required certification in accordance with Part 5 of the *Matters Relating to Assessment Complaints Regulation*.

   “Coordinator” is Foothills County, the Member Municipality acting as Managing Member.

"LARB" means the Local Assessment Review Board established in accordance with Section 454(a) of the *Municipal Government Act, RSA 2000, Ch. M-26, as amended.*

"Member" means a member of the Joint Assessment Review Board as appointed by the Council of Foothills County and who has obtained the required training in accordance with Section 454.3 of the *Municipal Government Act of Alberta, RSA 2000, Ch. M-26, as amended* and Part 5 of the *Matters Relating to Assessment Complaints Regulation*.

"MGA" means the *Municipal Government Act of Alberta, RSA 2000, Ch. M-26, as amended* and Regulations passed under that Act.

"Member Municipality" means those Municipalities who enter into mutual agreement to establish a Joint Assessment Review Board and who enact a bylaw substantially in the form of this bylaw.

Words imparting the masculine gender only, include the feminine gender whenever the context so requires and vice versa.

Words imparting the singular shall include the plural whenever the context so requires and vice versa.

2. APPOINTMENT OF CLERK

2.3. The Clerk of the Joint Local Assessment Review Board and a Joint Composite Assessment Review Board shall be appointed by resolution of the Foothills County Council. The Member Municipalities shall delegate appointment of the Clerk to the Coordinator.

3. APPOINTMENT OF BOARD MEMBERS

3.1. The Board shall consist of members who shall be Citizens-at-large, appointed by resolution by the Council of Foothills County.

3.2. At least one (1) member shall be appointed as chair of the Local Assessment Review Board by the Council of Foothills County. The Member Municipalities shall delegate appointment of chair to the Coordinator. The chair may delegate to any other appointed member any of the powers, duties or functions of the chair.

3.3. Prior to participating in a hearing, Members must complete the required training in accordance with Section 454.3 of the *Municipal Government Act of Alberta, RSA 2000, Ch. M-26, as amended* and Part 5 of the *Matters Relating to Assessment Complaints Regulation*.

4. TERMS OF APPOINTMENT

4.1. Unless otherwise stated, all Members are appointed by resolution by the Council of Foothills County for a term of three years to coincide with the expiration of the Member's training.

4.2. Unless otherwise stated, the chair of the Local Assessment Review Board is appointed by resolution by the Council of Foothills County for a term of three years to coincide with the expiration of the Member's training.

4.3. A Member may be re-appointed to the Board at the end of their term.

4.4. A Member's appointment may be revoked by resolution of the Council for Foothills County;

4.5. A Member may resign from the Board at any time on written notice to the Designated Officer to the effect.

4.6. Member remuneration, if any, shall be established by resolution or by policy set by the Council of Foothills County.

5. PANELS OF THE BOARD

5.1. The Board shall sit on panels to hear assessment complaints as the nature of the complaint may permit or require. Such panels are to consist of:

5.1.1. Three persons selected by the Clerk when the Board is acting as a Local Assessment Review Board;

5.1.2. The Provincially appointed member and two persons selected by the Clerk when the Board is acting as a Composite Assessment Review Board; and

5.1.3. A single Member selected by the Clerk when the Board is acting as a One Member Assessment Review Board for those complaints that are identified under regulation as being LARB in nature.

6. HEARINGS

6.1. Hearings will be held at a location mutually agreed upon by the Member Municipalities.

7. AUTHORITY

7.1. Council of Foothills County is hereby authorized to enter into an agreement with the MD of Ranchland No.66 and the Village of Longview to provide for:

7.1.1. The appointment of Citizens-at-large to Assessment Review Boards;

7.1.2. The hearing of assessment appeals originating within each of the participating Member Municipalities;

7.1.3. The procedures and conduct of the Joint Assessment Review Board and its members; and

7.1.4. The functions and duties of the Joint Assessment Review Board.

8. OTHER

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

8.2. Bylaw 52/2021 and any amendments thereto are hereby repealed upon this Bylaw coming into effect. Should any provisions of this Bylaw become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the Bylaw and the remainder shall remain in force and be binding as though such provisions had not been invalid.

FIRST READING: November 18, 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 .

Dated this day of , 20__

Between

Foothills County
("Member Municipality and Coordinator")

- and -

The Municipal District of Ranchland No. 66
("Member Municipality")

- and -

The Village of Longview
("Member Municipality")

AGREEMENT FOR JOINT ASSESSMENT REVIEW SERVICES

CITATION

The Member Municipalities wish to partner together to create one Joint Assessment Review Board.

The Parties agree as follows:

1. AGREEMENT

The following schedules form part of this agreement:

Schedule A – Sample Bylaw (Joint Assessment Review Board Bylaw)

Schedule B – Statement of Work

2. DEFINITIONS

In this Agreement, unless the context provides otherwise, the following words or phrases shall have the following meanings:

"Assessor" is a person appointed by a Member Municipality to assess properties within its boundaries.

"CARB" is Composite Assessment Review Board as defined under section 453 of the Municipal Government Act.

"Clerk" is a person appointed by the Councils of the Member Municipalities to act in the capacity of Clerk to the Joint Assessment Review Board.

"Complainant" is an assessed person or taxpayer of a Member Municipality who files a compliant regarding any assessment or tax notice of the Municipality in which he is an assessed person or taxpayer of.

"Coordinator" is Foothills County.

"LARB" is Local Assessment Review Board as defined under section 453 of the Municipal Government Act.

"Member Municipality" is one of those Municipalities identified as being party to this agreement.

"Joint Assessment Review Board" means the Board appointed to hear appeals on tax and assessment notices established in accordance with section 454 of the Municipal Government Act.

3. MEMBER MUNICIPALITY RESPONSIBILITIES

3.1. The Member Municipality shall be entitled to participate in the Joint Assessment Review Board once it passes a Bylaw in the form attached as Schedule A.

3.2. The Member Municipality will pay appropriate share for services provided, and in an amount as mutually decided between the Coordinator and the Member Municipality.

3.3. If legal services are required for general purposes, in order to facilitate the administration of the Joint Assessment Review Board, the cost of such services will be borne equally by the parties to this agreement.

3.4. If legal services are required for issues that relate only to a specific complaint, the cost of the service will be payable by the Member Municipality which holds jurisdiction over the appeal.

4. COORDINATOR RESPONSIBILITIES

4.1. The Coordinator is responsible for ensuring the Joint Assessment Review Board members receive training in accordance with the MGA and regulations.

4.2. The Coordinator will keep a record of the complaint in accordance with the MGA and regulations.

4.3. The Coordinator will retain paper records such as background information, appeal notices and withdrawn appeals for ten (10) years upon receipt of such paper records. However, agendas and minutes are permanent records.

5. CLERK RESPONSIBILITIES

5.1 The appointed Clerk will provide services for the Member Municipality as identified in Schedule B.

5.2 The Clerk will make every reasonable effort to ensure that information that will be or is intended to be used to make a decision in an assessment review is complete and accurate according to the applicable regulation.

6. TERM

6.1 This Agreement will remain valid until such time that the participating parties determine to dissolve the agreement.

7. PAYMENT FOR SERVICES

7.1 The Member Municipality agrees to reimburse the Coordinator within 30 days of receipt of invoice for any services.

8. PRIVACY

8.1 The Coordinator is subject to the *Access to Information Act* (ATIA) and the *Protection of Privacy Act* (POPA) and will protect confidential information provided from unauthorized access or disclosure. It will be assumed that all information provided by a Member Municipality is confidential in nature unless otherwise identified by the source.

9. INFORMATION SHARING

9.1 In order to process complaints for a property tax or assessment notice, the Coordinator is authorized to collect the following types of personal information:

1. Roll Number;
2. Legal Address;
3. Civic Address;
4. Registered Owner Name(s);
5. Registered Owner(s) mailing address and phone number;
6. Assessed Value and Assessment Class of the property under review; and
7. Name, address and phone number of Registered Agent for the Owner.

9.2 Specific personal information pertaining to landowners will be collected from the relevant Member Municipality.

9.3 The collection of personal information from a source other than the individual the information is about is authorized by ATIA and POPA.

10. DISPUTE RESOLUTION

10.1 In the event a dispute arises regarding any of the clauses within this agreement or over a financial matter regarding the operation of the Board, the Chief Administrative Officers of all participating Municipalities will meet to consider the matter.

10.2 The decision of the panel of the Chief Administrative Officers will be final.

11. INDEMNIFICATION

11.1 The Member Municipality agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Coordinator, Assessment Review Board Members and Clerks; against all damages, liabilities or costs arising from the administration of the property assessment complaints and/or the assessment review board appeal and hearing process.

11.2 The Member Municipality is solely responsible for the property assessments and compliance with the outcome of the disputed property assessments.

11.3 In the furnishing of any services by the Coordinator, the Coordinator shall not assume any responsibility, obligations or duties in respect to the services.

12. INSURANCE

12.1 The Member Municipality shall maintain, in full force and effect with insurers licensed in the Province of Alberta the following insurance:

1. Public Officials Liability, Administrative Errors & Omissions, or Public Entity Management Liability or other product lines which provide similar levels of insurance coverage with policy limits of not less than $1,000,000 per claim, $2,000,000 per aggregate;

2. General Liability insurance policy of not less than $2,000,000 per occurrence. The Coordinator must be named as an additional insured.

12.2 Certificates evidencing the existence of the insurance policy shall be provided to the Coordinator.

13. TERMINATION

13.1 Should a Member Municipality choose to withdraw from participation in this Agreement they may do so by serving notice prior to April 1st of any given year, with withdrawal to take effect on January 1st of the following year.

14. NOTICES

14.1 Any notices or other correspondence required to be given to an opposite party shall be deemed to be adequately given if delivered to:

To the Member Municipality at:

Foothills County	M.D. of Ranchland No. 66	The Village of Longview
P.O. Box 5605	P.O. Box 1060	P.O. Box 147
High River, AB T1V 1M7	Nanton, AB T0L 1R0	Longview, AB T0L 1H0

To the Coordinator at:

Joint Assessment Review Board
The Municipal District of Foothills No. 31
309 Macleod Trail South

Box 5605
High River, AB T1V 1M7

15. FORCE MAJEURE

15.1 Each party reserves the right, at its option, either to suspend or cancel this Agreement, in whole or in part, at any time, without incurring any costs or damages whatsoever, where such suspension or cancellation is caused by force majeure, including, but not limited to, acts of God, the public enemy of the government, strikes or other labour disputes, fires, floods, freight embargoes, unusually severe weather or other contingencies beyond the **control of any party.**

16. SINGULAR AND MASCULINE

16.1. For purposes of this agreement, words imparting the masculine gender only, include the feminine gender whenever the context so requires and vice versa.

16.2. For purposes of this agreement, words imparting the singular shall include the plural whenever the context so requires and vice versa.

17. GOVERNING LAW

17.1 This Agreement shall be deemed to have been made in accordance with the laws of the Province of Alberta except the International Sale of Goods Act, which is specifically excluded. The Courts of Alberta shall have sole and exclusive jurisdiction over any dispute or lawsuit between the parties.

18. ENTIRE AGREEMENT

18.1 This agreement is the whole agreement between the parties and may not be modified, changed, amended or waived except by signed written agreement of the parties.

IN WITNESS WHEREOF the parties hereto have executed the Agreement as of the day and year set forth above.

FOOTHILLS COUNTY

Per: _____

Reeve

Per: _____

Chief Administrative Officer

THE MUNICIPAL DISTRICT OF RANCHLAND NO. 66

Per: _____

Reeve

Per: _____

Chief Administrative Officer

THE VILLAGE OF LONGVIEW

Per: _____

Mayor

Per: _____

Chief Administrative Officer

Schedule A

BYLAW XX/2026

BEING A BYLAW OF _____ IN THE PROVINCE OF ALBERTA, TO ESTABLISH A JOINT ASSESSMENT REVIEW BOARD

WHEREAS Section 454 of the *Municipal Government Act, RSA 2000, Ch. M-26, as amended*, enacts that a Council must by bylaw establish a Local Assessment Review Board (LARB) and a Composite Assessment Review Board (CARB) to hear complaints referred to in sections 460.1 (1) and (2) respectively;

WHEREAS Section 455(1) of the *Municipal Government Act*, RSA 2000 as amended, authorizes that two or more Councils may agree to establish joint assessment review boards to have jurisdiction in their respective municipalities;

AND WHEREAS Foothills County, The Municipal District of Ranchland No. 66 and The Village of Longview mutually desire to establish a Joint Local Assessment Review Board and a Joint Composite Assessment Review Board under the provisions of the Municipal Government Act, RSA 2000, Ch. M-26, as amended, in respect of assessment complaints made by taxpayers of a Member Municipality;

AND WHEREAS Foothills County, The Municipal District of Ranchland No. 66 and The Village of Longview mutually agree to the content of the Joint Assessment Review Services agreement;

NOW, THEREFORE, _____ ENACTS AS FOLLOWS:

1. CITATION

   1.1. This Bylaw may be cited as the “Joint Assessment Review Board Bylaw”.

2. DEFINITIONS

   2.1. Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in section 453 of the Municipal Government Act.

   2.2. In this Bylaw:

   “Board” means the Joint Assessment Review Board.

   “CARB” means the Composite Assessment Review Board established in accordance with Section 454(b) of the *Municipal Government Act, RSA 2000, Ch. M-26 as amended*.

   “Members-at-Large” means the citizens appointed by the Council of each Municipality to be a Member of the Board.

"Clerk" means the Clerk appointed under section 456(1) of the *Municipal Government Act, RSA 2000, Ch. M-26, as amended,* by Council of the Member Municipalities and who has obtained the required certification in accordance with Part 5 of the *Matters Relating to Assessment Complaints Regulation*.

"Coordinator" is Foothills County, the Member Municipality acting as Managing Member.

"LARB" means the Local Assessment Review Board established in accordance with Section 454(a) of the *Municipal Government Act, RSA 2000, Ch. M-26, as amended.*

"Member" means a member of the Joint Assessment Review Board as appointed by the Council of Foothills County and who has obtained the required training in accordance with Section 454.3 of the *Municipal Government Act of Alberta, RSA 2000, Ch. M-26, as amended* and Part 5 of the *Matters Relating to Assessment Complaints Regulation*.

"MGA" means the *Municipal Government Act of Alberta, RSA 2000, Ch. M-26, as amended* and Regulations passed under that Act.

"Member Municipality" means those Municipalities who enter into mutual agreement to establish a Joint Assessment Review Board and who enact a bylaw substantially in the form of this bylaw.

Words imparting the masculine gender only, include the feminine gender whenever the context so requires and vice versa.

Words imparting the singular shall include the plural whenever the context so requires and vice versa.

2. APPOINTMENT OF CLERK

2.3. The Clerk of the Joint Local Assessment Review Board and a Joint Composite Assessment Review Board shall be appointed by resolution of the Foothills County Council. The Member Municipalities shall delegate appointment of the Clerk to the Coordinator.

3. APPOINTMENT OF BOARD MEMBERS

3.1. The Board shall consist of members who shall be Citizens-at-large, appointed by resolution by the Council of Foothills County.

3.2. At least one (1) member shall be appointed as chair of the Local Assessment Review Board by the Council of Foothills County. The Member Municipalities shall delegate appointment of chair to the Coordinator. The chair may delegate to any other appointed member any of the powers, duties or functions of the chair.

3.3. Prior to participating in a hearing, Members must complete the required training in accordance with Section 454.3 of the *Municipal Government Act of Alberta, RSA 2000, Ch. M-26, as amended* and Part 5 of the *Matters Relating to Assessment Complaints Regulation*.

4. TERMS OF APPOINTMENT

4.1. Unless otherwise stated, all Members are appointed by resolution by the Council of Foothills County for a term of three years to coincide with the expiration of the Member's training.

4.2. Unless otherwise stated, the chair of the Local Assessment Review Board is appointed by resolution by the Council of Foothills County for a term of three years to coincide with the expiration of the Member's training.

4.3. A Member may be re-appointed to the Board at the end of their term.

4.4. A Member's appointment may be revoked by resolution of the Council for Foothills County;

4.5. A Member may resign from the Board at any time on written notice to the Designated Officer to the effect.

4.6. Member remuneration, if any, shall be established by resolution or by policy set by the Council of Foothills County.

5. PANELS OF THE BOARD

5.1. The Board shall sit on panels to hear assessment complaints as the nature of the complaint may permit or require. Such panels are to consist of:

5.1.1. Three persons selected by the Clerk when the Board is acting as a Local Assessment Review Board;

5.1.2. The Provincially appointed member and two persons selected by the Clerk when the Board is acting as a Composite Assessment Review Board; and

5.1.3. A single Member selected by the Clerk when the Board is acting as a One Member Assessment Review Board for those complaints that are identified under regulation as being LARB in nature.

6. HEARINGS

6.1. Hearings will be held at a location mutually agreed upon by the Member Municipalities.

7. AUTHORITY

7.1. Council of Foothills County is hereby authorized to enter into an agreement with the MD of Ranchland No.66 and the Village of Longview to provide for:

7.1.1. The appointment of Citizens-at-large to Assessment Review Boards;

7.1.2. The hearing of assessment appeals originating within each of the participating Member Municipalities;

7.1.3. The procedures and conduct of the Joint Assessment Review Board and its members; and

7.1.4. The functions and duties of the Joint Assessment Review Board.

8. OTHER

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

8.2. Bylaw ____ and any amendments thereto are hereby repealed upon this Bylaw coming into effect. Should any provisions of this Bylaw become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the Bylaw and the remainder shall remain in force and be binding as though such provisions had not been invalid.

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 .

Schedule B

	Statement of Work A – Assessor for Member Municipality C- Clerk
	RECEIPT OF APPEAL & NOTICE OF HEARING
C	Member Municipalities are to forward any complaints to the Clerk who will review appeal for validity / compliance with legislation
C	establish hearing date, schedule facility & board members
C	open file & send notice to Complainant, Respondent and board file (and Minister if applicable)
	INITIAL STAGES
A	preliminary discussions & disclosure of information occurs between complainant and assessor
A / C	if at any point in time during the disclosure process, a complaint is resolved, the assessor is to advise the clerk so that a withdraw form can be executed
	DISCLOSURE
C	The Clerk will provide disclosure dates as provided for within the regulation at the time that notice is sent to the Complainant and Respondent
A / C	All submissions for disclosure not directly received or distributed by the Clerk are to be date stamped and forwarded to the Clerk for logging and submission to the Board file. For purposes of disclosure provided by the Respondent to the Complainant, the date stamp will be assumed to be the date of delivery. Submissions received directly by the Clerk will be date stamped, logged and distributed to the intended party and the Board file.
	PRIOR TO HEARING
C	Clerk verifies all disclosure and attendance of all parties
C	Clerk will produce agenda packages & provide copies at the hearing
C	Clerk will liaise with the Board and provide all materials necessary – including legislation
C	Clerk will prepare templates for minutes and decisions of the Board. Minutes of the meeting are to be voice recorded. Recordings will be retained on available current digital media. Full transcripts of meetings are available upon payment of applicable fees for such service.
	SEND NOTICE OF DECISION
C	Copies of the Board decision will be sent to the Complainant, Respondent, Board file and Minister if applicable.
	REPORTING
C	Clerk will provide the Member Municipality with an electronic package including:
C	invoice for services in accordance with agreement
C	copy of Board decision
C	A complete file will be compiled by the Clerk and record of the hearing will be retained by the Coordinator in accordance with the regulations. Request for review of the hearing file may be made by a Member Municipality at any time.

DEPARTMENT: Legislative Services	
FOOTHILLS COUNTY	**TOPIC: Bylaw 78/2026 - Foothills County Meeting Procedure Bylaw (2nd & 3rd Reading)**
REPORT PRESENTED BY: Manager of Legislative Services Sherri Barrett	

PURPOSE OF REQUEST

To consider providing second and third reading to Bylaw 78/2026 Foothills County Meeting Procedure Bylaw.

BACKGROUND

Foothills County Meeting Procedure Bylaw 57/2022 was reviewed at the 2026 Organizational meeting, where certain amendments were recommended.

The Bylaw has been updated with minor text amendments to align it with Provincial legislation. Further amendments allow member-at-large appointments to boards and committees of council to be included on the annual organizational meeting agenda, and permit non-emergent items to be added to regular council agendas. In addition, administration is proposing amendments for Council's consideration that would limit live streaming of board and committee meetings, except for SDAB hearings held under part 17 of the Municipal Government Act.

REQUEST OF COUNCIL

Proposed Motion: That Bylaw 78/2026 being the Foothills County Meeting Procedure Bylaw be given second and third reading.

APPENDICES

Appendix A: Bylaw 78/2026

BYLAW NO. 78/2026

A BYLAW OF FOOTHILLS COUNTY

IN THE PROVINCE OF ALBERTA

TO PROVIDE RULES GOVERNING THE PROCEEDINGS OF COUNCIL, COUNCIL COMMITTEES AND OTHER BODIES ESTABLISHED BY COUNCIL

WHEREAS Section 145 (b) of the ***Municipal Government Act, R.S.A. 2000 Chapter M-26 and amendments thereto*** authorizes council to pass bylaws to regulate the procedure and conduct of council, council committees, and other bodies established by council, the conduct of councillors and the conduct of members of council committees and other bodies established by council;

NOW THEREFORE, the council of the Foothills County enacts as follows:

TITLE

1. This bylaw shall be known as and may be cited as the Meeting Procedure Bylaw of Foothills County.

DEFINITIONS

2. In this bylaw:

   (1) "Act" means the *Municipal Government Act,* RSA 2000, Chapter M-26 and amendments thereto or legislation substituted therefore (MGA).

   (2) "Ad Hoc" committee means a particular type of committee which is formed to deal with a particular issue and disbanded after the issue is resolved.

   (3) "Acting Chief Elected Official (CEO) and Deputy Chief Elected Official (DCEO) means the councillors who are appointed by resolution of council from time to time to act as CEO in the absence or incapacity of the CEO or DCEO;

   (4) "Administration" means the Chief Administrative Officer or an employee accountable to the CAO employed by Foothills County;

   (5) "Agenda" is the list of terms and orders of business for any meeting;

   (6) "Additions to the Agenda" is a list of items to be considered as part of the "Agenda" for council's consideration;

   (7) "*Access to Information Act* (ATIA)" is the Access to Information Act as amended from time to time;

   (8) "Recordings" are recordings of council and committee of council meetings solely as an administrative aid for use by the recording secretary in confirming, if necessary, the minutes of council meetings prior to the

adoption of such minutes by council. Once the minutes have been adopted, these recordings will be erased.

(9) "Bylaw" is a bylaw of Foothills County;

(10) "Chair" means the Reeve, Deputy Reeve or presiding officer who presides over council and/or committee meetings;

(11) "Chief Administrative Officer" (otherwise referred to as the "CAO") means the person appointed by council into the position of CAO pursuant to the *Municipal Government Act*;

(12) "Chief Elected Official" (otherwise referred to as the CEO) means the Reeve;

(13) "Closed meeting" means all or part of the council or council committee meeting that is closed to the public if a matter to be discussed is within one of the exceptions to the disclosure under the Access to Information Act (ATIA);

(14) "Confidential Items" means items will be dealt with in a closed portion of the council meeting excluding the public;

(15) "Council" means the Chief Elected Official (CEO) and councillors of the Foothills County, duly elected pursuant to the provisions of the *Local Authorities Election Act*, as amended from time to time, whose term is unexpired, who have not resigned and who continue to be eligible to hold office as such under the terms of the *Municipal Government Act*;

(16) "Council Meeting" means an organizational meeting, regular meeting and special meeting of council;

(17) "Councillor" means a duly elected member of council, including the Reeve;

(18) "Electronic Means" means an electronic or telephonic communication method that enables all persons attending a meeting to hear and communicate with each other during the course of the meeting";

(19) "Electronic Recording" is a recording that contains machine generated and readable, as opposed to human-generated and readable, information. This includes audio and/or video recordings;

(20) "Emergent Business" means a time sensitive matter that requires council's or a committee's immediate and urgent consideration;

(21) "General Election" means an election held for all the members of council to fill vacancies caused by the passage of time in accordance with the *Local Authorities Election Act* (LAEA);

(22) "Meeting" shall mean an organizational meeting, regular or special meeting of council or committee;

(23) "Member" means a member of council, duly elected and continuing to hold office;

(24) "Member at Large" means a member of the public appointed by council to a committee;

(25) “Minutes” means the written record of a meeting held in accordance with the *Municipal Government Act*;

(26) “Motion” is a proposal for action by council or committee;

(27) “Municipal Government Act” means the *Municipal Government Act,* RSA 2000, Chapter M-26 and amendments thereto or legislation substituted therefore;

(28) “Organizational Meeting” shall mean a meeting of council held in accordance with Section 192 of the *Municipal Government Act*;

(29) “Orientation Training” means mandatory councillor training;

(30) “Pecuniary Interest” means a pecuniary interest within the meaning of the *Municipal Government Act*, Section 170;

(31) “Point of Information” means a request by a member directed through the chair to another member or to administration for information relevant to the business at hand but not related to a point of procedure;

(32) “Point of Order” means a demand by a member that the chair enforce the rules of procedure and takes precedence over any other motion;

(33) “Point of Privilege” means a request made by a member to the chair or council on any matter related to the rights and privileges of council or individual councillors and includes the

a) organization and existence of council;

b) comfort of members; and

c) conduct of employees or members of the public in attendance at the meeting;

(34) “Point of Procedure” means a question made to the chair to assist a member to:

a) make an appropriate motion;

b) raise a point of order;

c) understand the procedure; or

d) understand the effect of a motion.

(35) “Postpone” means a motion to delay consideration of any matter to a future meeting of council or committee;

(36) “*Protection of Privacy Act*” (POPA) is the Protection of Privacy Act as amended from time to time;

(37) “Quorum” means the majority of all the councillors that comprise the council under section 143, or other such provisions as outlined under section 167(1) of the *Municipal Government Act*;

(38) “Recording Secretary” means the individual responsible for taking the minutes at all scheduled council meetings and other meetings as assigned;

(39) “Table” means a motion to delay consideration of any matter until later in the meeting.

3. **APPLICATION**

(1) This bylaw' applies to all council and committee meetings and shall be binding on all councillors and committee members;

(2) Notwithstanding paragraph 3(1), where the terms of reference give permission to a committee to establish its own meeting procedure, if there is conflict between the committee's established meeting procedures and this bylaw, that committee's established meeting procedures will have precedence over this bylaw for the purposes of that committee's meetings.

4. **INTERPRETATION**

(1) When any matter relating to meeting proceedings is not addressed in this bylaw', the matter shall be decided by reference to the most current edition of Roberts Rules of Order, if applicable;

(2) Procedure is a matter of interpretation by the Chief Elected Official (CEO) or the committee chair;

(3) In the event of a conflict between the provisions of this bylaw' and Roberts Rules of Order, the provisions of this bylaw' shall apply;

(4) This bylaw' may be waived by a Special Resolution if the resolution is passed by at least two-thirds of the members in attendance;

(5) In all cases throughout this bylaw', reference to "he" or "she" shall mean males and females equally.

5. **ROLE OF THE CHIEF ELECTED OFFICIAL (CEO)**

(1) The Chief Elected Official (CEO), when present, shall preside as chair over all meetings of council;

(2) In the absence, incapacity, or inability of the CEO or Deputy CEO to act, council members will elect from among themselves a chair for the day to act as CEO. This Member shall be referred to as "Acting CEO" for the duration of the meeting;

(3) Unless otherwise provided in a bylaw, the CEO shall be an ex-officio Member of all committees;

(4) The CEO has all the rights and privileges of other committee members.

6. **ROLE OF THE CHAIR**

(1) The chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on Points of Order, replying to Points of Procedure and deciding on all questions relating to the orderly procedure of the meeting, subject to challenge by a councillor of any ruling by the chair;

(2) The chair shall make reasonable efforts, including the calling of a recess, to ensure all councillors in attendance at a meeting are present while a vote is being taken, unless a councillor is excused from voting in accordance with the *Municipal Government Act* or this bylaw;

(3) The chair may invite persons to come forward from the audience to speak with the permission of council if it is deemed to be within the best interests of the issue being discussed, the public, and the conduct of good business.

7. ROLE OF THE CHIEF ADMINISTRATIVE OFFICER (CAO)

(1) The Chief Administrative Officer (CAO), and in accordance with the *Municipal Government Act* and in accordance with bylaw' 36/2020, which created the position of CAO, is required to advise and inform council in writing of its legislative responsibilities and ensure that the Municipality's policies and programs are implemented as well as to advise council on the operation and affairs of the Municipality;

(2) Where the Chief Administrative Officer or a person designated by the CAO provides information referred to in Section 153(d) to a councillor, the information must be provided to all other councillors as soon as is practicable.

8. ORGANIZATIONAL MEETING

(1) An organizational meeting of council shall be held annually, as required by the *Municipal Government Act*;

(2) The Chief Administrative Officer (CAO), or his/her designate, shall fix the time, date and place of the organizational meeting;

(3) Agenda – organizational meeting Agenda shall be restricted to:

a) The administration of Oath of Office;

b) The election of Chief Elected Official (CEO) and Deputy Chief Elected Official (CEO) annually;

c) The establishment of council boards and committees;

d) The establishment of councillors' appointments to boards and committees;

e) The establishment of member-at-large appointments to boards and committees of council;

f) The establishment of meeting dates for the year;

g) Other business as required by the *Municipal Government Act*, or which council or the CAO may direct;

h) Acknowledge the Procedure bylaw;

(4) Oath of Office – At the organizational meeting, the CAO shall:

a) Call the meeting to Order;

b) In accordance with the *Municipal Government Act*, on an Election year, the CAO would prescribe the Oath of Office on all seven of the councillors as the first order of the day, followed by the Oath of Office for the CEO and Deputy CEO at all organizational meetings;

c) Preside over the meeting until the CEO has been elected and has taken the Oath of Office as CEO.

(5) Nominations

a) If only one nomination is received for the position of Chief Elected Official (CEO), that nominee shall be declared elected by acclamation by the Chief Administrative Officer (CAO);

b) Where there is more than one nomination for CEO, the CAO shall request that voting be done by secret ballot;

c) Once the CEO has been declared and has taken the Oath of Office, he/she shall assume the chair;

d) The CEO shall then call for nominations for Deputy CEO for the year and the same voting procedure would apply as for the CEO; and the CAO would prescribe the Oath of Office;

e) All members of council hold office from the beginning of the organizational meeting following the General Election until immediately before the beginning of the organizational meeting following the next General Election, in accordance with the *Local Authorities Election Act*;

f) The appointment of councillors and members at large to committees are done so on an annual basis.

g) Councillors shall be appointed to committees through the process of nomination. If more than one councillor is nominated for a position, voting shall be done by secret ballot. Where there is more than one position available on a committee, and the number of councillors nominated to fill the positions exceed the number of positions, voting by secret ballot will be done separately for each available position.

9. **ORIENTATION TRAINING**

(1) All Councillors must undergo orientation training within ninety (90) days of taking his/her oath of office following a municipal election or by-election;

(2) Orientation training will be arranged by the Chief Administrative Officer (CAO) or his/her delegate and will include the following:

a) Topics as required under Section 201.1(2) of the *Municipal Government Act* include the role of Municipalities in Alberta, Municipal organization and functions, key Municipal Plans, Policies and projects, roles and responsibilities of council and councillors, the Municipality's code of conduct, roles and responsibilities of the chief administrative officer and staff, budgeting and financial administration, the Municipality's Public Participation Policy, any other topic prescribed by the regulations;

b) Additional topics to reflect local circumstances that the CAO or council deems appropriate.

10. **REGULAR COUNCIL MEETINGS**

(1) As per the *Municipal Government Act*, the date and time of all regular council meetings shall be established by resolution at the organizational meeting;

(2) Council may change the time, date or location of any of its meeting by Special Resolution;

(3) If council changes the date, time or place of a scheduled regular meeting, the Municipality must give at least 24 hours notice of the change to any councillor not present at the meeting at which the change was made and to the public;

(4) Council meetings, public hearings and meetings will be held in council chambers;

(5) Councillors are expected to participate in meetings in-person unless there is a clear need for electronic participation. Members may participate in a meeting electronically in accordance with this bylaw;

11. **MEETING BY ELECTRONIC MEANS**

(1) Council meetings, public hearings and committee meetings will be conducted whenever possible utilizing electronic means, including video conferencing and telephone conferencing applications (such as Zoom or Microsoft Teams) in accordance with Section 199 of the *Municipal Government Act*;

(2) The identity of each councillor attending the meeting utilizing electronic means will be confirmed through visual confirmation when utilizing video conferencing applications, or if utilizing telephone conferencing applications, by stating his or her name for the record;

(3) Methods by which members of the public may access the meeting and make submissions will be in accordance with Foothills County's public hearing procedure;

(4) Public notice of council meetings, public hearings and committee meetings will be posted on Foothills County's website and advertised in accordance with Section 606 of the *Municipal Government Act*;

(5) When required by the *Municipal Government Act*, information in respect to the meeting will be made publicly available by electronic means before and during the meeting;

(6) Council meetings shall be recorded and livestreamed to the public with the exception of closed sessions. Recordings will be managed in accordance with the County's Records Retention Bylaw 209/2000 and amendments thereto;

12. **ORDER OF BUSINESS**

(1) The order of business for council meetings shall be the order of items contained on the agenda for that meeting, except where the chair deems the order should be altered;

(2) Immediately after a meeting is called to order with a quorum present, the chair shall call for a motion to adopt the agenda.

13. **ADDRESS TO AND RECOGNITION OF CHAIR**

(1) The address to the chair shall be “Mr. Chair” or “Madam Chair” and no person shall be permitted to speak unless and until he or she has been recognized by the chair;

(2) When two or more councillors wish to speak to a matter, the chair shall decide who is entitled to speak.

14. **SPECIAL MEETINGS**

(1) Special meetings may be called by the CEO in accordance with the *Municipal Government Act*.

15. **COMMITTEES**

(1) The Chief Administrative Officer, or his/her designate, shall place an advertisement in its local newspaper, for at least two weeks, inviting applications for committee vacancies which will be required to be filled that year;

(2) All appointments of council and members-at-large to committees are at the discretion of council;

(3) Committee meetings will be conducted whenever possible utilizing electronic means in accordance with Section 199 of the *Municipal Government Act* and as outlined within this bylaw’.

(4) Appeal Board hearings under part 17 of the *Municipal Government Act* shall be recorded and livestreamed to the public with the exception of closed session deliberations. Recordings will be managed in accordance with the County’s Records Retention Bylaw 209/2000 and amendments thereto;

(5) Committee of Council meetings may be recorded and livestreamed to the public with the exception of closed sessions only if directed by resolution of Council. Recordings will be managed in accordance with the County’s Records Retention Bylaw 209/2000 and amendments thereto;

16. **PROVIDING NOTICE OF MEETINGS**

(1) Notice of council meeting and council committee meetings are deemed to be given by posting on the Municipality's website at least 24 hours in advance of the meeting.

17. CANCELLATION OF COUNCIL AND SPECIAL MEETINGS

A council meeting may be cancelled:

(1) by a majority of members at a previously held meeting; or

(2) by council resolution stating the reason why the meeting has been cancelled.

18. AGENDA PREPARATION

(1) An agenda for council meetings shall be prepared by the Chief Administrative Officer or his/her designate;

(2) All agenda materials shall be submitted to the Chief Administrative Officer or his/her designate by 12:00 p.m. (noon) on the Tuesday prior to the following week's regular scheduled meeting of council;

(3) The agenda shall be distributed to members of council by email and/or paper copy by 4:30 p.m. on the Wednesday before the related council meeting;

(4) Emergent items requiring action by council may be added to an agenda by resolution passed by unanimous agreement of council.

(5) Non-Emergent items for acknowledgment or information purposes only may be added to an agenda by administration without resolution by council.

19. MEETING MINUTES OF COUNCIL

(1) The Chief Administrative Officer or his/her designate shall ensure that minutes of each council meeting are distributed to each member of council.

(2) Once adopted, a Councillor may make a motion requesting that the minutes be amended only to correct an inaccuracy or omission;

(3) Audio recordings of Council meetings are solely for the use of the Recording Secretary. Once the minutes have been adopted, these recordings will be erased.

(4) Meeting minutes shall reflect whether a councillor was in attendance at the meeting in person or by way of electronic means.

20. TEMPORARY ABSENCE

(1) If a councillor arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, the meeting minutes shall reflect such

absence.

21. **PUBLIC HEARINGS**

(1) The chair shall declare the public hearing in session and shall outline Public Hearing Procedures;

(2) The Municipal Manager, Chief Administrative Officer (CAO) or department representative shall introduce the proposal before council and outline its intended purpose;

(3) The chair shall request those who wish to make presentations to identify themselves. A person who does not identify him or herself will not be given the opportunity to speak. The chair shall then open the floor to public presentations;

(4) Verbal and written presentations shall be made as per the procedures adopted for public hearings;

(5) Council shall limit questions to clarification on the applicants' or publics' input and shall not enter into debate during a Public Hearing;

(6) Following public presentations, the chair shall close the Public Hearing;

(7) Debate concerning matters raised at the Public Hearing shall take place at a regular council meeting following the Public Hearing.

22. **CLOSED MEETINGS OF COUNCIL**

(1) A Member may make a motion to move into a closed meeting of council which must:

a) be in accordance with the *Access to Information Act (ATIA) and the Protection of Privacy Act (POPA)*; and,

b) include the reason for the closed meeting of council, reference to the applicable item on council's Agenda and the applicable Section of the *Access to Information Act (ATIA) and the Protection of Privacy Act (POPA)*.

(2) Council or committee has no power during a Closed meeting to pass any bylaw or resolution apart from the resolution necessary to revert back to an open meeting.

23. **FOR AND AGAINST MOTION**

(1) Before speaking to a motion duly on the floor, a councillor should state whether he or she is speaking for or against the motion;

(2) A councillor may speak to a motion more than once but shall not be heard the second time until any other councillor who wishes to speak has done so once;

(3) The person who moved the motion may have the privilege of closing the debate or speaking last after everyone has had a fair chance to be heard;

(4) Where the chair vacates the chair, for any reason, he/she shall not take back control of the meeting until the item under discussion is complete or a vote taken.

24. AMENDING OR SUBSTITUTE MOTIONS

(1) A councillor may move to amend a motion that is on the floor. The amended motion is discussed and voted upon in the usual procedure;

(2) A councillor may suggest a friendly amendment to a motion that has been made by another member of council with the intent of either improving the statement or increasing the chances of the motion's adoption. The friendly amendment may be discussed and may be accepted by the mover of the main motion without having to be voted upon, providing no objections to the amendment are heard from the floor;

(3) If many amendments are made to a motion and the wording becomes cumbersome or unclear, then a substitute motion may be made. Before accepting a substitute motion for discussion, the chair shall call a vote on whether to accept a substitute motion or not. If this motion passes, then the substitute motion is discussed and voted upon in the usual procedure;

(4) A councillor may request that his or her motion be withdrawn. The chair then asks the councillors if there are any objections to withdrawing the motion. If there are none, the chair declares the motion withdrawn. If any councillor objects, then another councillor may move a motion to allow the councillor to withdraw his/her motion.

25. DIVISION OF A MOTION

(1) Where a motion under consideration contains distinct propositions which are not of necessity related to each other, the vote upon each proposition shall be taken separately when any councillor so requests or when the chair so directs.

26. TO REFER A MOTION

(1) A motion may be referred to a committee or to administration by the council to perform some special task, secure more information, investigate a solution and bring back a report or a recommendation to a council meeting.

27. RECORDED VOTE

(1) Before a vote on a motion is taken by council, a councillor may request that the vote be recorded;

(2) When a vote is recorded, the meeting Minutes must show the names of the councillors present and whether each councillor voted for or against the motion.

28. **TO RECONSIDER THE VOTE**

(1) A motion may be made at the same meeting, to reconsider the vote on a motion previously on the floor. The effect of this motion is to place the original question on the floor, in the position it occupied before debate closed and it was voted on. This motion, which may be debated, is in order only at the same meeting and must be made by a councillor who voted on the prevailing side. No motion may be twice reconsidered.

29. **CLOSING DEBATE**

(1) Upon a reasonable opportunity for discussion of a motion (the main motion), a councillor may move that debate be closed. This motion to close debate is not debatable. If the motion to close debate is passed by at least two-thirds majority of council, the main motion must be put to a vote.

30. **COMMITTEE REPORTS**

(1) During a regular meeting of council, members shall present a report of all duly appointed committee meetings attended since their previous meeting of council;

(2) Committee reports may be presented either verbally or in written form.

31. **BYLAW NO. 51/2020 AND ANY AMENDMENTS THERETO ARE HEREBY RESCINDED UPON THIS BYLAW COMING INTO EFFECT.**

32. **THIS BYLAW SHALL HAVE EFFECT ON THE DATE OF ITS THIRD READING.**

First Reading: November 18, 2026

_____

Reeve

_____

Chief Administrative Officer

Second Reading:

_____

Reeve

_____

Chief Administrative Officer

Third Reading:

_____

Reeve

_____

Chief Administrative Officer

PASSED IN OPEN COUNCIL assembled at the Town of High River In the Province of Alberta this ___ day of _____, 20__.

DEPARTMENT: Legislative Services	
FOOTHILLS COUNTY	**TOPIC: Bylaw 77/2026 -** Intermunicipal Subdivision and Development Board Bylaw (2nd and 3rd Reading) and IMSDAB Agreement
REPORT PRESENTED BY: Manager of Legislative Services Sherri Barrett	

PURPOSE OF REQUEST

1. To consider providing second and third reading to Bylaw 77/2026 to establish an Intermunicipal Subdivision and Development Appeal Board.
2. To consider authorizing administration to enter into an Agreement with the Village of Longview for Intermunicipal SDAB Services.

BACKGROUND

Foothills County recently agreed to partner with the Village of Longview to form an Intermunicipal Subdivision and Development Appeal Board. Under this agreement, the County will act as the "Coordinator" and be responsible for administering the functions of the Board.

The bylaw received first reading on November 18, 2026. Once passed, a draft of this bylaw will form Schedule 'A' of the associated agreement, which outlines the duties and responsibilities of the party municipalities.

REQUEST OF COUNCIL

Proposed Motion:

1. *That Bylaw 77/2026, being a being a Bylaw of Foothills County to establish an Intermunicipal Subdivision and Development Appeal Board be granted second and third readings.*

2. *That Council authorize administration to enter into an Agreement with the Village of Longview for Intermunicipal SDAB Services.*

APPENDICES

Appendix A: Bylaw 77/2026
Appendix B: DRAFT Intermunicipal Subdivision and Development Board Agreement

BYLAW 77/2026

BEING A BYLAW OF FOOTHILLS COUNTY IN THE PROVINCE OF ALBERTA TO ESTABLISH AN INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD WITH ONE OR MORE MEMBER MUNICIPALITIES;

WHEREAS Section 627 of the *Municipal Government Act*, RSA 2000, c. M-26, as amended, authorizes a municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board;

AND WHEREAS Foothills County and the Village of Longview wish to jointly establish the Foothills Intermunicipal Subdivision and Development Appeal Board to hear subdivision and development appeals arising within their respective municipal boundaries;

AND WHEREAS Foothills County shall serve as the managing municipality responsible for the coordination, administration, and operational support of the Board, with costs shared between the Member municipalities on a proportional basis as set out in the applicable Intermunicipal Service Agreement;

AND WHEREAS the Board shall exercise its jurisdiction and render decisions on appeals in accordance with the *Municipal Government Act*, the Subdivision and Development Regulation (Alta Reg 43/2002), and the applicable Land Use Bylaws and statutory plans of each Member municipality;

NOW, THEREFORE, THE COUNCIL OF FOOTHILLS COUNTY ENACTS AS FOLLOWS:

1. TITLE

This Bylaw may be cited as the *Foothills Intermunicipal Subdivision and Development Appeal Board Bylaw*.

2. AUTHORIZATION

Pursuant to the *Municipal Government Act,* RSA 2000, Chapter M-26, and amendments thereto this bylaw hereby authorizes the municipality to enter an agreement with the other Member municipalities to establish the Foothills Regional Intermunicipal Subdivision and Development Appeal Board (hereinafter "the Board").

3. DEFINITIONS

In this Bylaw:

“Act” means the *Municipal Government Act*, RSA 2000, Chapter M-26, and amendments thereto.

“Agreement” means the Intermunicipal Service Agreement entered into between Foothills County and the Village of Longview, as amended from time to time.

“Board” means the Foothills Intermunicipal Subdivision and Development Appeal Board established under this Bylaw.

“Chair” means member(s)-at-large appointed by resolution of the Foothills County Council to perform the duties of the Chair on a Panel.

“Clerk” means the person designated by Foothills County to perform the duties of clerk to the Board in accordance with Act.

“Coordinator” is Foothills County, the Member Municipality acting as Managing Member;

“Council” means the individual Council of each Municipality.

“Councillor” means a Councillor appointed by resolution of the Foothills County Council.

“Member” means a member of the Board, including members-at-large and Councillors.

“Members-at-Large” means the citizens appointed by resolution of the Foothills County Council to be a Member of the Board and does not include Councillors.

“Member Municipality” means any municipality that enters into the Agreement in accordance with its terms.

“Panel” means a subset of Board Members convened to hear and decide a specific appeal.

4. ESTABLISHMENT OF THE BOARD

(1) The Board is hereby established as an Intermunicipal Subdivision and Development Appeal Board pursuant to the Act.

(2) The Board shall have jurisdiction to hear and decide subdivision and development appeals arising from decisions of a Subdivision Authority or Development Authority within the boundaries of each Member Municipality.

(3) The Board shall exercise its powers and perform its duties in accordance with the Act, the Subdivision and Development Regulation and the applicable Land Use Bylaws and statutory plans of the Member Municipalities.

5. COMPOSITION AND APPOINTMENT OF THE BOARD

(1) The Board shall consist of Board Members by resolution of the Foothills County Council and shall include:

i. at least eight (8) members-at-large

ii. at least two (2) Councillors

(2) The Member Municipalities shall delegate appointment of the Members-at-Large to the Coordinator.

(3) Each Member Municipality may appoint at least one (1) member of its Council as a Board Member, provided that no Panel convened to hear any appeal shall include more than one (1) councillor in total, regardless of which Member Municipality that councillor represents;

(4) The following persons are disqualified from appointment as Board Members, pursuant to the Act:

i. an employee of a Member Municipality;

ii. a person who carries out subdivision or development powers, duties, or functions on behalf of a Member Municipality;

(5) No Board Member may participate in a hearing unless the member is qualified to do so in accordance with the regulations made under the Act.

(6) Board Members shall be appointed for a term of up to three (3) years and are eligible for reappointment.

(7) At least two (2) member(s)-at-large must be appointed by resolution of the Foothills County Council to perform the duties of the Chair on a Panel. The Member Municipalities shall delegate appointment of the Members-at-Large to the Coordinator.

6. PANELS

(1) The Clerk shall convene a Panel from the Board Members to hear each appeal.

(2) A Panel shall consist of a minimum of four (4) Members-at-Large, one of which has been duly appointed as Chair.

(3) A Panel shall not include more than one (1) Councillor, in accordance with the Act. The Councillor appointed to the panel shall be from the municipality in which the decision under appeal was made.

(4) A quorum of a Panel is a majority of its members.

7. CLERK AND ADMINISTRATION

(1) The Coordinator shall designate a Clerk for the Board in accordance with the Act.

(2) The Clerk shall perform all duties prescribed by the Act and the regulations, including scheduling hearings, preparing notice to those affected parties requiring notification in accordance with the Act and relevant Land Use Bylaws, and maintaining the records of the Board.

(3) The Member Municipality in which the decision under appeal was made will be responsible for receiving the notice of appeal from the appellant, including any associated fees, advising the Clerk within two (2) business days that an appeal has been received and providing a copy of the same, making available for review the application file, decision and notice of appeal, or the order under section 645 as required, circulation of the prepared notices to landowners in accordance with the Act and their respective Land Use Bylaws.

(4) The Coordinator shall provide all other advisory, administrative and logistical support necessary for the Board to carry out its functions.

(5) The Clerk and Legislative Services staff supporting the Board shall act independently of the Subdivision Authority and Development Authority of each Member Municipality and shall not advise or assist any party to an appeal.

8. JURISDICTION

(1) The Board shall hear appeals in respect of:

(i) decisions of a Subdivision Authority within a Member Municipality, in accordance with the Act; and

(ii) decisions of a Development Authority within a Member Municipality, in accordance with the Act.

(2) The Board shall not have jurisdiction to hear appeals in respect of matters excluded by the Act or the Subdivision and Development Regulation.

9. FILING OF APPEALS AND FEES

(1) An appeal shall be filed with the Clerk in writing, within the time and in the manner required by the Act, by mail or delivery to the address shown on the decision or notice being appealed, or by email to the address shown on that decision or notice.

(2) An appeal must be accompanied by the applicable appeal fee set out in the Foothills County Fee Schedule, which applies to all appeals regardless of the Member Municipality in which the appeal arises.

(3) If an appellant withdraws an appeal in writing, the Board is not required to hold a hearing on that appeal.

10. PROCEDURE

(1) The Board may adopt procedures respecting the conduct of hearings and the conduct of Board Members, consistent with the Act and the principles of natural justice and procedural fairness. The Clerk shall make those procedures publicly available.

11. PECUNIARY INTEREST AND CONFLICT OF INTEREST

(1) A Board Member must not hear or vote on an appeal in which the Board Member has a pecuniary interest, or in which the Board Member’s participation would raise a reasonable apprehension of bias.

(2) A Board Member who has a pecuniary interest or conflict of interest in an appeal shall, before the hearing starts or as soon as the interest becomes apparent:

(i) declare the interest;

(ii) describe in general terms the nature of the interest; and

(iii) leave the hearing while the appeal is heard and decided.

(3) The Clerk shall record the declaration and the Board Member’s absence in the record of the hearing.

12. COST SHARING

(1) The cost-sharing formula and any amendments thereto shall be set out in the Agreement and may be amended by mutual written consent of the Member Municipalities without requiring amendment to this Bylaw.

13. REMUNERATION AND EXPENSES

(1) The remuneration and expenses payable to Members, to each Chair shall be set out in the Agreement and may be amended by mutual written consent of the Member Municipalities without requiring amendment to this Bylaw.

14. WITHDRAWAL AND DISSOLUTION

(1) A Member Municipality may withdraw from the Board by providing not less than six (6) months written notice to the Member Municipalities and to the Clerk.

(2) Upon withdrawal of a Member Municipality, the withdrawing municipality shall remain responsible for its proportionate share of costs incurred prior to the effective date of withdrawal, including the costs of any appeals filed before that date that remain outstanding.

(3) If only one Member Municipality remains following a withdrawal, the Board shall be dissolved and that municipality shall establish its own Subdivision and Development Appeal Board by bylaw.

15. REPEAL

Bylaw 139_95 (Municipal District of Foothills Subdivision and Development Appeal Board Bylaw) is hereby repealed effective on the date the Board is established.

16. SEVERABILITY

If any provision of this Bylaw is found to be invalid, that provision shall be severed and the remainder of this Bylaw shall remain in force.

17. EFFECT

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

FIRST READING: November 18, 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 .

Department: Legislative Services	
FOOTHILLS COUNTY	2026/2027 Board and Committee Appointments
PRESENTED BY: Manager of Legislative Services Sherri Barrett	

PURPOSE OF REQUEST

To appoint members-at-large to the various Foothills County Boards and Committees of Council.

BACKGROUND

At the October 28, 2026, Council meeting the following Board and Committee member-at large appointments were postponed:

- Family and Community Support Services (FCSS)
- Subdivision and Development Appeal Board
- Community Standards Appeal Board
- Agricultural Appeal Board

REQUEST OF COUNCIL

Council is respectfully requested to appoint Councillors and members-at-large to the various Boards and Committees.

APPENDICES

APPENDIX A: Board & Committee reference sheet
APPENDIX B: Applications (CONFIDENTIAL ATIA s. 20)

2027 Board and Committee Appointments

(Please note that returning members were not asked or required to submit an application, as their information is on file with the County, and staff or Council members who worked with them during their previous terms can attest to their competency as board or committee members.)

Administration would like to continue making member-at-large appointments at the annual organizational meeting, with terms on Boards and Committees running from November 1 to October 31.

C.15 Family and Community Support Services Committee	**Positions: 1**		
Current Members	**Expiry**	**Applying for Additional Term**	**Page**
Barb Beary	December 31, 2026	Yes	-
New Applications			
Rebecca Gloor		**Confidential Document**	-
Proposed Motion:	That Council consider appointing _____ to the Family and Community Support Services Committee (FCSS) with a term expiring at the Organizational Meeting of Council in 2027.		

C.35.1 & C.35.2 Subdivision and Development Appeal Board		**Positions: Unlimited**	
Community Standards Appeal Board			
Agricultural Appeal Board			
Current Members	**Expiry**	**Applying for an Additional Term**	**Page**
Gar Beacom	December 31, 2026	Yes	-
Roger Taylor	December 31, 2026	Yes	-
Chuck Stormes	December 31, 2026	Yes	-
Bern Dayment	December 31, 2026	Yes	-
Brad Robson	December 31, 2026	Yes	-
Pat Stier	December 31, 2026	Yes	-
Dan MacDonald	December 31, 2026	Yes	-
Ted Mills	December 31, 2026	Yes	-
Brad Meyers	December 31, 2026	Yes	-
Marcia Reid	December 31, 2026	Yes	-
Matt Fox	December 31, 2027	Not Expiring	-
Brian Ward	December 31, 2027	Not Expiring	-
Don Larson	December 31, 2028	Not Expiring	-
Brian Saltman	December 31, 2028	Not Expiring	-
New Applications			
Georgina Knitel		**Confidential Document**	-
Steve Stumpf		**Confidential Document**	-
Wade Nelson		**Confidential Document**	-
Note: Members appointed to the Subdivision and Development Appeal Board are also assigned to the Community Standards Appeal Board and the Agricultural Appeal Board.			
Proposed Motion:	That Council consider appointment of _____ to the Subdivision and Development Appeal Board, with a term expiring at the Organizational Meeting of Council in 2029, to coincide with expiration of required certifications. And that Council acknowledge the appointments of Matt Fox and Brian Ward with terms to expire at the Organizational Meeting of Council in 2027 and Don Larson and Brian Saltman with terms to expire at the Organizational Meeting of Council in 2028.		

Proposed Motion:	That Council consider appointment of _____ to the Community Standards Appeal Board, with a term expiring at the Organizational Meeting of Council in 2029, to coincide with expiration of required certifications. And that Council acknowledge the appointments of Matt Fox and Brian Ward with terms to expire at the Organizational Meeting of Council in 2027 and Don Larson and Brian Saltman with terms to expire at the Organizational Meeting of Council in 2028.
Proposed Motion:	That Council consider appointment of _____ to the Agricultural Appeal Board, with a term expiring at the Organizational Meeting of Council in 2027, in accordance with Section 19(1) of the Weed Control Act.

LAND USE REDESIGNATION APPLICATION

	LEGAL DESCRIPTION: PTN: NE 04-22-03-W5M
	LANDOWNERS: Valerica/Mihai/Marin Bordeianu
	AGENT: Mihai Bordeianu
	AREA OF SUBJECT LANDS: 33.50 acres
	CURRENT LAND USE: Agricultural District
	PROPOSED LAND USES: Country Residential District, Agricultural District

PROPOSAL: Redesignation of a portion of the NE 04-22-03-W5M from Agricultural District to Country Residential District to allow the future subdivision of one 9.5 +/- acre Country Residential District lot with a 24.0 +/- acre Agricultural District balance parcel.

DIVISION NO: 4	**DEPUTY REEVE:** Suzanne Oel	**FILE MANAGER:** Theresa Chipchase

EXECUTIVE SUMMARY

Summary of Proposal

Request to Council to provide first reading to an application for redesignation of a portion of the NE 04-22-03-W5M, from Agricultural District to Country Residential District to allow the future subdivision of one 9.5 +/- acre Country Residential District lot, with a 24.0 +/- acre Agricultural District balance parcel.

Location

The subject parcel is located directly west of Coal Mine Road, directly south of 226th Avenue West. Approximately 3.5 kilometres west of Highway 22 and 5.78 kilometres southwest of the Hamlet of Priddis.

Access

Access to the proposed 9.5 +/- acre lot is to be provided from an existing approach in the southeast corner of the existing parcel, direct to Coal Mine Road. This approach location cuts through a small wetland, a culvert has been installed within the approach in order for water from the south side of the pond to reach the north side. The 9.5 +/- acre lot also has a gate within the fence line along Coal Mine Road which appears to have at one time functioned as a field approach, the gate is located adjacent to an existing powerline. Th

Access to the 24.0 +/- acre balance is also to be provided from an existing approach which was constructed along the north boundary directly connecting the balance to 226th Avenue West. This approach has been constructed to public works approach construction standards and includes a culvert.

Water and Septic

Both the new lot and the balance parcel have residences, each of the residences has a water well, with the balance well also having a cistern and both the new lot and the balance also have a septic tank and septic field.

Secondary Suite

The second residence on the existing parcel was approved as a secondary suite under development permit 24D 255 in 2024. The suite is 1339 square feet and would meet the minimum 1077 square foot size requirement to function as a permanent residence for the proposed 24.0 acre Agricultural District balance lot.

Policy Evaluation

The application has been reviewed within the terms of the County's Municipal Development Plan 2010, Growth Management Strategy, and Land Use Bylaw 60/2014.

Referral Considerations

Referred to required Provincial and Municipal bodies.

SITE CONSIDERATIONS

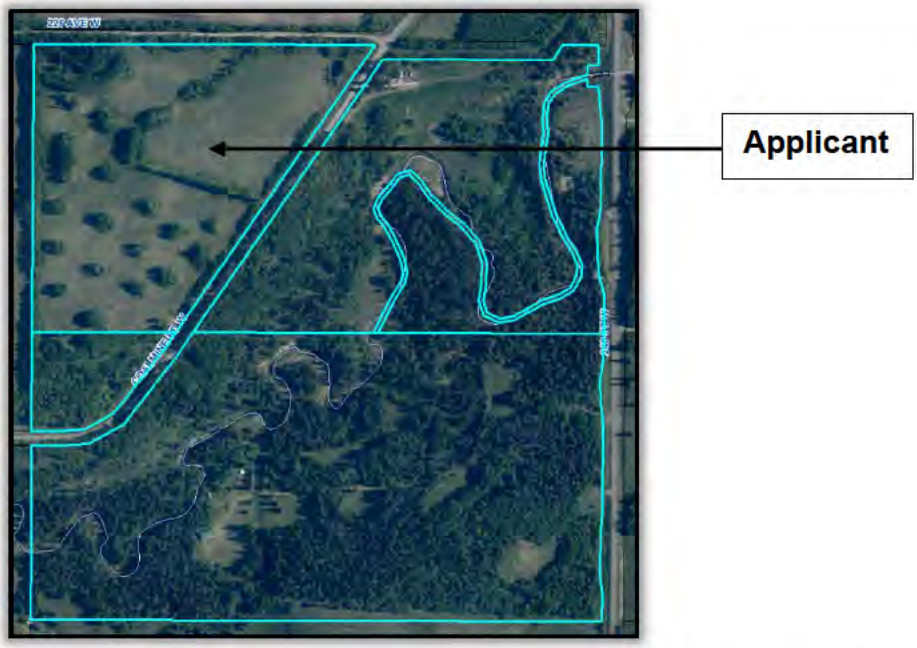
Physiography

The property is bordered on all sides by rows of aspens, with various coniferous and deciduous species planted throughout the interior of the property. There is a small robust pond along the east boundary, in the southeast corner, which straddles the property line and the ditch right of way. The applicant has constructed an approach through the pond in this location with culverts installed to ensure drainage is not impacted. The fencing installed, within this location, has been set back from the pond. The pond includes various wetland plant varieties including willow and bulrush.

Outside of the planted trees and shrubs, the lands are rolling grasslands with groves of aspens and spruce throughout, as well as some planted spruce trees. There is a pond located within the northeast corner, which connects to the pond previously described above within the southeast corner of the property, via a drainage channel which runs parallel to the road and the v bottom ditching in this location.

Two other drainage courses run through the parcel from ponding on the adjacent property to the west, they travel through the west boundary of the applicant's parcel, overland in this location, and then out of the applicant's property to the north. A driveway has been constructed parallel to the west boundary of the parcel connecting the two residences in this location, culverts have been installed in two locations along this driveway to ensure drainage is not impacted.

QUARTER HISTORY



Two 80 acre parcels running east to west were originally subdivided from the quarter section, each property bisected by Coal Mine Road.

In 1969 a 12.58 acre irregular parcel was subdivided from that portion of the northern 80 acre parcel that was located east of Coal Mine Road, leaving a fragmented balance parcel bisected by Coal Mine Road, with Fish Creek providing the boundary line between the two lots. A reserve of 10 feet (1.58 acres) on either side of Fish Creek, in this location, was provided by the landowners; the reserve is designated as a Country Residential parcel.

In 1976 the applicants parcel was approved for subdivision, by the Planning Board, from the fragmented remainder of the northern 80 acre parcel, with a deferred reserve caveat registered on both the new lot and the balance, after initial refusal of the application by the Calgary Regional Planning Commission.

POLICY EVALUATION

Municipal Development Plan

Policy 2 and 4 of the Agricultural section of the MDP2010 discourages the subdivision of agricultural lands without thoughtful consideration of the impact the proposed use will have on the existing agricultural users and the uses surrounding the application.

Policies 3 and 9 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. Additionally, providing that the design and infrastructure of residential development should consider the agricultural industry, the efficient use of land, the environmental impact, and the cumulative effects of development along with the suitability of the lands for residential use and the conservation of water.

Land Use Bylaw

The application, if approved, would meet the lot size restrictions and density requirements as set out in Section 13.1.6.2 of the Country Residential District and 12.1.6.2 of the Agricultural District within the County's Land Use Bylaw.

Growth Management Strategy

The subject parcel is located within the North West District as noted within the County's Growth Management Strategy. The vision for the North West District identifies that lands which fall within this District are expected to see minimal to moderate growth in the form of Country Residential and Cluster Residential development with careful consideration of the potential impacts on wildlife habitat and watershed areas.

PURPOSE OF APPLICATION

Bylaw XX/2026 – Council has received an application to further amend the Land Use Bylaw by authorizing the redesignation of a 9.50 +/- acre portion of Ptn. NE 04-22-03 W5M from Agricultural District to Country Residential District in order to allow for the future subdivision of one 9.50 +/- acre Country Residential District lot with an approximate 24.0 +/- acre Agricultural District balance parcel.

CURRENT SUBJECT AND ADJACENT LAND USES

Subject Parcel

Agricultural District

Adjacent Lands

Agricultural District

Area Character

The parcel is an agriculturally zoned property that is located within an area consisting predominantly of agriculturally zoned parcels. There are a small number of country residential lots in the area, with the Whiskey Springs Ridge Area Structure Plan located 4 kilometres northwest of the applicant's parcel.

CIRCULATION REFERRALS

REFEREE	COMMENTS
INTERNAL	
Public Works	Public Works provides the following are recommended as conditions of subdivision approval: • 5 metres road widening by caveat parallel to both Coal Mine Road and 226th Avenue W. Public Works also provides the following comments: • Both parcels have existing approaches which meet the County's current approach construction standards therefore public works has no concerns regarding access. • Both parcels have existing residences with existing septic systems and water wells. From record, the south residence was applied for as a secondary suite in December of 2024, therefore no further technical reports are suggested.
PUBLIC	
Western Wheel	November 11th, 2026, and November 18th, 2026
Landowners (Half Mile)	No letters submitted prior to the submission of this staff report

SUMMARY

Bylaw XX/2026 – Council has received an application to further amend the Land Use Bylaw by authorizing the redesignation of a 9.50 +/- acre portion of Ptn. NE 04-22-03 W5M from Agricultural District to Country Residential District in order to allow for the future subdivision of one 9.50 +/- acre Country Residential District lot with an approximate 24.0 +/- acre Agricultural District balance parcel.

OPTIONS FOR COUNCIL CONSIDERATION

OPTION #1 – APPROVAL

Council may choose to grant 1st reading to the application for redesignation of a 9.50 acre portion of Ptn. NE 04-22-03 W5M from Agricultural District to Country Residential District in order to allow for the future subdivision of one 9.50 +/- acre Country Residential District lot with an approximate 24.0 +/- acre Agricultural District balance parcel for the following reasons:

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 be suitable for the intended use and 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.

Council may choose to impose the following suggested conditions:

Recommended Conditions for Option #1:

1. Final redesignation application fees to be submitted;
2. Submission of an executed subdivision application and the necessary fees.

OPTION #2 REFUSAL

Council may choose to refuse the application for redesignation of a 9.50 acre portion of Ptn. NE 04-22-03 W5M from Agricultural District to Country Residential District in order to allow for the future subdivision of one 9.50 +/- acre Country Residential District lot with an approximate 24.0 +/- acre Agricultural District balance parcel for the following reasons:

In consideration of Policy 2 and 4 of the Agriculture section of the MDP2010, Council did not find sufficient merit in the proposal to consider removing the subject lands from the Agricultural District.

Additionally, in consideration of the criteria noted within Residential Policies 3, 9 and 11 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 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

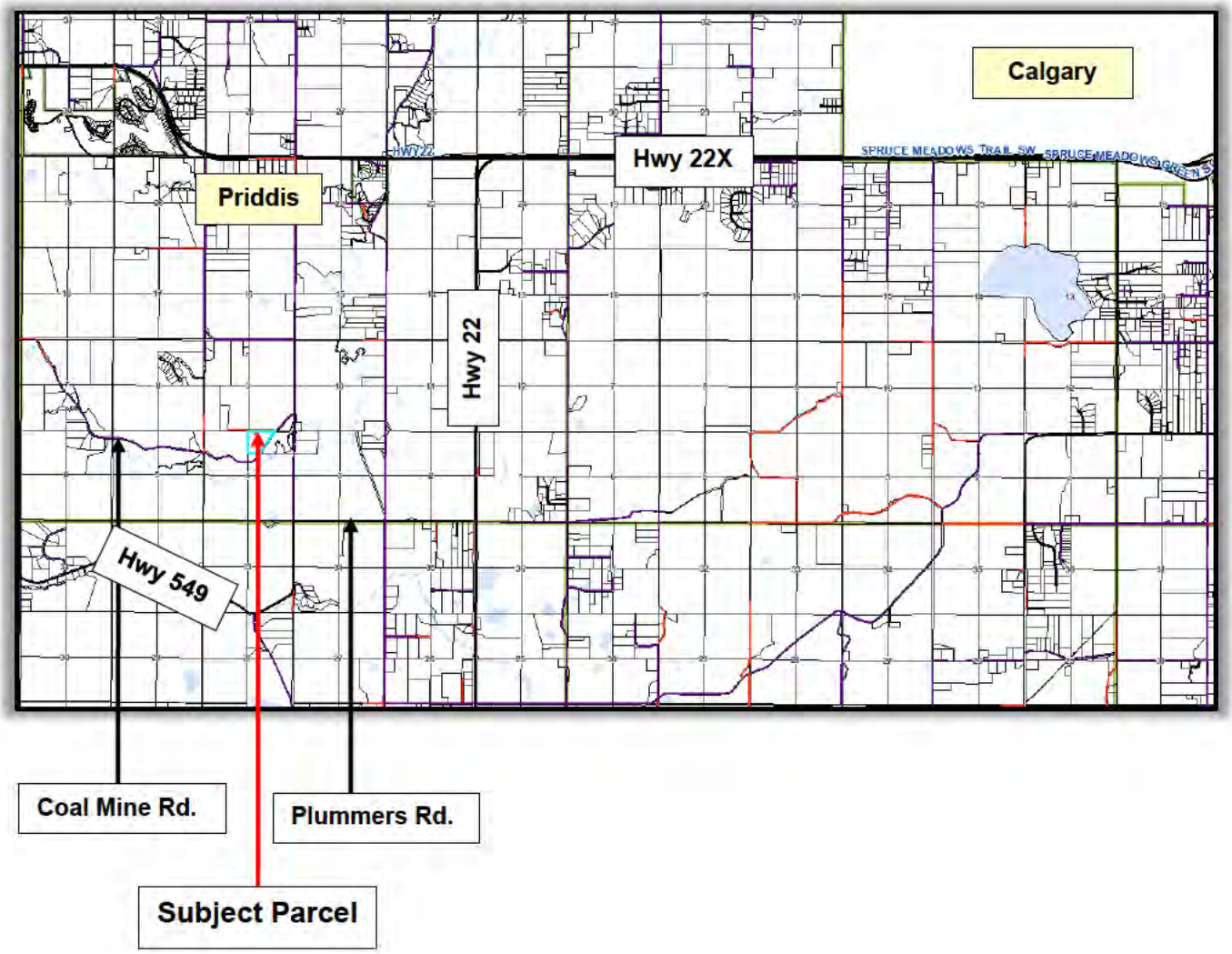
SITE PLAN

ORTHO PHOTO

APPENDIX B

PROPOSED BYLAW

APPENDIX A: LOCATION MAP



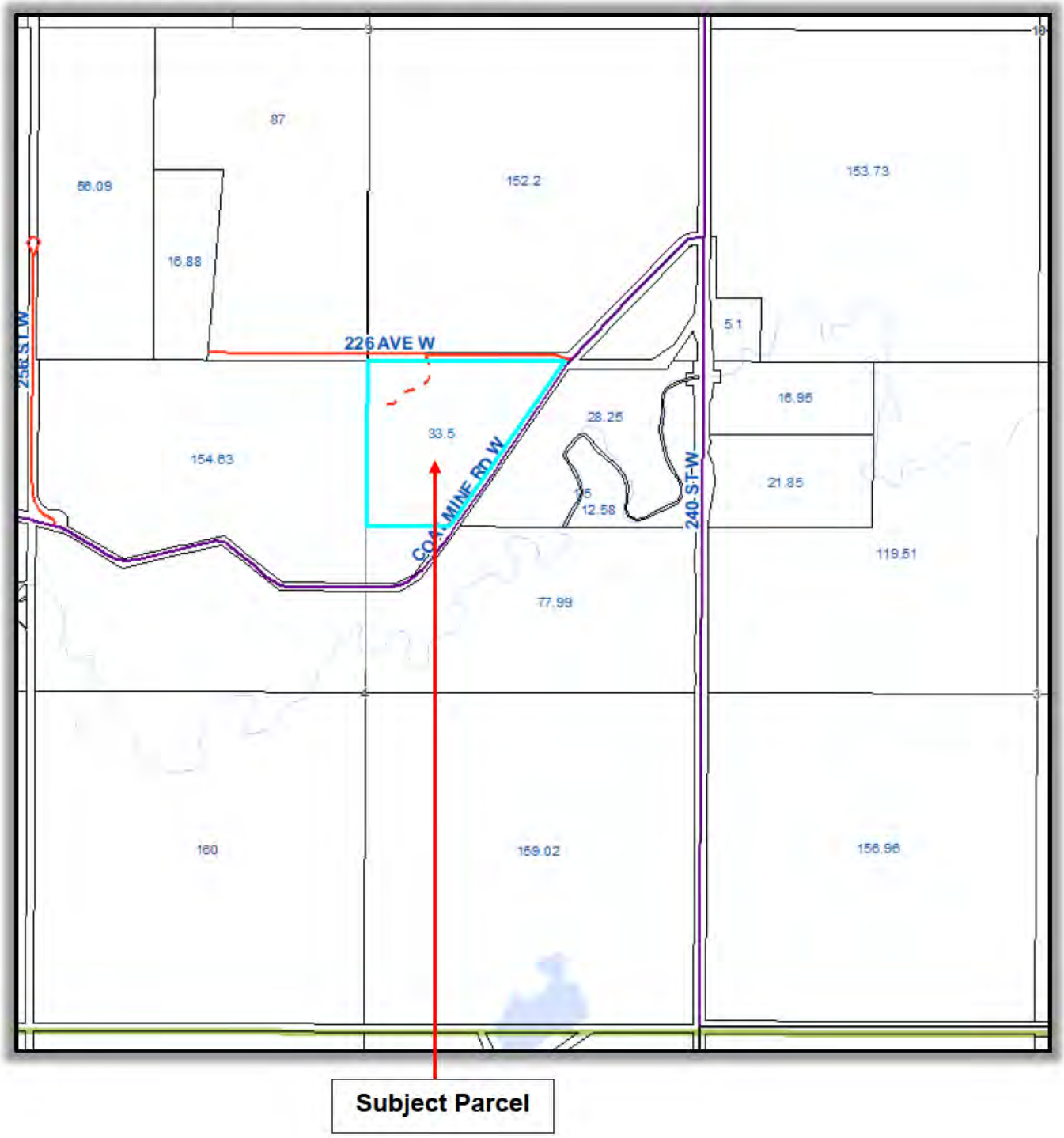
APPENDIX A: HALF MILE MAP – LAND USE



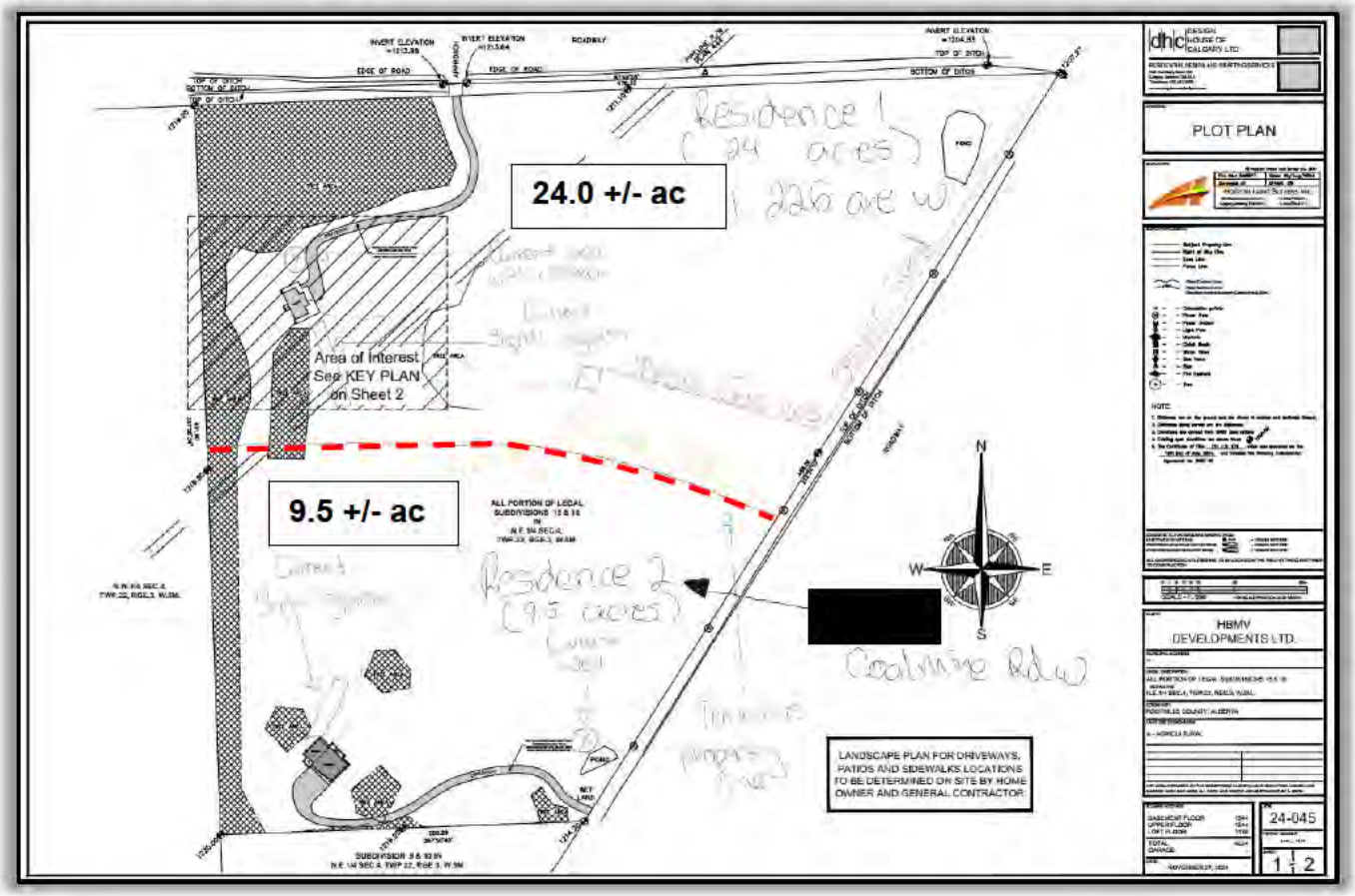
Legend

- County Roads
- Highways
- In Transition
- A- Agricultural
- AA- Agricultural Sub A
- CMC- Community Commercial
- CR- Country Residential
- CRA- Country Residential Sub A
- DC - Direct Control
- ER- Environmental Reserve
- FPJ-Federal/ Provincial District
- MR- Municipal Reserve
- PUL- Public Utility
- RC- Residential Community District
- RCA- Residential Community Sub-district "A"
- SD- Service District

APPENDIX A: HALF MILE MAP – LOT SIZES



APPENDIX A: SITE PLAN



APPENDIX A: ORTHO PHOTO



APPENDIX B: 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 the redesignation of a 9.5 +/- acre portion on Ptn. NE 04-22-03 W5M from Agricultural District to Country Residential District, in order to allow for the future subdivision of one new 9.5 +/- acre Country Residential District lot with a 24.0 +/- acre Agricultural District balance parcel.

NOW THEREFORE THE COUNCIL ENACTS AS FOLLOWS:

1. Land Use Map No. 2203 is amended by redesignating a 9.5 +/- acre portion on Ptn. NE 04-22-03 W5M from Agricultural District to Country Residential District, in order to allow for the future subdivision of one new 9.5 +/- acre Country Residential District lot with a 24.0 +/- acre Agricultural 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 .

TC Energy Project Update

Foothills County
Council Meeting



Chelsea Troup
Community Relations Project Advisor

November 25, 2026

TC Energy

About TC Energy

TC Energy is a leader in North American energy infrastructure with over seven decades of experience.





Operating across **Canada**, the **United States** and **Mexico**, we are strategically positioned to safely and efficiently move, generate and store the critical energy needed in today's rapidly evolving world.

Guided by a commitment to safety, operational excellence and sustainability, we address the global energy trilemma of security, affordability and sustainability, focusing on **natural gas** and **power generation** as our core business pillars.

Our Competitive Advantage

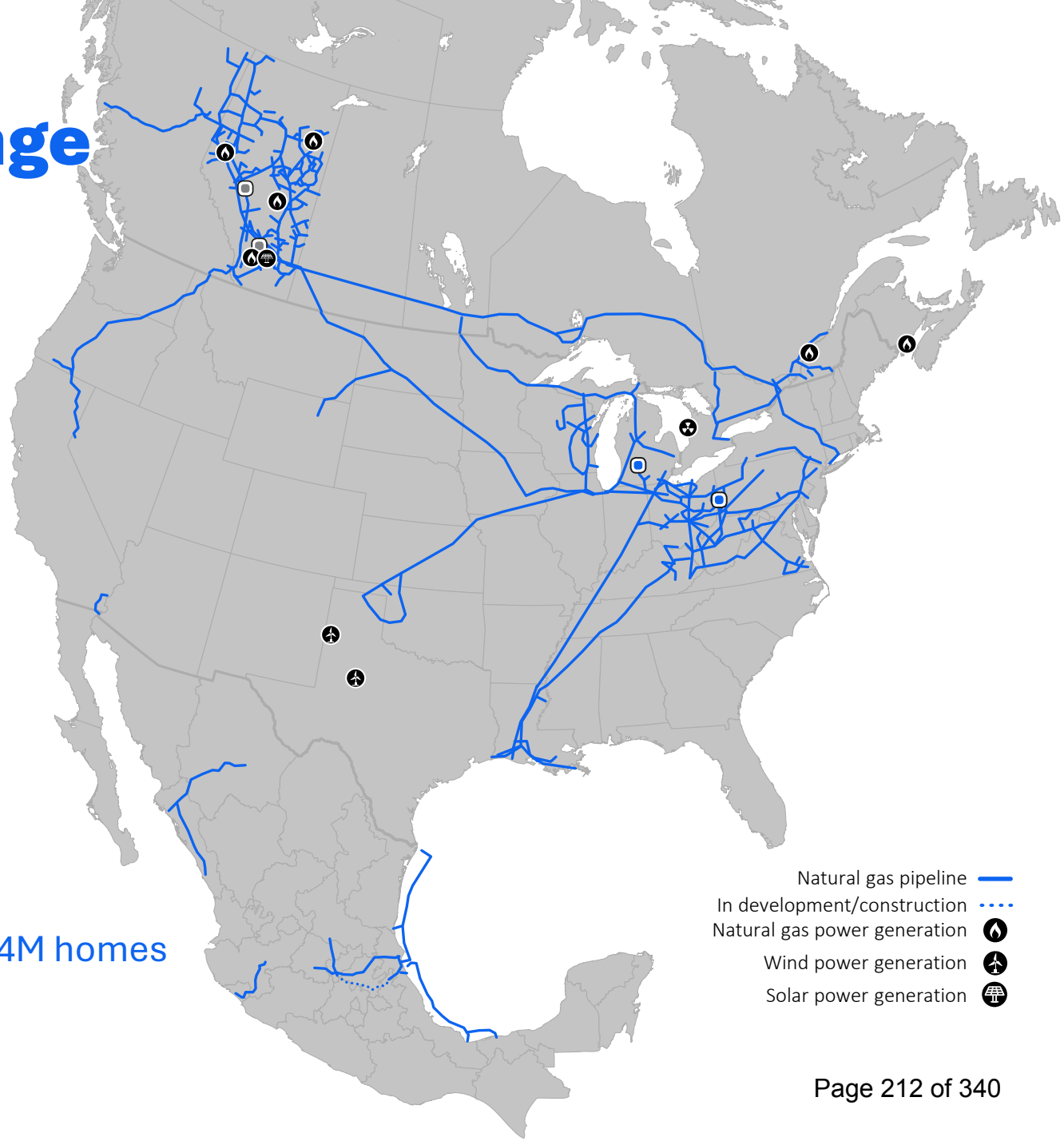
A focused natural gas and power company, we occupy a strategic, unique position in the market.

Natural gas pipelines

- **94,000 KM (58,000 MI)**
  network of natural gas pipelines
- **30 PER CENT**
  of natural gas consumed in North America is transported by our infrastructure

Power and energy solutions

- **+6,500 MW**
  generating capacity – enough to power more than 4M homes
- **75 PER CENT**
  of our power capacity is emission-less



Saddlebrook Solar + Storage Overview

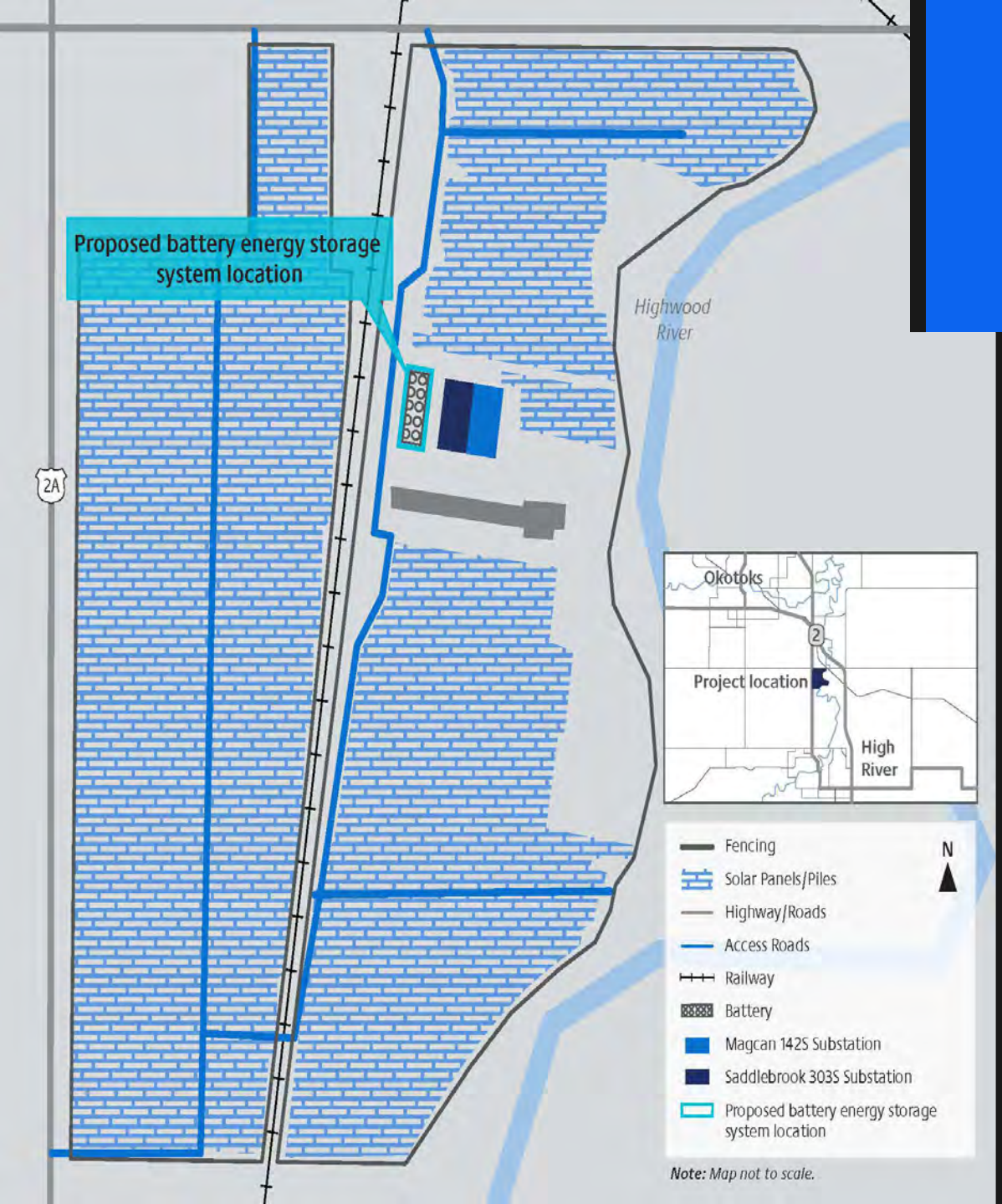
- Saddlebrook Solar + Storage project was previously approved by the Alberta Utilities Commission (AUC) Proceeding 29280 in December 2021

- The Saddlebrook Solar Facility utilizes 300 acres of privately owned, industrially zoned land in Aldersyde

- The Project was designed in two phases:
    - Phase One – 81 MW AC Solar Facility was completed and placed into service in January 2024
    - Phase Two – Battery energy storage system (BESS)



Saddlebrook Solar Battery Storage Update



- Previous AUC approval was for a flow battery system; however, that technology was discontinued by the vendor
- TC Energy is exploring lithium-ion battery as an alternative
- Proposed technology is a 25 MW lithium-ion battery, capable of storing 50 MW hours of electricity
- The BESS would be located on a portion of TC Energy's Saddlebrook Solar Facility, within our existing fenceline in Aldersyde, Alberta
- Anticipate filing an amendment application with the AUC in Q4 2026
- Subject to AUC approval, anticipate construction to start Q3 2027, with commercial in-service in Q1 2028

Technical and Environmental Studies

- **Noise Impact Assessment**
  - Assessment was for the proposed 25 MW, 2-hour storage duration lithium-ion battery storage systems using representative battery technologies
  - Based on the results, the sound levels are anticipated to be slightly higher than the previously permitted technology but remain within the regulatory limits defined by the AUC Rule 012

- **Air Dispersion Modeling Assessment**
  - Assessment evaluated two categories of thermal runaway scenarios: Non-flaming and Flaming
  - For the non-flaming vent gas release scenarios, the predicted exposure, flammability and overpressure hazards remained in the facility boundaries
  - For the flaming scenarios, all evaluated exposure, flammability and overpressure hazards remained in the facility boundaries and did not extent to the offsite residences.
    - Temporary, reversible effects, such as irritation or discomfort, could occur at nearby residences under certain weather conditions
  - Based on the consequence assessment results and qualitative risk evaluation, the thermal runaway and fire scenarios evaluated in this assessment are assigned a low-risk ranking
  - Layers of protection are incorporated into project planning to reduce the likelihood of battery overheating and limit the consequences of an incident

Property Tax

- Project construction will result in tax payments to municipal, provincial and federal governments
- Annual revenue to support local services
- When the Project becomes operational, annual tax payments can help support schools and hospitals, emergency services, recreation facilities, recycling programs and other local programs vital to sustaining communities.





Build Strong Program

- **Safety**
- **Education**
- **Environment**
- **Resilient Communities**

Apply Today!
TCEnergy.com/BuildStrong

Questions?

Contact:

Chelsea Troup
chelsea_troup@tcenergy.com

PUBLIC HEARINGS AND MEETINGS
PLANNING AND DEVELOPMENT REPORT TO COUNCIL
REDESIGNATION
November 25, 2026
To be heard at: 1:30 PM

APPLICATION INFORMATION	FILE NO. 26R051
	LEGAL DESC.: SE 9-19-27 W4;
	LANDOWNERS: 654255 Alberta Ltd – Linda Anderson
	AGENT: Stephanie Anderson
	AREA OF SUBJECT LANDS: 149.53 Acres
	CURRENT LAND USE: Agricultural District
	PROPOSED LAND USE: Country Residential District
PROPOSAL: Redesignation of a +/- 10.26 acre portion of the subject 149.53 acre Agricultural District parcel to Country Residential District (CR) to allow for the future subdivision of 2 new +/- 5.13 acre CR lots.	
DIVISION NO: 1	**COUNCILLOR:** Reeve Siewert
FILE MANAGER: Elliott Salmon	

EXECUTIVE SUMMARY

Location:

The subject parcel is located in Council Division 1, and:

- On 224 Street East;
- Immediately north of Highway 23; and
- Approximately 3.5 km southwest of the Hamlet of Blackie.

Policy Evaluation:

This application was reviewed within the:

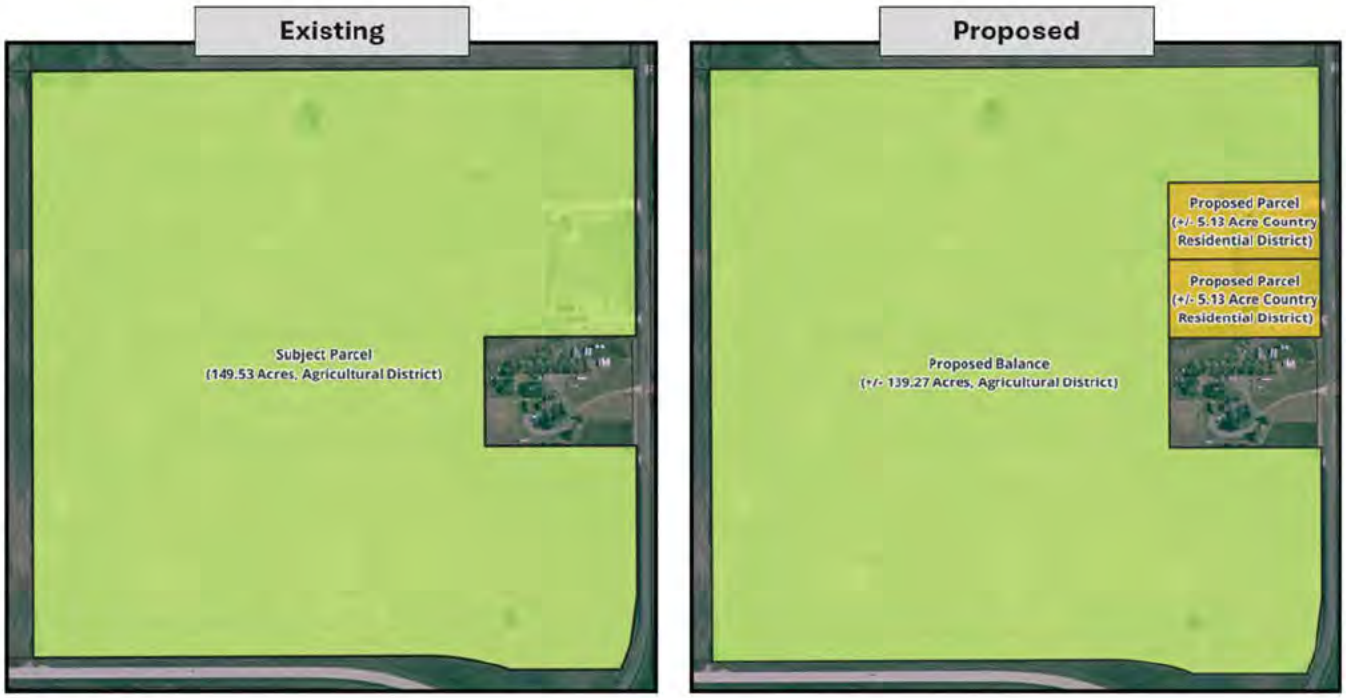
- Municipal Development Plan (MDP2010);
- Growth Management Strategy; and
- Land Use Bylaw 60/2014.

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 a 10.26 +/- acre portion on Ptn. SE 09-19-27 W4M from Agricultural District to Country Residential District, in order to allow for the future subdivision of two new 5.13 +/- acre Country Residential lots, with an approximate 139.27 +/- acre Agricultural District balance parcel.

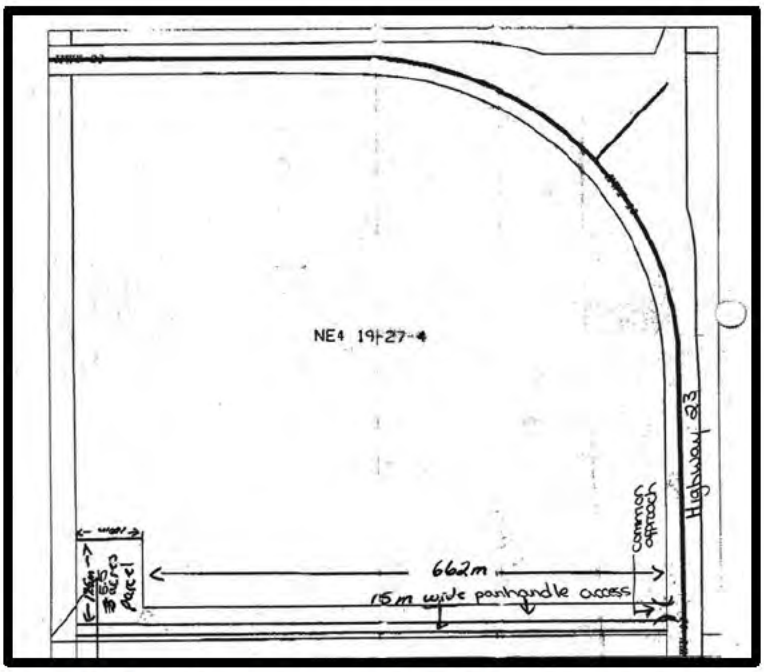


HISTORY

December 31, 1990 – Subdivision plan 9012588 was registered at the Land Titles Office for the subdivision of the 7.09-acre first parcel out of the subject quarter section.



December 8, 2005 – Council **refused** an application for redesignation of NE 4-19-27 W4M (the quarter section immediately south of the subject parcel) from Agricultural District to Country Residential District for the future subdivision of one 5.5-acre parcel, as the proposed country residential parcel is located within an area of strong agricultural productivity and no justification had been provided, in Council's opinion, to warrant the future subdivision of a Country Residential parcel.



February 23, 2006 – Council **refused** an application to subdivide a 5.5-acre parcel from NE 4-19-27 W4M (the quarter section immediately south of the subject parcel).

May 5, 2006 – A hearing was held by the Municipal Government Board (MGB) for an appeal on the February 23, 2006 subdivision refusal on NE 4-19-27 W4M. The MGB denied the appeal and upheld Council's decision to refuse the subdivision application on the basis that agricultural land should be preserved.

SITE CONSIDERATIONS

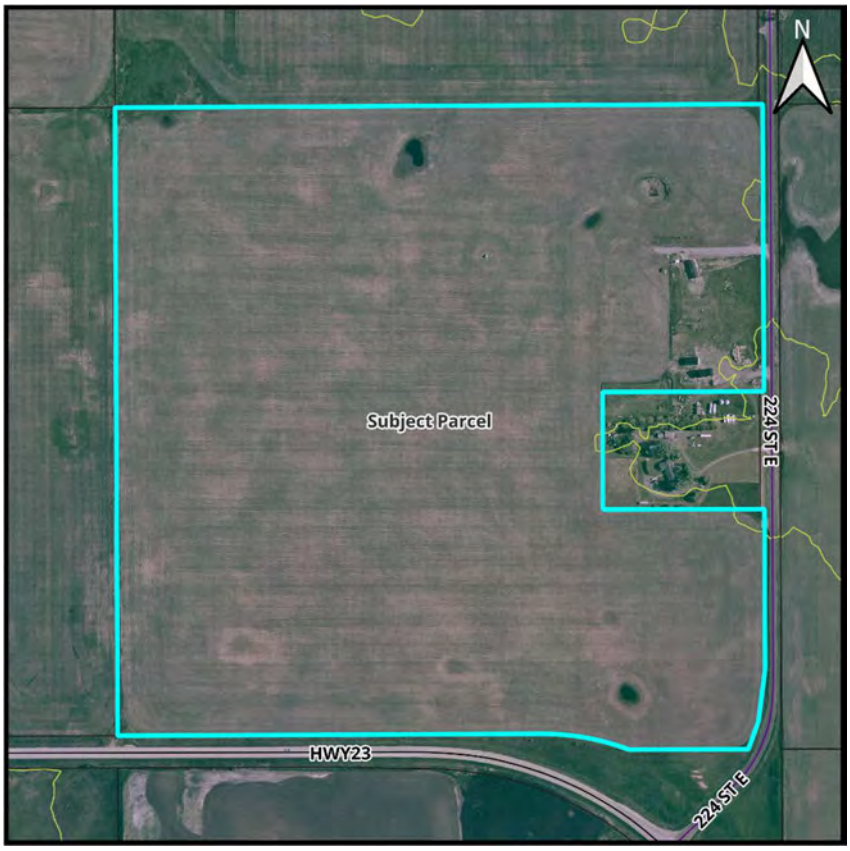
Access:

Access to the subject parcel is currently from three existing approaches on 224 Street East. The application proposes to use the two northern approaches for access to the proposed +/- 5.13-acre Country Residential parcels, with the southern approach remaining as access to the +/- 139.27-acre Agricultural District balance, as shown in the map below:



Physiography:

The physiography of the parcel is mostly flat with low-lying areas throughout.



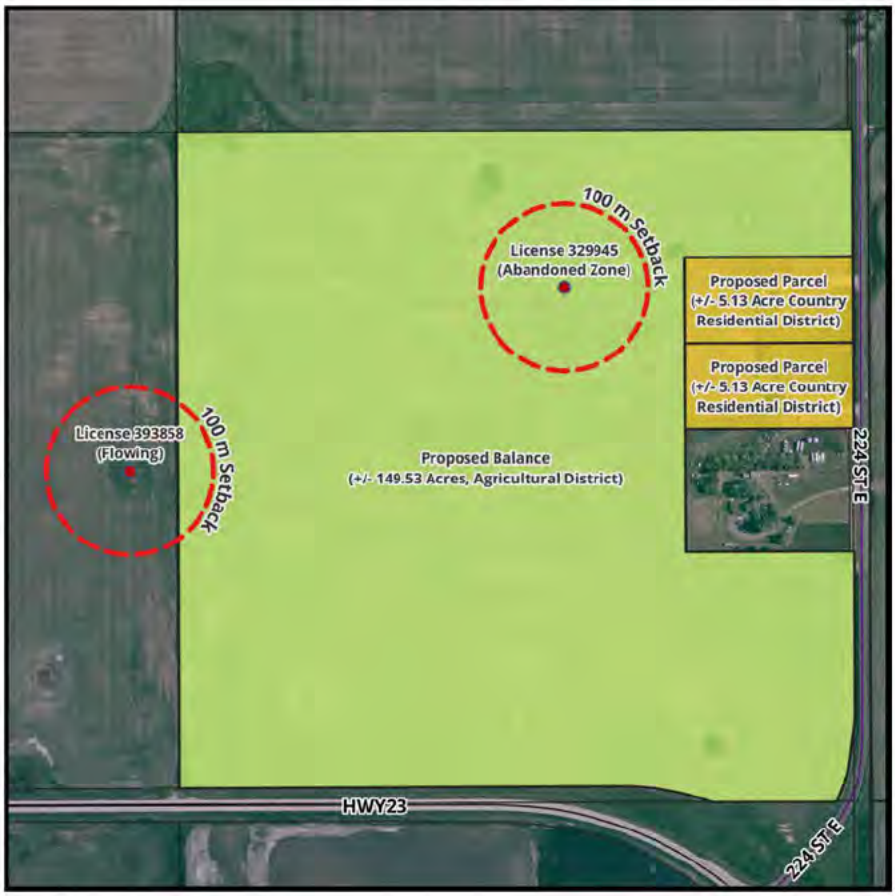
Existing Development:

The existing development is contained in the proposed parcels and includes a dwelling on each parcel, a shop on the southern proposed parcel, and water wells and septic systems to support that development.



Wellsites:

There is one abandoned wellsite on the subject parcel, and a flowing well on the parcel immediately west of the subject parcel. As noted in the Alberta Energy Regulator comments, each well has a minimum setback of 100m.



REFERRAL CIRCULATION

CIRCULATION REFERRALS	
REFEREE	**COMMENTS**
INTERNAL	
Public Works	• 5.18m road widening by caveat required along 224 Street East.
EXTERNAL	
Sunshine Gas Co-op	• No concerns.
Alberta Energy Regulator	• The minimum required setback from the wellheads (License Numbers 393858 and 329945) is 100m.
Alberta Transportation and Economic Corridors	• ATEC has no concerns or objections with the proposed land use amendment. • ATEC is prepared to grant approval for the subdivision authority to vary the requirements of Section 18 of the Regulation, at the time of subsequent subdivision. • No variance to Section 19 of the Regulation would be required at the time of subsequent subdivision, provided access to the subdivided parcels and balance are from 224 Street East.

CIRCULATION REFERRALS	
PUBLIC	
Western Wheel	November 11 and 18, 2026
Landowners	One submission received prior to the submission of this staff report, provided in Appendix C of this staff report.

POLICY EVALUATION

Municipal Development Plan (MDP2010):

Policies 2 and 4 of the Agriculture section of the MDP2010 support maintaining the integrity of the agricultural land base and discourage the subdivision of agricultural lands without consideration of the impact the proposed use will have on the existing agricultural users and the surrounding uses.

Policies 3 and 9 of the Residential section of the MDP2010 provide that residential parcels should consider their compatibility with the surrounding area and existing land uses. Further, the development must consider the suitability of the lands for residential uses.

Growth Management Strategy:

The subject parcel is located within the East District of the Growth Management Strategy. The vision for the East District is that, outside of the area defined within the Blackie ASP, very little growth is anticipated. Blackie will continue to develop as a residential hamlet with some commercial and industrial uses. Agriculture will continue to be the dominant land use for future generations. Council will ensure that careful consideration will be given to the impact on agriculture when applications for land use change in this district are before them.

Land Use Bylaw 60/2014:

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

SUMMARY

Bylaw XX/2026 – Council has received an application to further amend the Land Use Bylaw by authorizing the redesignation of a 10.26 +/- acre portion on Ptn. SE 09-19-27 W4M from Agricultural District to Country Residential District, in order to allow for the future subdivision of two new 5.13 +/- acre Country Residential lots, with an approximate 139.27 +/- acre Agricultural District balance parcel.

OPTIONS FOR COUNCIL CONSIDERATION

OPTION #1 – FIRST READING APPROVAL

Council may choose to grant 1st reading to the application to further amend the Land Use Bylaw by authorizing the redesignation of a 10.26 +/- acre portion of the subject parcel from Agricultural District to Country Residential District, in order to allow for the future subdivision of two new 5.13 +/- acre Country Residential lots, with an approximate 139.27 +/- acre Agricultural District balance parcel for the following reasons:

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.

Recommended Conditions for Option #1:

1. Road Acquisition Agreement to be executed and registered by way of caveat, concurrently with the Plan of Survey, with respect to 5.18 meters of land along the full east boundary of the subject

parcel (west of 224 Street East) for future road widening, to the satisfaction of the Public Works Department, as a condition of subdivision.

2. Submission of an executed subdivision application and the necessary fees.
3. Final redesignation fees to be submitted.

OPTION #2 – REFUSE APPLICATION

Council may choose to refuse the application to further amend the Land Use Bylaw by authorizing the redesignation of a 10.26 +/- acre portion of the subject parcel from Agricultural District to Country Residential District, in order to allow for the future subdivision of two new 5.13 +/- acre Country Residential lots, with an approximate 139.27 +/- acre Agricultural District balance parcel for the following reasons:

In consideration of the criteria noted in Policies 2 and 4 of the Agricultural Section and Policy 3 of the Residential Section of the MDP2010, Council did not find sufficient merit in the proposal to consider allowing the fragmentation of the subject lands and removing a portion of the subject lands from the Agricultural District, as it is Council's intent to maintain the agricultural land base.

APPENDICES

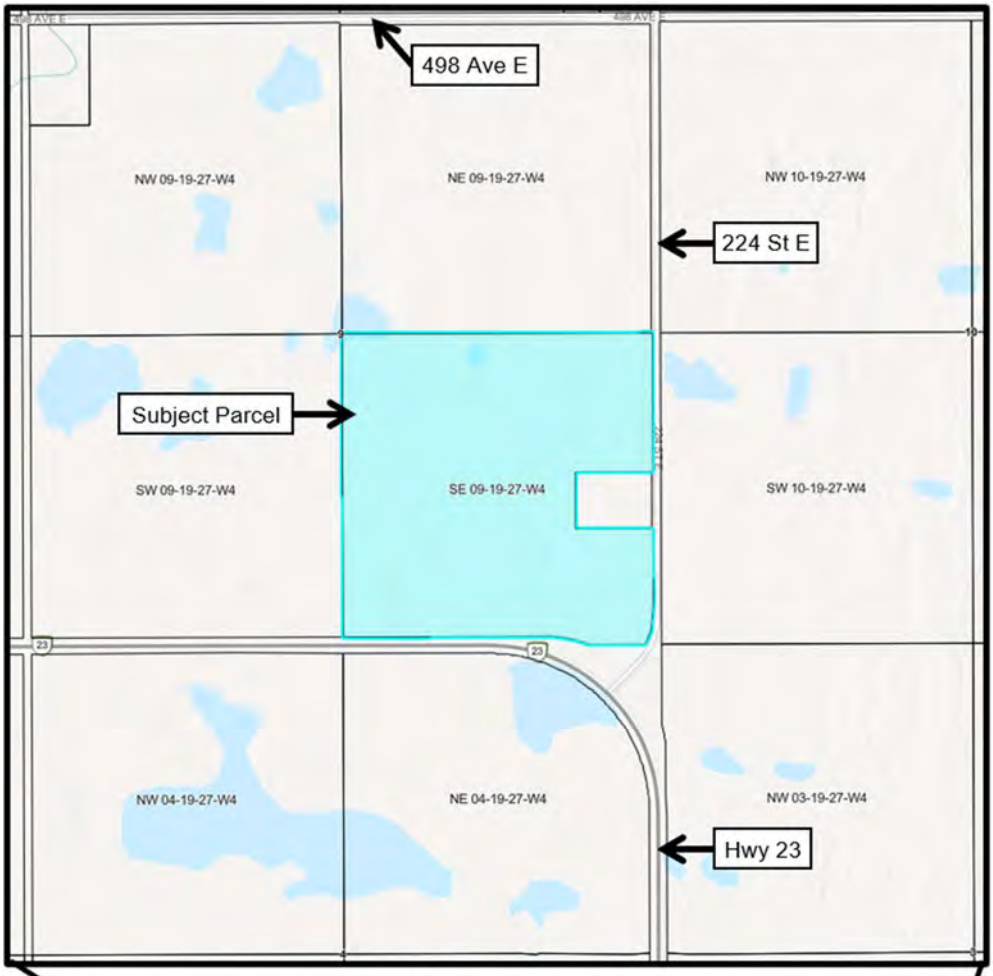
APPENDIX A – MAP SET

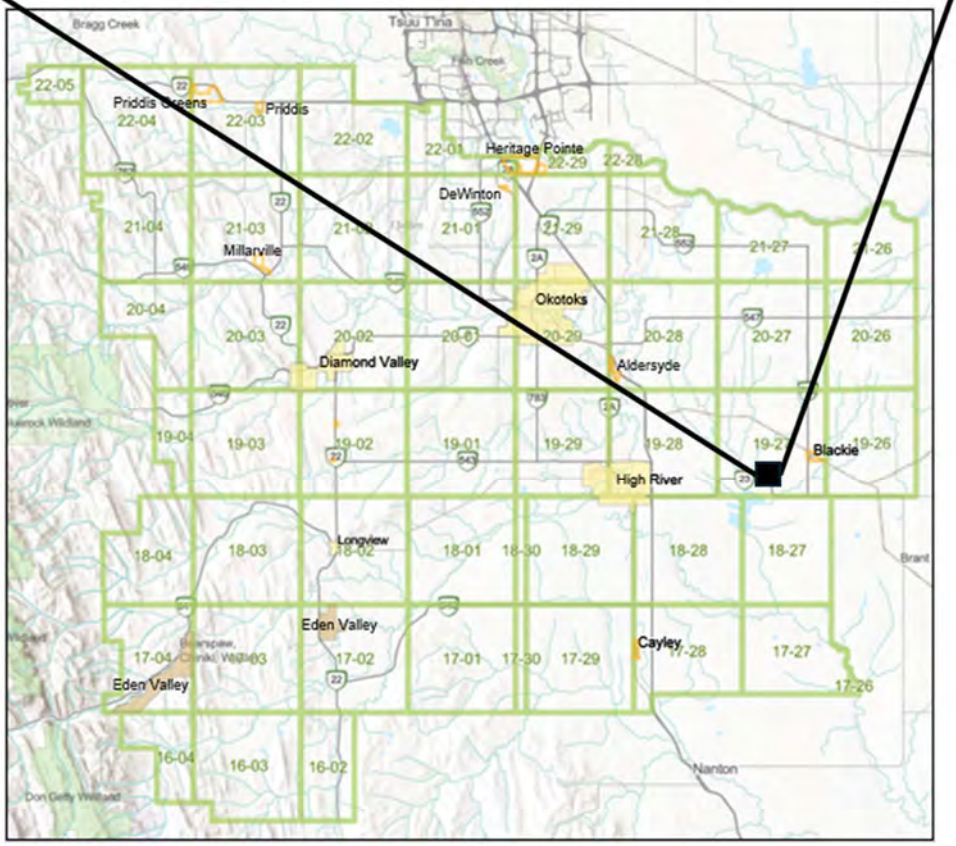
- LOCATION MAP
- LAND USE – HALF MILE MAP
- PARCEL SIZES – HALF MILE MAP
- SITE PLAN
- ORTHO PHOTO

APPENDIX B – DRAFT BYLAW

APPENDIX C – WRITTEN SUBMISSION

APPENDIX A – LOCATION MAP





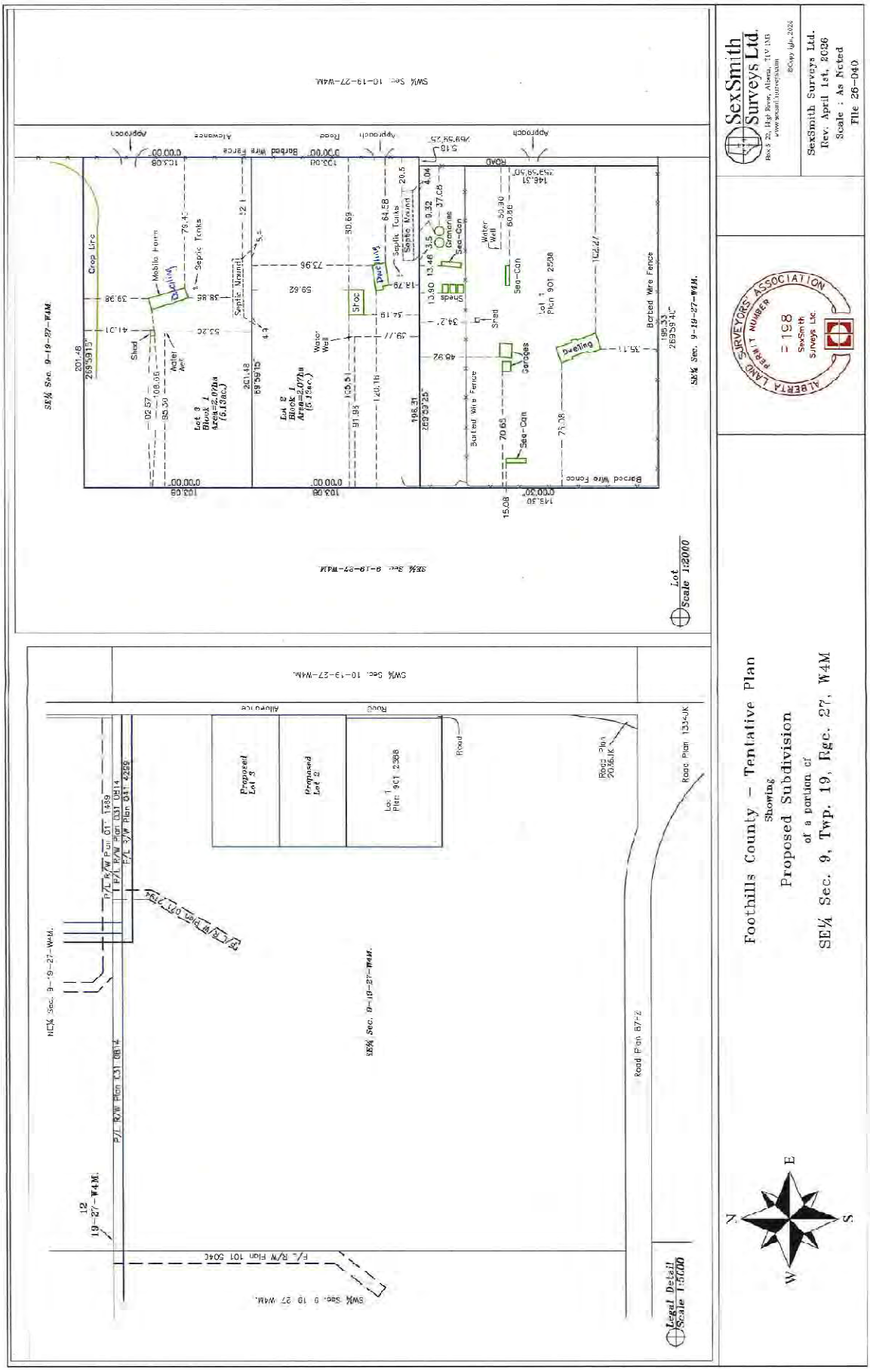
APPENDIX A – LAND USE – HALF MILE MAP



APPENDIX A – PARCEL SIZES – HALF MILE MAP



APPENDIX A – SITE PLAN



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 a 10.26 +/- acre portion on Ptn. SE 09-19-27 W4M from Agricultural District to Country Residential District, in order to allow for the future subdivision of two new 5.13 +/- acre Country Residential lots, with an approximate 139.27 +/- acre Agricultural District balance parcel.

NOW THEREFORE THE COUNCIL ENACTS AS FOLLOWS:

1. Land Use Map No. 1927 is amended to redesignate a 10.26 +/- acre portion on Ptn. SE 09-19-27 W4M from Agricultural District to Country Residential District, in order to allow for the future subdivision of two new 5.13 +/- acre Country Residential lots, with an approximate 139.27 +/- acre Agricultural 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 .

APPENDIX C – WRITTEN SUBMISSION

Re: Letter of Support – Land Use Redesignation - Ptn. SE 09-19-27 W4M

Elliott Salmon
Planning & Development Officer
Foothills County

Dear Sir and members of the Public Hearing Council,

As a neighbouring landowner, I am writing to express my full support for the proposed land use redesignation.

I know the family personally and have great confidence that they will be a wonderful addition to our community. I believe they will contribute positively to the area, not only through their financial investment and involvement but also through the values, character, and sense of community they bring.

This family also has deep generational roots in Foothills County, with family ties dating back to the early 1900s. Their longstanding connection to the area speaks to their commitment to the community and their appreciation for the history and culture that make this region so special.

I believe that welcoming upstanding, community-minded families who are invested in the future of our area is beneficial to the entire community. I have every confidence that this family will be positive contributors and good neighbours.

As a neighbouring landowner, I am pleased to offer my support for this proposed land use re-designation and hope it will be given favourable consideration.

Sincerely,

Doreen Young, D.R. Young Investments Ltd.
Neighbouring Landowner
[redacted]

MISCELLANEOUS PLANNING ITEM
PLANNING AND DEVELOPMENT REPORT TO COUNCIL
CONSULTATION REPORT ON FILM PRODUCTION REVIEW IN FOOTHILLS COUNTY
November 25, 2026

FOOTHILLS COUNTY	**PROPOSAL: REVIEW OF "WHAT WE HEARD" FROM THE RESIDENT AND INDUSTRY CONSULTATION ON FILM PRODUCTION IN FOOTHILLS COUNTY.**
FILE MANAGER: Coreena Carr, Planner	

PURPOSE:

To present Council with the findings of public and film industry consultation undertaken regarding film and media production in Foothills County

BACKGROUND

On April 22, 2026, Council directed Administration to proceed with policy refinements, including a review of the fee structure, explore amendments to existing bylaws, including the Community Standards Bylaw, to address nuisance-related concerns, and undertake public consultation prior to scheduling a non-statutory public hearing.

Given the volume of information received through the consultation process and the complexity of potential policy considerations, Administration is presenting the consultation findings separately from any proposed policy refinements. A subsequent report will be brought forward outlining recommended policy changes for Council consideration.

PUBLIC AND INDUSTRY CONSULTATION

In response to Council's direction, Administration undertook consultation including engagement with County residents, landowners, and film industry representatives to better understand experiences with film production and identify opportunities to improve the County's approach.

Consultation included the following:

- Resident engagement: An online survey was available from June 24 to July 31, 2026. The survey was advertised in the Western Wheel and made available through the County website. A total of 90 responses were received, along with one written submission.
- Film industry engagement: Eight industry questionnaires were completed, including responses gathered through interviews. Administration also engaged directly with industry representatives to discuss operational practices, challenges, and opportunities for improvement.

The findings have been compiled into the Film and Media Production Review – What We Heard report, attached as **Appendix A.**

SUMMARY OF WHAT WE HEARD

A complete copy of the *What We Heard Report* is included as **Appendix A**.

Overall, consultation demonstrated broad support for film production in Foothills County while identifying opportunities to improve communication, coordination, and management of potential off-site impacts. Of the 90 resident survey respondents, 86% supported local film production.

Residents recognized the economic benefits of film production, including employment opportunities, support for local businesses, and promotion of the County. Approximately 64% of respondents to the relevant survey question reported experiencing no impacts from filming activities.

Where concerns were identified, they most commonly related to traffic and access, noise, lighting, privacy, notification practices, and recurring filming activity, primarily within residential areas. The most significant concerns were concentrated in a small number of locations experiencing repeated filming activity.

Industry representatives supported maintaining a flexible, film-friendly approach, emphasizing the importance of a single County point of contact, clear requirements, predictable timelines, coordinated review processes, and proactive communication with neighbouring residents where off-site impacts may occur.

Across both resident and industry feedback, a consistent theme was the desire for improved communication and clearer expectations without introducing unnecessary administrative or regulatory requirements.

The consultation findings provide valuable insight into participant experiences and will inform Administration's ongoing review of the Film Production Policy Framework and any future recommendations to Council.

REVIEW OF FILM PRODUCTION POLICY FRAMEWORK

Administration’s review of the consultation results indicates broad support for maintaining Foothills County as a film-friendly jurisdiction. Feedback supports improved communication, notification practices, and management of potential off-site impacts while avoiding unnecessary regulatory barriers. Establishing a clear framework to inform both residents and industry of film activity expectations within the County will enhance transparency and predictability. These themes are being incorporated into Administration’s ongoing review of the Film Production Policy Framework and related implementation measures. A separate report respecting the draft Film Production Policy Framework will be presented to Council at a future meeting following completion of Administration’s ongoing review and refinement of the framework.

NEXT STEPS – NON-STATUTORY PUBLIC MEETING

Administration recommends proceeding with a non-statutory public meeting following Council's review and support of the refined Film Production Policy Framework, anticipated in early 2027.

The meeting would provide an opportunity to share the results of the public consultation process, present the proposed policy framework, explain how consultation feedback and Administration’s further review have informed refinements to the framework, and receive additional stakeholder input prior to finalization.

Following the meeting, Administration would review the feedback received, consider any further refinements, and return to Council with a final proposed Film Production Policy Framework for consideration and approval.

RECOMMENDED MOTIONS FOR COUNCIL CONSIDERATION

No decisions regarding the policy framework are requested through this report. The purpose of this report is limited to receiving consultation findings and providing an overview of next steps.

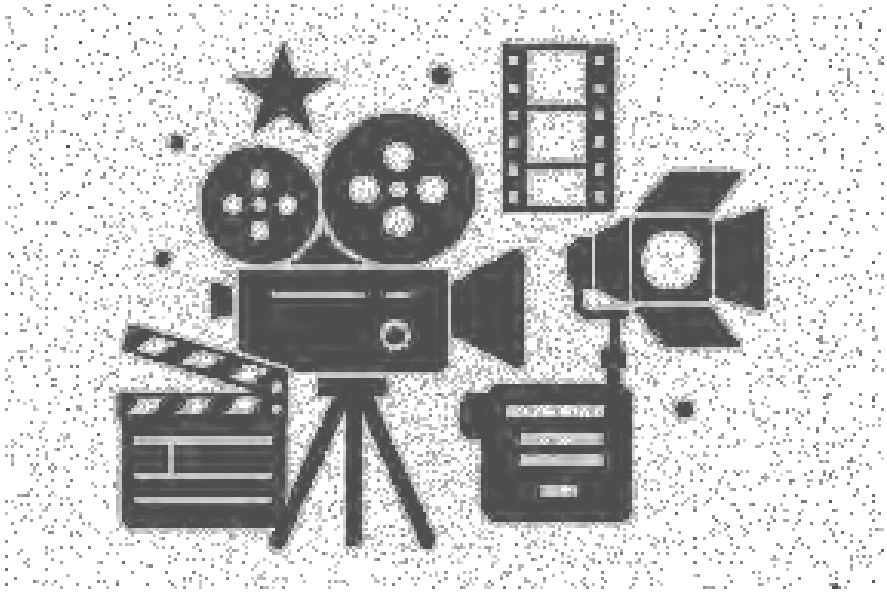
MOTION REQUESTED:

Council accept the Film and Media Production “What We Heard” report as presented and direct Administration to make the report available on the Foothills County website as public information.

APPENDICES

Appendix A: Film and Media Production Review “What We Heard” Report

Film and Media Production Review
Resident and Industry Engagement



WHAT WE HEARD

Summary Report on Public Consultation for
Film & Media Production – Summer 2026

INTRODUCTION

WHY ARE WE REVIEWING FILM & MEDIA PRODUCTION IN FOOTHILLS COUNTY?

Foothills County has a long history of supporting film and media production as an important contributor to the local economy. Historically, the County has taken a relatively hands-off approach to filming, particularly on private land. This approach has generally worked well, although concerns have occasionally been raised regarding communication with neighbouring residents and temporary impacts associated with filming activities.

As film and media production continues to evolve, the County is reviewing its current approach to better understand the experiences and perspectives of residents, landowners, and industry representatives.

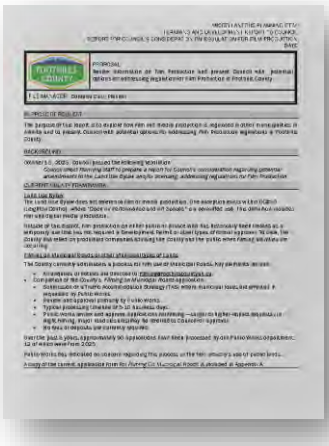
The review aims to identify what is working well, where improvements may be needed, and how the County can establish a clear and practical framework that supports film production while addressing potential impacts on surrounding communities.

PUBLIC AND INDUSTRY ENGAGEMENT

The engagement process was guided by the following objectives:

- Understand the experiences, perspectives, and concerns of residents, landowners, and community members.
- Understand the experiences of the film industry, including current practices, operational needs, and best practices used in other jurisdictions.
- Identify what is working well within the current approach and where challenges or gaps may exist.
- Explore opportunities to improve communication, coordination, transparency, and process certainty for industry, residents, and the County.
- Consider how community expectations and industry needs can be balanced when concerns arise.
- Inform future guidelines, policies, procedures, and recommendations related to film and media production activities in Foothills County.

Feedback gathered through the engagement process will be used to inform a future strategy and recommendations, including consideration of potential Land Use Bylaw provisions, policies, and administrative practices that support a clear, practical, and predictable framework for film and media production in Foothills County.



HOW WE ENGAGED AND WHO RESPONDED

Resident Survey

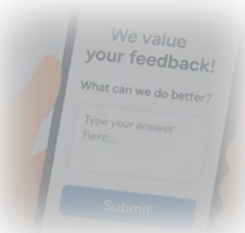
Residents and landowners within Foothills County were invited to complete an online survey from June 24, 2026, to July 31, 2026.



- Two advertisements were placed in the Western Wheel to notify County residents of the request for feedback June 24, 2026, and July 1, 2026.
- The County website provided a link to the resident survey beginning June 25, 2026. The survey remained open until July 31, 2026.

Responses:

There were 90 surveys completed by County landowners/residents.



- 16 % of those were located within a Hamlet or residential community/multi-lot subdivision.
- 46 % - reside on parcels under 21 acres in size
- 37 % reside on parcels larger than 21 acres in size.

A copy of the resident survey responses are attached as **Schedule A**.

The County also received one letter from a Division 1 resident expressing support for film and media production. The letter is included as **Schedule B**.

Film Industry Engagement

The County also gathered feedback from film industry representatives with experience working in Foothills County and other municipalities through an industry questionnaire and direct consultations with County staff.

A survey was made available for industry representatives to complete between July 1 – July 31, 2026.

- Industry representatives could provide feedback through the questionnaire or meet with Planning staff to discuss current practices and opportunities for improvement.

Staff also met with industry representatives and representatives of other municipalities to discuss approaches to managing film production.



Responses:

Eight (8) industry questionnaires were completed, including online interviews conducted using the survey questions. The industry representative responses are attached as **Schedule C**.

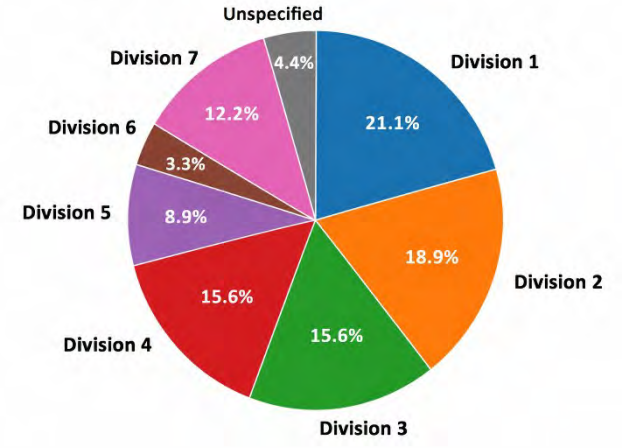
WHAT WE HEARD FROM THE RESIDENTS

About the Survey Results

The survey was voluntary and was intended to gather experiences and perspectives rather than produce a statistically representative sample of all County residents. Response rates varied geographically, and some areas experiencing active or recurring film activity generated a higher concentration of responses. Results should therefore be considered alongside the geographic distribution of respondents and the nature and frequency of film activity experienced in different areas.

Who We Heard From

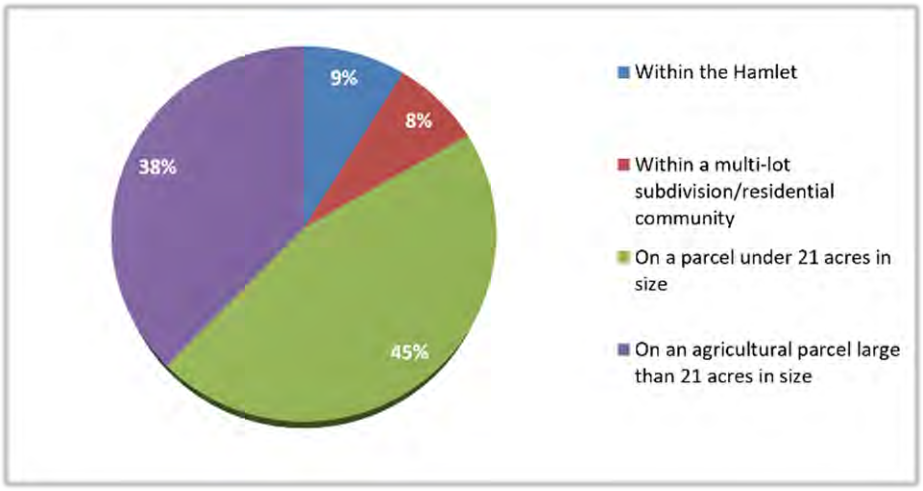
Survey Responses by Council Division:



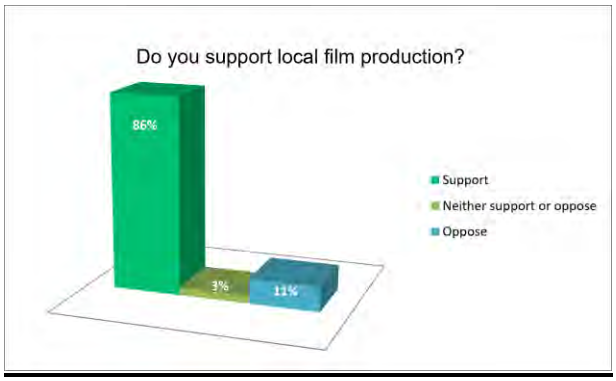
There were 90 respondents.

- 4 respondents did not specify where they were located.
- The balance are identified by Council Division.

For context, we asked, “What kind of subdivision / land do you live in?”.(Question 3)



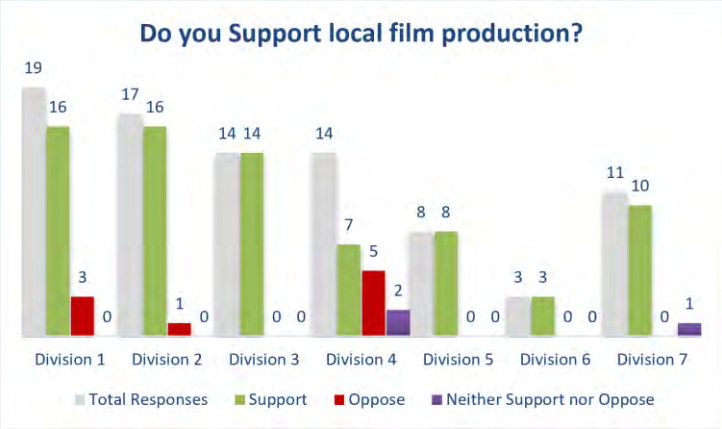
Overall Support for Film Production



Overall, respondents demonstrated strong support for film and media production in Foothills County, while identifying opportunities to improve communication, notification and management of impacts where they occur.

Written comments identified economic activity, local employment, support for businesses, opportunities to showcase the County, and potential tourism benefits as reasons for supporting film production. Some respondents also expressed concern that additional requirements could create unnecessary red tape and discourage productions from locating in the County.

While overall support was strong, respondents also identified opportunities to improve the management of potential impacts associated with film activity. These findings are discussed in greater detail throughout the following sections.



Comments regarding support on the County's current approach varied geographically.

Here we have identified where the support and opposition is situated geographically.

Supportive comments came from respondents across most Council divisions and commonly referred to economic benefits, community promotion, limited disruption, and the value of maintaining a film-friendly approach.

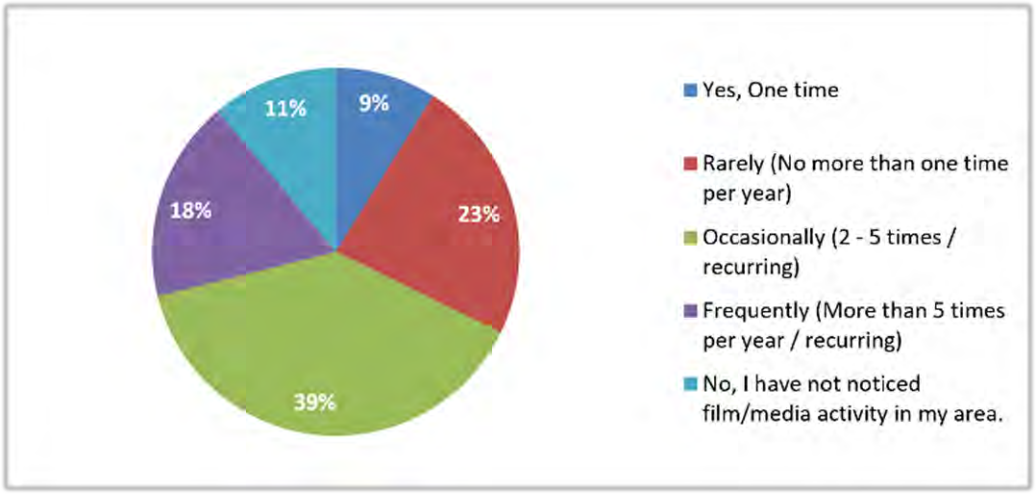
Of the 90 responses to the question, 10 respondents indicated they were opposed to Film and Media Production in Foothills County. The opposition can be broken down into the following areas:

- 5 opposed from one localized area in Division 4
- 3 from one area near Cayley in Division 1
- 1 from Diamond Valley area in Division 2
- 1 Unspecified location, simply identifying “in the hamlet”.

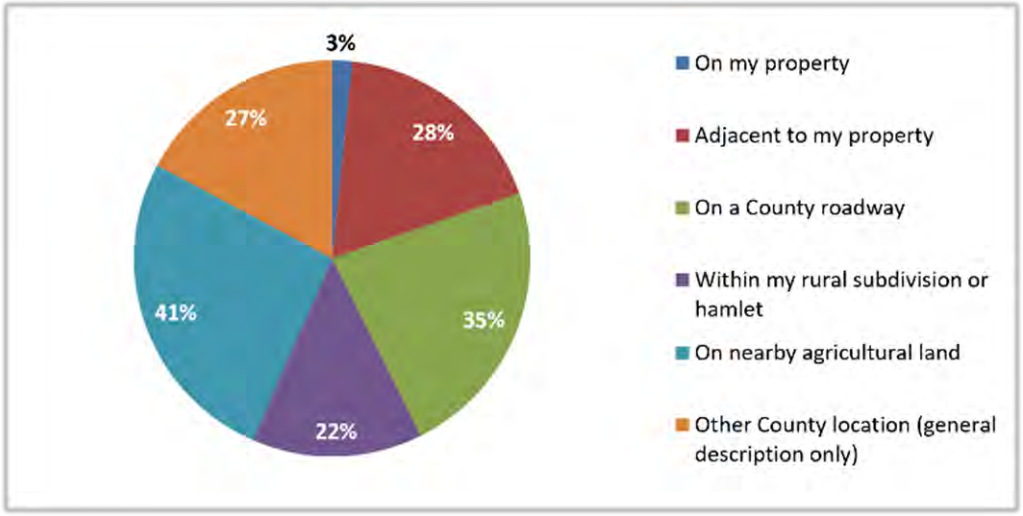
Eight of the ten respondents who opposed local film production were located in two areas. This geographic concentration provides context for the findings but does not diminish the concerns raised by affected residents.

Experience with Film Production in the County

Question 8 asked residents how frequently they had noticed film or media activity near their property or community. Responses reflected varying levels of exposure to filming across the County.



Question 9 asked respondents where they had observed film or media activity.



Respondents reported observing filming in a range of locations across the County. Written comments also identified urban centres, the Millarville Agricultural Society or racetrack, and Heartland filming locations.

Communication & Notification of Film/Media Production

To better understand communication between productions and nearby residents, the survey asked how respondents learned about filming, whether they received advance notice, and what information they would find useful.

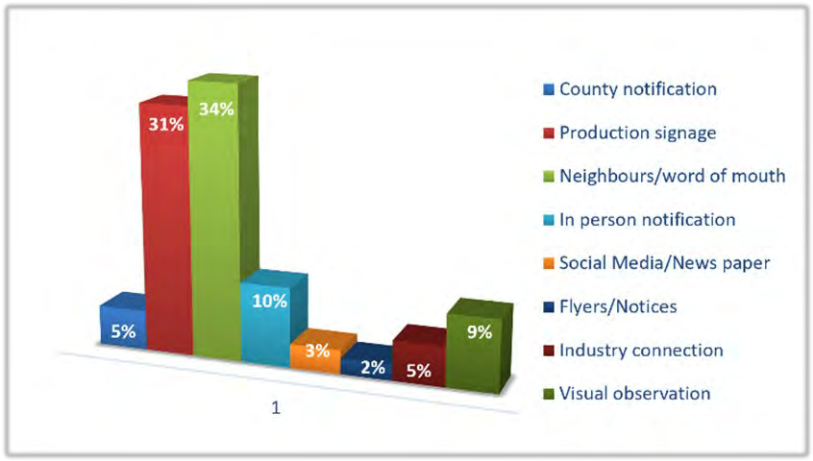
Question 10 asked whether respondents received advance notice of filming near their home or property and, if so, how much notice they received.



Of respondents answering Question 10, 62% indicated they had not received advance notice of filming near their home or property. The survey did not establish whether those activities were close enough, or had sufficient potential impacts, to warrant direct notification.

Among respondents who received notice, some were notified more than seven days before filming, while others received between one and seven days of notice.

Residents were asked in Question 11, "How did you learn about filming in the area?"



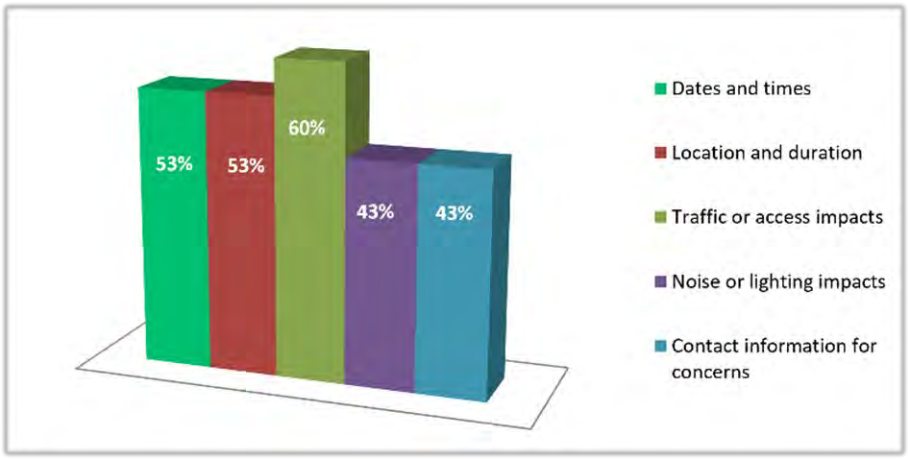
Respondents most commonly reported learning about filming through neighbours or word of mouth and through production signage.

Other Comments:

Other methods identified in written comments included door-to-door contact, flyers, production company outreach, local and social media, visual observation, and personal or employment connections with the industry.

Some residents noted that they did not feel that there was a need to be notified at all.

Question 12 asked, "What information residents would like to receive when filming is planned".



Respondents were given the ability to select all or any of the impacts they experienced.

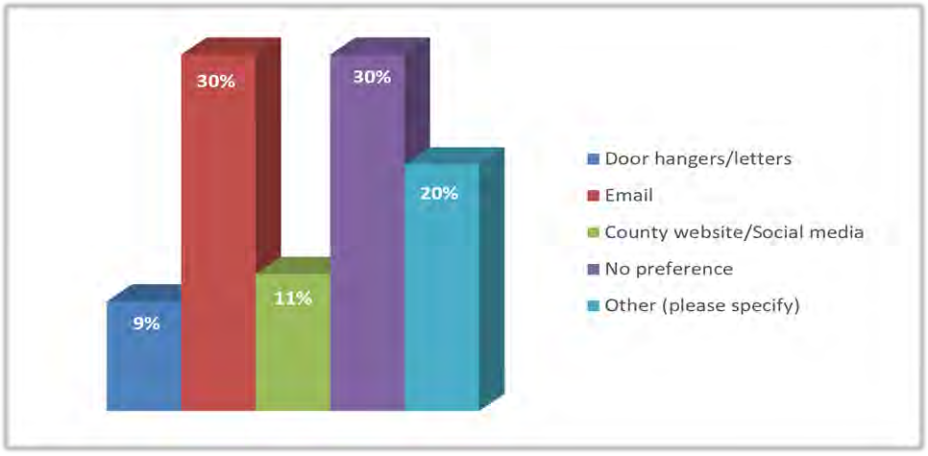
Other Comments:

Among respondents who provided additional written comments to Question 12, 55% indicated that no additional information or notification was necessary, particularly where filming was not on or immediately adjacent to their property.

Comments included common themes such as wanting advance notice of filming activities, location and duration of filming, expected impacts such as traffic, road use, noise, lighting, helicopters, and the number of people and vehicles involved.

A small number of respondents requested information about the production itself (e.g., the show being filmed) or County requirements placed on production companies.

Residents were asked in Question 13, "What would be your preferred way to receive notice?"



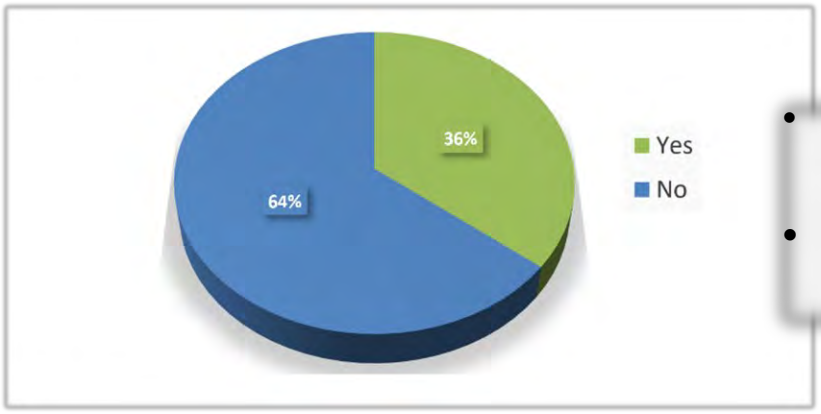
Other Comments:

Written comments suggested a preference among some residents for direct notice, such as mail, door hangers, or email, supplemented by broader communication through newspapers or roadside signage.

30% of the comments provided indicated no notification is necessary or preferred.

Impacts Experienced by Film and Media

In Question 14, the County asked if residents experienced any impacts as a result of film/media activity.

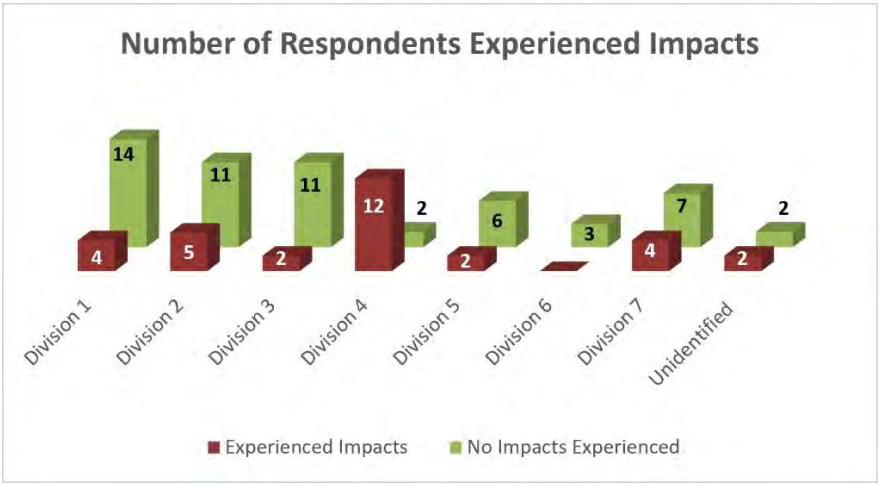


- 64% (56 people) responded that they did not experience any impact as a result of film/media activity.
- 36% (31 people) reported experiencing impact from film/media activity.

Of the 87 respondents to Question 14, most reported that they had not experienced impacts from film or media activity.

Impacts by Council Division

The following chart shows responses to Question 14 by Council division (87 responses in total).



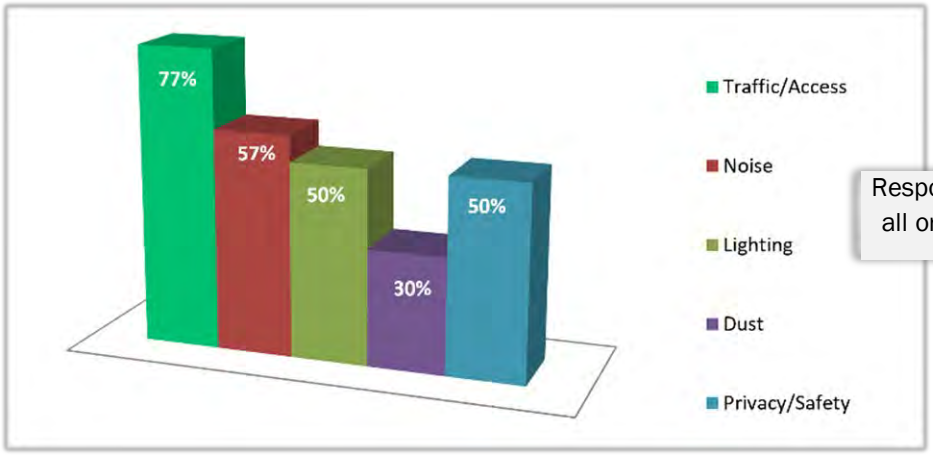
64% - no impacts experienced
36% - experienced impacts.

Division 4 had the highest number of respondents reporting filming-related impacts. The geographic distribution of these responses is discussed in greater detail later in the report.

Among respondents who reported experiencing impacts, Question 15 asked which types of impacts they had experienced. Respondents could select more than one answer.

WHAT WE HEARD FROM THE RESIDENTS

Residents were asked in Question 15, "What impact did you experience?"



Respondents were given the ability to select all or any of the impacts they experienced.

Other comments citing negative impacts included:

- Traffic-related concerns such as speeding, increased vehicle volumes, heavy truck traffic, blocked driveways, and restricted access.
- Trespassing and privacy concerns, including unauthorized access to private property and personal spaces.
- Noise and light disturbances, particularly from generators, filming activities, bright lights, and overnight operations.
- Road and property impacts, including road damage, abandoned signage or equipment, and concerns about crews not following bylaws.
- General disruption to residents' enjoyment of their properties, including repeated helicopter activity and loss of rural quiet.

Positive impacts included:

- Economic benefits for local businesses, landowners, and residents through increased sales, direct compensation, and employment opportunities.
- Increased tourism and local economic activity.
- Some respondents noted film crews were professional, managed traffic effectively, maintained safety, and minimized disruptions.
    - Responses to Question 14 were not evenly distributed across the County. The geographic breakdown is presented in the preceding chart and discussed further below.

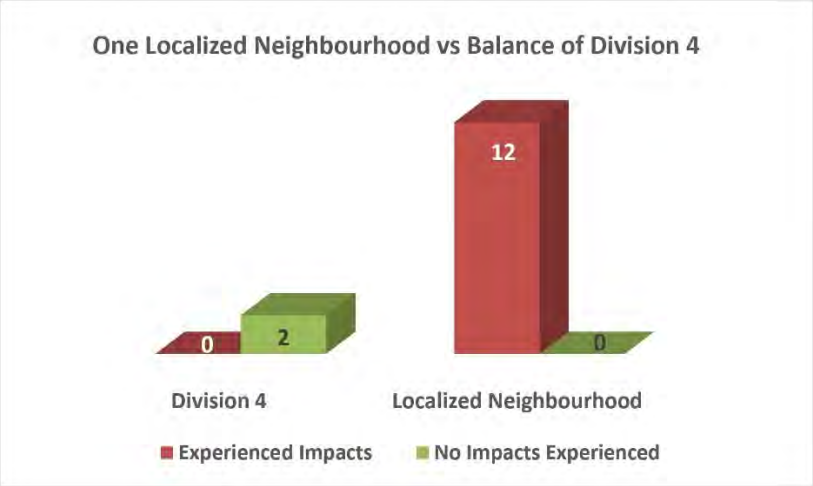
Geographic Context and Influence of Direct Experience.

Survey responses suggest that experiences with film and media production varied with the frequency, proximity, and nature of filming activity. While 86% of respondents supported local film production, residents in areas with recurring filming reported concerns relating to traffic, noise, lighting, privacy, and other disruptions.

Reported impacts were not evenly distributed geographically.

A concentration of responses from Division 4 came from one neighbourhood experiencing recurring filming activity.

Responses from this neighbourhood are shown separately from the remainder of Division 4 to illustrate the geographic distribution of reported impacts.



All 12 respondents from the one localized neighbourhood in Division 4 reported experiencing impacts, while no impacts were noted outside of this area in Division 4.

This shows that there are concentrated impacted geographically that vary the findings from the County wide results.

Concerns about the current approach were concentrated in one neighbourhood within Division 4. Respondents there identified issues involving residential filming, land-use compatibility, traffic and access, notification, enforcement, and recurring production activity.

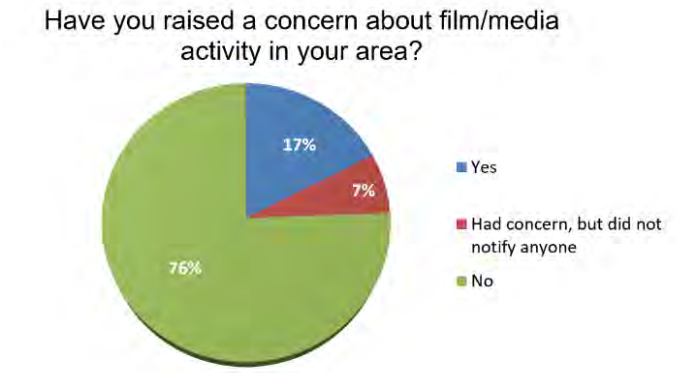
Several respondents from one area in Division 1 also raised concerns about traffic, noise, and other production-related impacts.

In other divisions, concerns were less frequent and varied in nature. Many respondents reported no issues or felt that significant changes were unnecessary. Some also cautioned that additional requirements could discourage filming in the County.

These results highlight the importance of considering both County-wide findings and the experiences of residents in locations more directly affected by recurring filming activity.

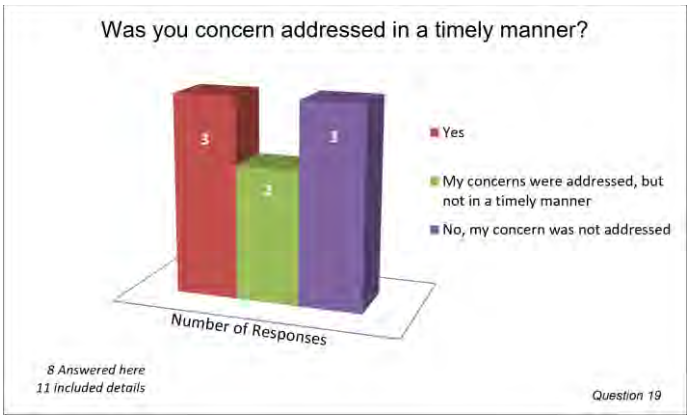
Complaint Response and Resolution

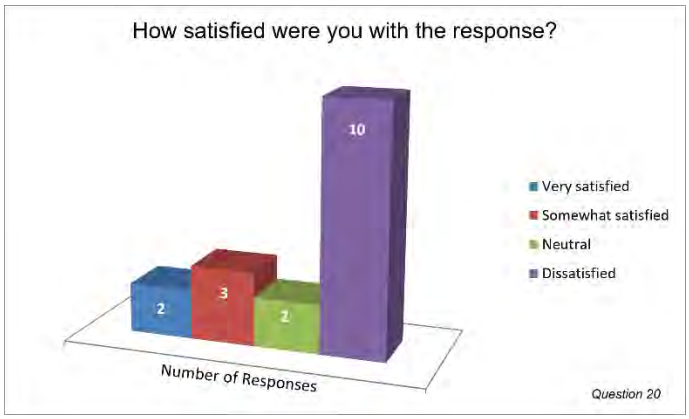
Residents were asked whether they had concerns about filming in their area and whether they reported those concerns.



86 people responded

- Raised a concern: 15 respondents (17%)
- Had a concern but did not report it: 6 respondents (7%)
- Had no concern: 65 respondents (76%)





Among respondents who had experience raising concerns, several appreciated the County's responsiveness and efforts to investigate and resolve issues. However, comments also identified recurring concerns related to traffic, noise, lighting and neighborhood disruption, as well as concerns regarding production-company accountability and prevention of repeated impacts.

What Residents Said is Working Well

Residents were asked what aspects of Foothills County's current approach to film and media production are working well and should continue in the future. Overall, responses reflected strong support for the film industry and its contributions to the local economy and community. Residents highlighted the benefits of showcasing the County's landscapes and communities, maintaining a film-friendly environment, and continuing communication and engagement efforts between productions, residents, and the County.

Key themes identified by respondents included:

- Economic benefits for local residents, businesses, and landowners.
- Promotion of Foothills County's scenic landscapes and rural character.
- Support for maintaining a welcoming and film-friendly environment.
- Positive experiences with professional and well-managed productions.
- The importance of advance notification and ongoing communication.
- Appreciation for County staff and Council's responsiveness and engagement.

What Residents Would Like Improved

Residents were asked what aspects of Foothills County's current approach to film and media production are not working well and should be changed. While many respondents indicated they had no concerns or felt the current approach is working well, others identified opportunities to improve how filming activities are managed, particularly in areas experiencing more frequent production activity. Feedback focused on the need for clearer rules and accountability, improved communication and notification, better management of traffic and residential impacts, and more effective processes for addressing concerns.

Key themes identified by respondents included:

- Clearer regulations, oversight, and enforcement tools to address filming impacts.
- Improved communication, advance notification, and access to contact information.
- Better management of traffic, road use, safety, and access disruptions.
- Measures to reduce noise and other impacts on rural residential areas.
- Greater consideration of land-use compatibility for recurring filming locations.
- A clearer process for submitting and resolving complaints.

It is important to note that many respondents indicated they had not experienced issues with film productions or felt that significant changes were not required. Some also expressed concern that additional regulations could discourage film production and reduce the economic benefits associated with the industry.

Considerations for a Future Framework

Residents were asked what the County should consider when updating policies or bylaws related to film and media production. Responses reflected a desire to balance the economic and community benefits of filming with the need to address impacts on nearby residents. While some respondents supported stronger oversight and accountability measures, others emphasized the importance of maintaining Foothills County's reputation as a welcoming and film-friendly location.

Key themes identified by respondents included:

- Balancing economic benefits with impacts on neighbouring residents.
- Maintaining a film-friendly approach and avoiding unnecessary regulatory barriers.
- Improving communication, notification, and transparency around filming activities.
- Addressing the cumulative impacts of frequent or recurring filming at individual properties.
- Strengthening accountability, oversight, and enforcement where impacts occur.
- Establishing clear notification, contact, and complaint-resolution processes.

Overall, respondents indicated that future policies should seek to support film and media production while improving communication, accountability, and the management of potential impacts on residents and communities.

CONCLUSION TO RESIDENT ENGAGEMENT

Foothills County residents generally support film and media production and recognize its economic and promotional benefits. Most respondents reported limited or no impacts from filming, although experiences varied significantly by location and frequency of activity.

Communication and advance notification emerged as the most broadly applicable opportunities for improvement. Where impacts were reported, traffic and access, noise, lighting, privacy and disruption were the most common concerns.

The most significant concerns were geographically concentrated, particularly in an area experiencing recurring filming activity. Other areas of the County generally reported fewer impacts, and a number of respondents cautioned against introducing unnecessary regulations that could discourage production.

Feedback therefore reflects both a desire to maintain Foothills County as a film-friendly jurisdiction and an expectation that residents affected by filming have access to clear information, appropriate mitigation and an effective means of raising concerns.

WHAT WE HEARD FROM THE FILM INDUSTRY

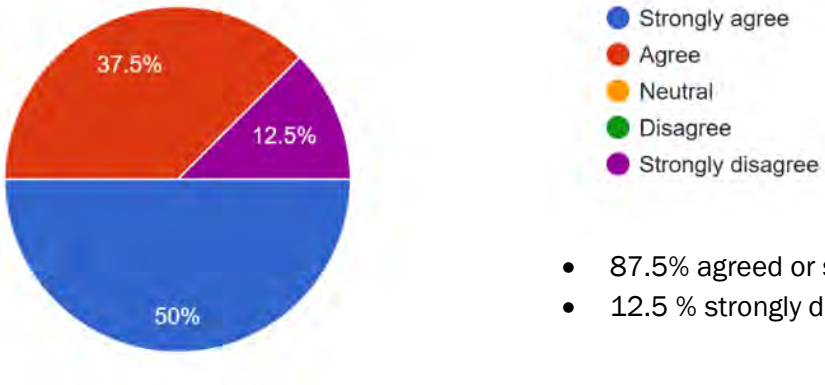
Foothills County also surveyed film and media industry representatives to better understand their experiences filming in the County and gather input on potential policy improvements. Eight (8) industry representatives responded to the industry survey through interview or by directly completing the survey..A copy of the responses are attached to this report as **Appendix C.**

Your Experience Filming in Foothills County

In addition to the landscape, scenery, and proximity to the City of Calgary, respondents identified the County's simple approval practices, responsive staff and willingness to work collaboratively as important reasons for filming in Foothills County. Positive experiences were reported across several County departments, including Infrastructure, Fire and Protective Services. Respondents emphasized that these qualities should be preserved as the County establishes a more formal process.

Permitting and Processing

Industry representatives were asked whether they supported establishing a clear and predictable filming process and guidelines in Foothills County.



- 87.5% agreed or strongly agreed
- 12.5 % strongly disagreed

Seven of the eight industry respondents (87.5%) agreed or strongly agreed that the County should establish a clear and predictable filming process and guidelines. One respondent strongly disagreed.

Industry respondents generally supported written guidelines to improve clarity, consistency, and transparency, provided that requirements remain timely, flexible, and proportionate to anticipated impacts.

A Tiered Approach Based on Impacts

Industry respondents generally supported distinguishing between low-impact and more complex productions. Low-impact filming was generally described as activity contained on private property that creates little or no off-site impact and does not require road control, special effects or emergency-service coordination.

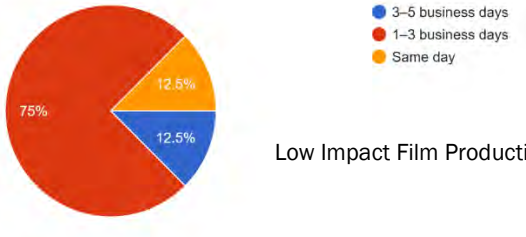
Productions requiring additional review or coordination were generally associated with:

- Road use, traffic control or closures
- Larger number of vehicles or equipment required on site
- Night filming, lighting or amplified noise
- Stunts, fire, pyrotechnics or other special effects
- Activities requiring emergency-service involvement
- Extended filming periods or recurring activity on one site
- Effects on neighbouring properties or public access

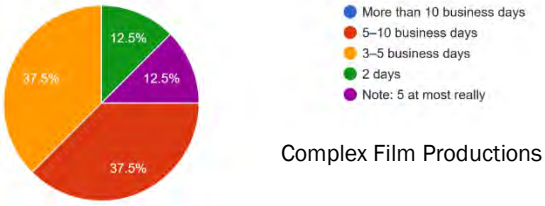
Respondents emphasized that classification should be based primarily on a production's anticipated impacts and operational complexity, rather than crew size alone.

Application Processing Timelines

When asked about processing timelines, industry respondents suggested approximately one to three business days for low-impact filming and three to ten business days for more complex productions. These figures reflect respondent preferences, not adopted County service standards.



Low Impact Film Productions



Complex Film Productions

Respondents also noted that productions may require changes or amendments on short notice, often within one to three days and occasionally on the same day.

Communication and Coordinated Review

The most consistent communication recommendation was to establish a single County point of contact for filming. Respondents indicated that a designated contact could receive applications and inquiries, coordinate internal and external circulation, and provide applicants with one consolidated response.

Suggestions included:

- A designated County film contact
- One standardized application or intake process
- Clear website information, requirements and service timelines
- Coordinated circulation among County departments and external agencies
- Standard forms, checklists and neighbour-notification templates
- Early identification of missing information or potential concerns
- The ability to submit information in stages as production details are finalized

Community Relations and Complaint Resolution

Industry representatives were asked under what circumstances they feel that neighbouring landowners should receive notice of filming activities.



Respondents generally supported notifying neighbouring landowners where filming may create off-site impacts, including traffic disruption, road restrictions, nighttime activity, noise, lighting or other effects on surrounding properties.

When asked which perceived impacts most often require mitigation with area landowners, industry respondents indicated that the most common concerns raised by neighbouring residents are related to traffic, parking, road access, noise, lighting, and filming activities occurring outside typical hours of operation. Respondents noted that concerns generally arise when residents experience a direct impact from production activities, with traffic delays and nighttime lighting identified as the most frequent complaints.

In speaking with industry representatives, most respondents viewed the County's role as one of facilitation, oversight, and dispute resolution, becoming involved when concerns cannot be resolved between the production and residents, where there are impacts to public infrastructure or safety, or where filming activities do not comply with applicable requirements.

Key themes identified by industry respondents on community relations and complaint resolution, included:

- Traffic, parking, road access, noise, and lighting are the most common sources of concern for neighbouring residents.
- Early and ongoing communication helps reduce complaints and improve community relations.
- Productions should be the first point of contact for addressing concerns and implementing mitigation measures.
- The County should have a role in facilitating communication, providing oversight, and assisting with unresolved issues.
- County involvement is most appropriate where public safety, road use, bylaw compliance, or significant off-site impacts are involved.

Overall, industry respondents supported a collaborative approach that emphasizes communication and direct problem-solving, with the County serving as a resource and escalation point when concerns cannot be resolved through discussion between productions and residents.

Administration Fees

Most respondents indicated that a reasonable administrative fee could be acceptable if it supports timely processing, coordination and a knowledgeable point of contact. Respondents cautioned that fees should be transparent, proportionate to the complexity of the production and not create additional delays or administrative requirements.

Recurring Locations

Feedback from industry participants indicated that recurring filming locations are common, particularly for television series and productions that return to the same sites over multiple seasons. Some locations function as long-term filming hubs or "backlots," where sets may remain in place and filming activities occur over several years.

Recurring film sites may warrant a different approach than one-time filming locations, specifically where they are located in higher density areas. Participants also highlighted the importance of ensuring that recurring filming activities do not create unnecessary land use changes, additional taxation, or regulatory burdens for property owners hosting productions, as this could discourage future filming opportunities within the region.

Future Outlook and Policy Considerations

Industry respondents emphasized that a future framework should provide greater certainty, transparency and coordination while preserving the flexibility and responsiveness that currently attract productions to Foothills County. Priorities included a single point of contact, clear and accessible information, proportionate requirements, timely decisions and recognition of the employment, local spending and investment associated with filming.

Overall, industry feedback supported a clear and consistent framework focused on communication, coordination and issue resolution, without introducing unnecessary regulatory or administrative barriers.

A copy of the full responses received from Industry representatives is attached to this report as **Appendix C.**

SUMMARY OF KEY FINDINGS OF FULL CONSULTATION

This summary highlights the principal findings from the County's voluntary resident survey and consultations with film industry representatives.

90 resident survey responses	**8 industry participants**	**86% supported local film production**	**64% reported no filming impacts**

Survey participation was voluntary and results are not statistically representative of all County residents. Percentages refer to respondents to the relevant question

What We Heard

- **Broad support for film production.** Most resident respondents supported film and media production, citing local economic activity, employment opportunities and the promotion of Foothills County.
- **Impacts vary by location and experience.** Most respondents to the impacts question reported no impacts. Reported concerns were concentrated in areas experiencing recurring filming on one site..
- **Communication is a common priority.** Residents emphasized timely notice and clear information about potential impacts. Industry representatives emphasized a single County contact and coordinated communication.
- **Practical oversight is important.** Residents identified opportunities to improve traffic management, accountability and complaint resolution. Industry representatives favoured predictable, flexible processes proportionate to filming impacts.
- **Maintain a film-friendly approach.** Feedback from both groups supports clearer expectations while preserving the County's ability to accommodate film production and address potential effects on neighbouring properties.

KEY THEMES ACROSS THE ENGAGEMENT

Areas of Shared Interest

Although residents and industry representatives participated through separate engagement processes, common themes emerged. Both groups emphasized clear communication, identifiable contacts, and timely responses to concerns. Feedback also suggested that the level of County involvement should reflect the scale and potential impacts of filming activity.

Residents placed greater emphasis on advance notice, accountability and the management of recurring impacts such as traffic, noise and lighting.

Industry respondents placed greater emphasis on timely approvals, operational flexibility and avoiding unnecessary administrative or land-use requirements. Together, the findings support a proportionate framework that maintains a film-friendly environment while strengthening notice

Comparison of Resident and Industry Feedback

The following table summarizes the main priorities identified through the separate resident and industry engagement processes. It reflects feedback received and does not represent decisions on future County requirements.

THEME	RESIDENT FEEDBACK	INDUSTRY FEEDBACK
Communication and notification	Advance notice of filming where nearby properties may be affected; clear information about timing, location and anticipated impacts.	A single County point of contact, clear requirements and coordinated communication with relevant departments.
Traffic, access and other impacts	Management of traffic, road access, noise, lighting, privacy and repeated disruptions.	Early identification and coordination of traffic, parking, road access, noise and lighting impacts.
Approach to requirements	Clearer accountability where impacts occur, while some respondents cautioned against unnecessary regulation.	Timely, flexible and predictable requirements proportionate to the scale and potential impacts of production.
Recurring filming locations	Greater consideration of repeated impacts and compatibility with neighbouring residential uses.	Predictable processes for established locations, including potential longer-term approvals and notice of filming dates.
Concerns and resolution	Clear contacts and an effective process for reporting and resolving concerns.	Direct resolution between productions and residents, with County involvement where issues remain unresolved or involve public safety and infrastructure.

Note: Themes are qualitative summaries of survey responses and industry consultations; they are not rankings of importance.

HOW WE ARE RESPONDING — NEXT STEPS

Feedback from residents and industry representatives will inform Administration's consideration and preparation of a proposed film and media production framework for Council's consideration.

This What We Heard report will be presented to Council for information and made available to the public through the County website.

Council will consider the engagement findings alongside a proposed policy framework and provide directions on next steps.

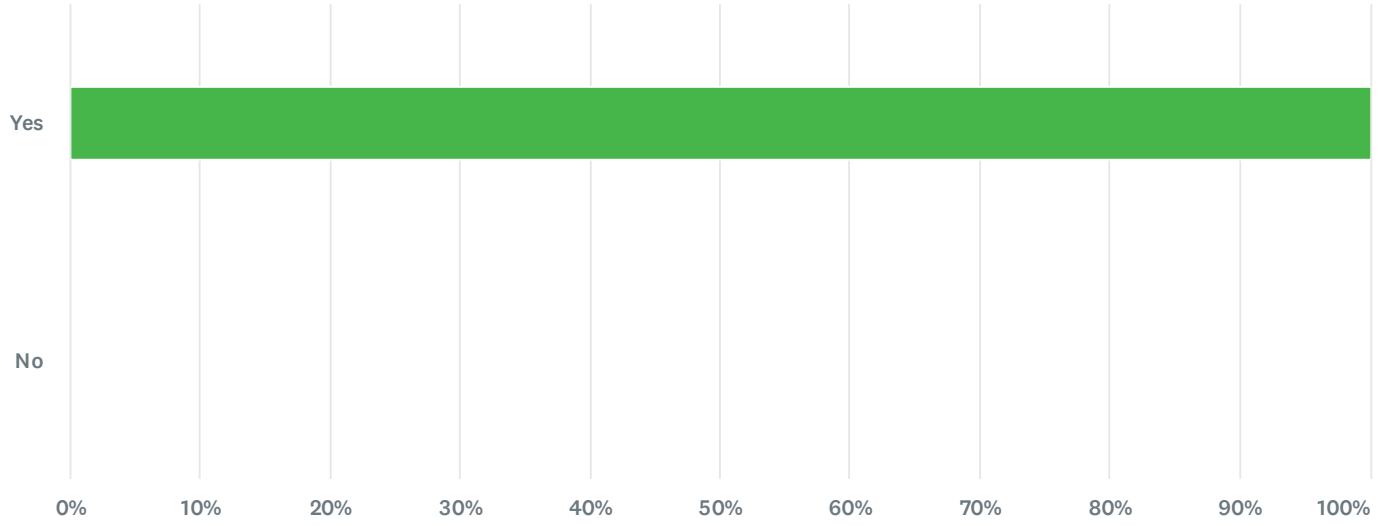
A non-statutory public meeting is anticipated in early January – February 2027 to provide residents and industry representatives with an opportunity to comment before Council makes decisions on future policies. Further refinement of the policy framework is anticipated following Council's consideration of resident and industry stakeholder feedback.

Here is the tentative project timeline:



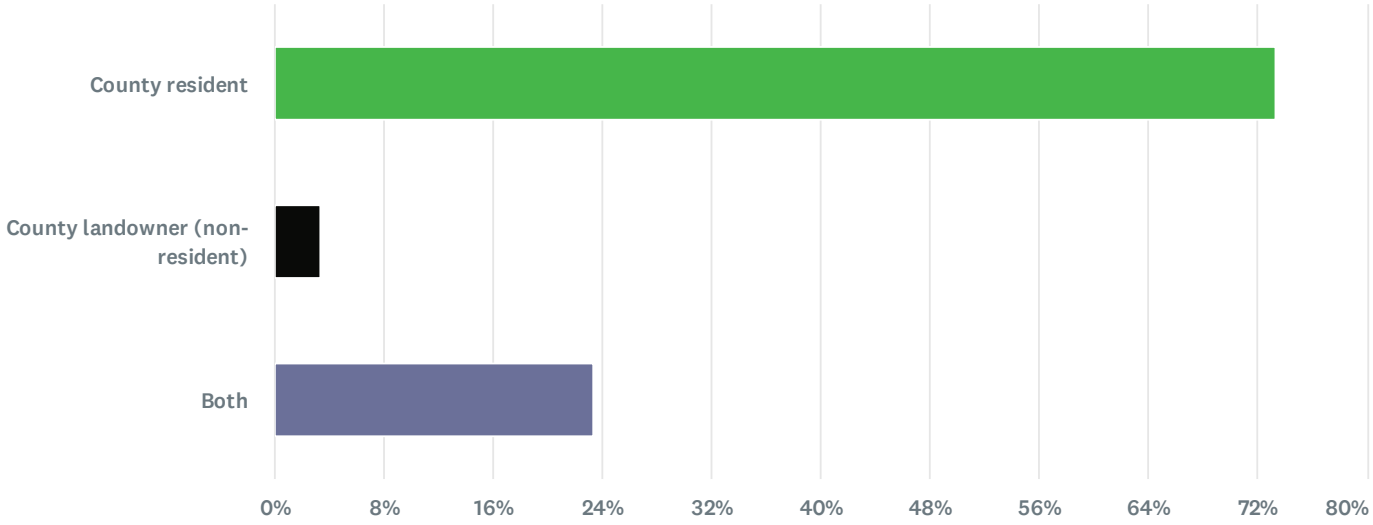
Q1 90 responses

Do you live or own land within Foothills County (excluding incorporated towns and cities)?



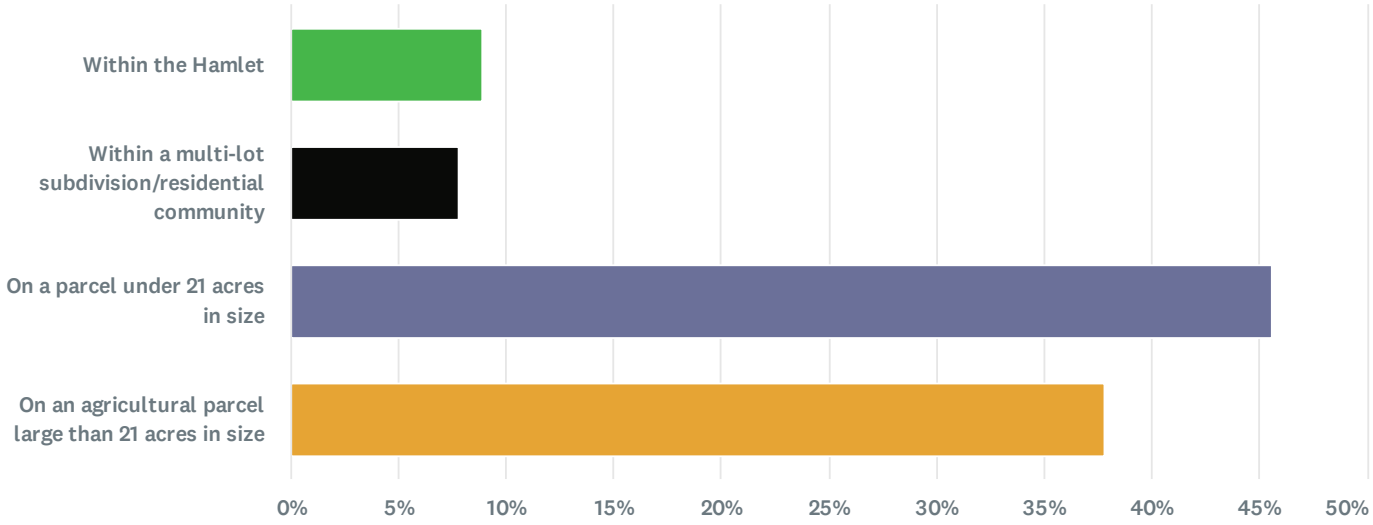
Q2 90 responses

Which best describes you?



Q3 90 responses

What kind of subdivision/land do you live in?



Q4 General area where you live?Please provide your postal code, general area of the County, or legal land description (optional)

Answered: 90 Skipped: 0

Please note: any legal descriptions or 911 addresses have been removed from the public document for privacy purposes.

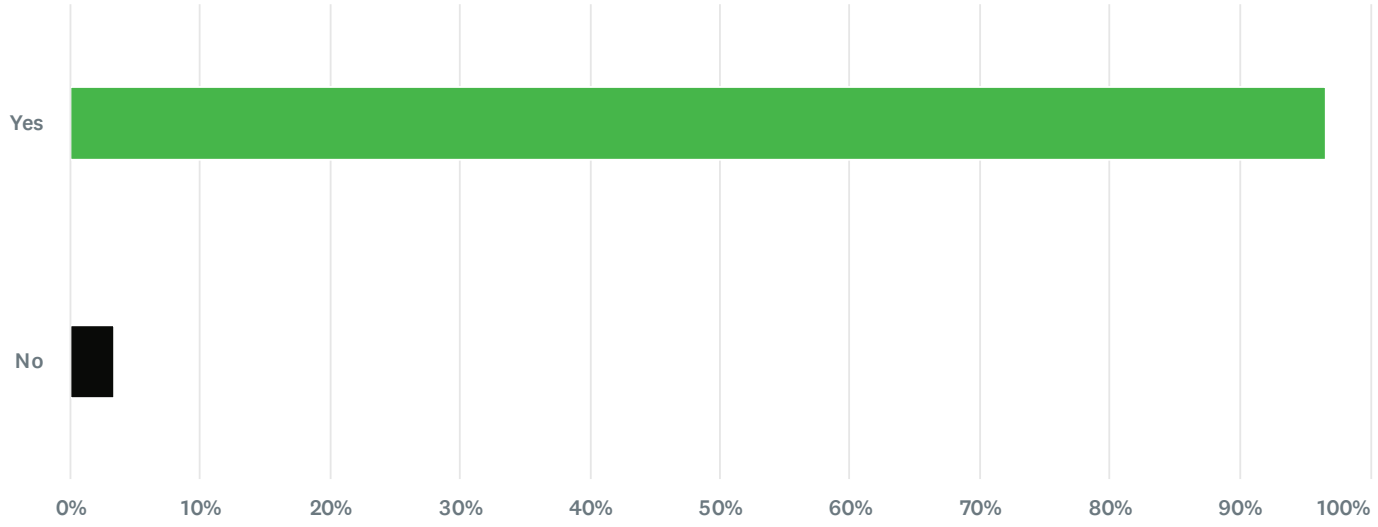
#	RESPONSES	DATE
1	East of Cayley T0L0P0	7/31/2026 4:18 PM
2	east of millarville	7/31/2026 2:42 PM
3	Highway 22 area	7/30/2026 6:19 PM
4	Longview	7/30/2026 5:53 PM
5	West or Nanton Alberta	7/30/2026 4:52 PM
6	Pine Ridge Estates	7/30/2026 2:42 PM
7	T0L 0K0 House is located on Pine Ridge Road	7/30/2026 1:24 PM
8	Foothills county near okotoks	7/29/2026 2:47 PM
9	T1S 4P5 North of Okotoks	7/29/2026 2:16 PM
10	De winton	7/29/2026 1:22 PM
11	T1S4P North of Okotoks5	7/29/2026 1:14 PM
12	Pine Ridge	7/29/2026 9:04 AM
13	Pineridge	7/29/2026 8:40 AM
14	T1s 0v8 Red Deer Lake Area	7/28/2026 1:48 PM
15	t1s3b7 Northeast of millarville	7/27/2026 1:25 PM
16	192 street east and hwy 552 northeast area of county	7/27/2026 1:12 PM
17	Highway 549	7/25/2026 3:34 PM
18	T0L 1H0 Longview	7/23/2026 8:52 PM
19	West of Millarville	7/22/2026 10:23 AM
20	T0L2A0Turner Valley	7/21/2026 9:14 PM
21	NE portion of Country	7/21/2026 5:38 PM
22	East of millarville	7/16/2026 5:09 PM
23	Gladys Ridge	7/16/2026 12:08 PM
24	T1S4A3 northeast corner	7/16/2026 8:02 AM
25	I live in the foothills and own commercial real estate at another location within foothills	7/15/2026 2:22 PM
26	T1S 3N2Heritage Pointe area	7/14/2026 12:33 PM
27	T0L0J0Blackie	7/13/2026 6:25 PM
28	T1S3K9Heritage Pointe Area	7/12/2026 4:36 PM
29	east district	7/12/2026 12:04 PM
30	T0L1K0 West of the hamlet of Millarville	7/10/2026 11:15 AM
31	T0L1K0 west of Millarville	7/10/2026 10:49 AM

32	Maple leaf Water co-op across from Aldersyde	7/10/2026 8:55 AM
33	T1s7a9	7/7/2026 2:59 PM
34	T0L 1K0	7/7/2026 2:38 PM
35	South West	7/6/2026 1:04 PM
36	T0L 1k0 OFF OLD MILL ROAD	7/5/2026 7:28 PM
37	In the hamlet	7/4/2026 12:48 PM
38	214 Ave W. T0L 0K0	7/4/2026 8:39 AM
39	Cayley - T0L 0P0	7/3/2026 4:12 PM
40	T0L2A0	7/3/2026 11:51 AM
41	Cayley area	7/3/2026 8:33 AM
42	T1S6A7	7/2/2026 6:33 PM
43	T0L1H0	7/2/2026 6:14 PM
44	T1S 6A5	7/2/2026 5:05 PM
45	T0L0H0	7/2/2026 3:29 PM
46	Blackie	7/2/2026 2:35 PM
47	T1S 6C9 east of Diamond valley	7/1/2026 10:49 AM
48	T1S 1X3	7/1/2026 10:47 AM
49	T0L 1A0	7/1/2026 8:24 AM
50	T0L 0P0	7/1/2026 6:33 AM
51	T0L 0P0	6/30/2026 10:32 PM
52	T0L 0J0	6/30/2026 8:47 PM
53	T1S 7B5 Just West of Hwy 552 and Hwy 549,North side of Hwy 549 West	6/30/2026 12:19 PM
54	Pine Ridge Estates T0L0K0	6/30/2026 11:33 AM
55	NW High River	6/30/2026 8:36 AM
56	T0L 0P0	6/30/2026 7:31 AM
57	Millarville	6/29/2026 9:14 PM
58	Foothills	6/29/2026 8:07 PM
59	Pridddis area	6/29/2026 7:10 PM
60	5 km west of High River. T1V 1P3	6/29/2026 7:02 PM
61	T1S2N1	6/29/2026 7:00 PM
62	T1S 4R2	6/29/2026 6:45 PM
63	T0L1K0	6/29/2026 6:34 PM
64	South of Spruce Meadows	6/29/2026 6:28 PM
65	T1s0r3	6/29/2026 6:33 PM
66	Heritage Pointe	6/29/2026 6:25 PM
67	T1s4b7	6/29/2026 6:10 PM
68	Diamond Valley area	6/29/2026 5:41 PM
69	West of turner valley	6/29/2026 1:36 PM

70	Near the racetrack	6/29/2026 10:48 AM
71	T0L 1KO	6/28/2026 7:27 AM
72	T0l0a0	6/27/2026 6:33 PM
73	Pine Ridge Estates	6/27/2026 12:35 PM
74	T1S 3X7 - north of Saskatoon Farm	6/27/2026 11:57 AM
75	Pineridge	6/27/2026 9:14 AM
76	Pineridge	6/26/2026 4:08 PM
77	T0L-0K0,	6/26/2026 12:18 PM
78		6/26/2026 9:57 AM
79	T1S 3k1	6/26/2026 10:16 AM
80	Pine Ridge Dr. W.	6/26/2026 9:33 AM
81	T0L 0P0	6/25/2026 9:09 PM
82	T0L0P0	6/25/2026 8:10 PM
83	T0L0P0	6/25/2026 8:08 PM
84	T0L0P0	6/25/2026 8:01 PM
85	Cayley, on 658 Ave	6/25/2026 7:51 PM
86	southwest of okotoks	6/25/2026 3:18 PM
87	Blackie	6/25/2026 9:17 AM
88	t1v 1n2	6/24/2026 6:05 PM
89	T0L1H0	6/24/2026 5:41 PM
90	Okotoks	6/24/2026 4:27 PM

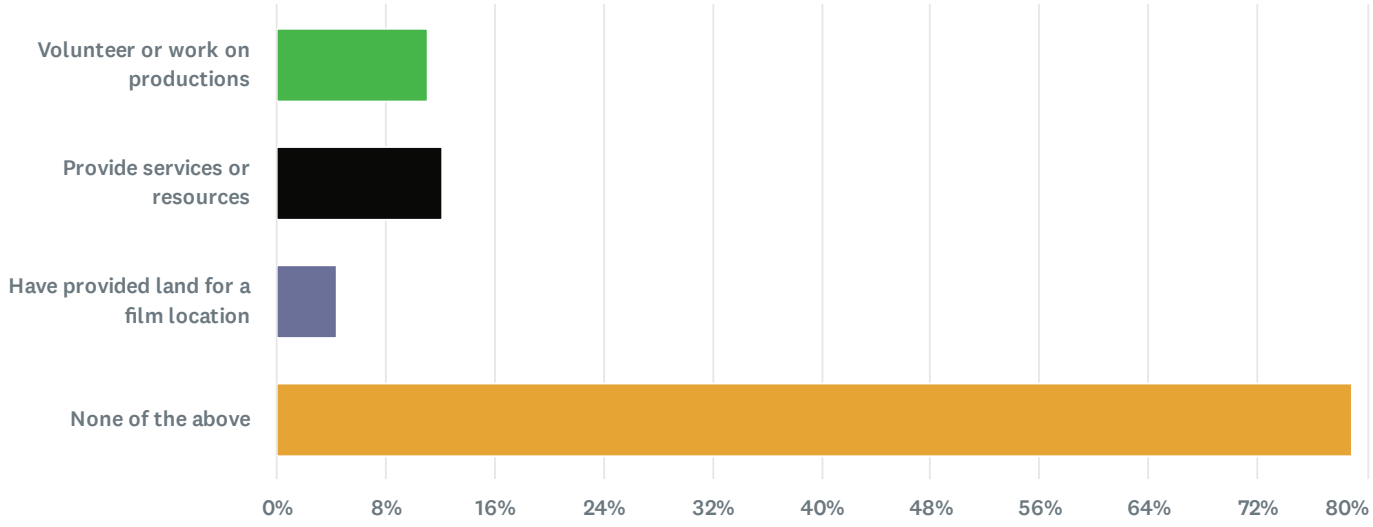
Q5 90 responses

Are you aware that film and media production occurs in Foothills County?



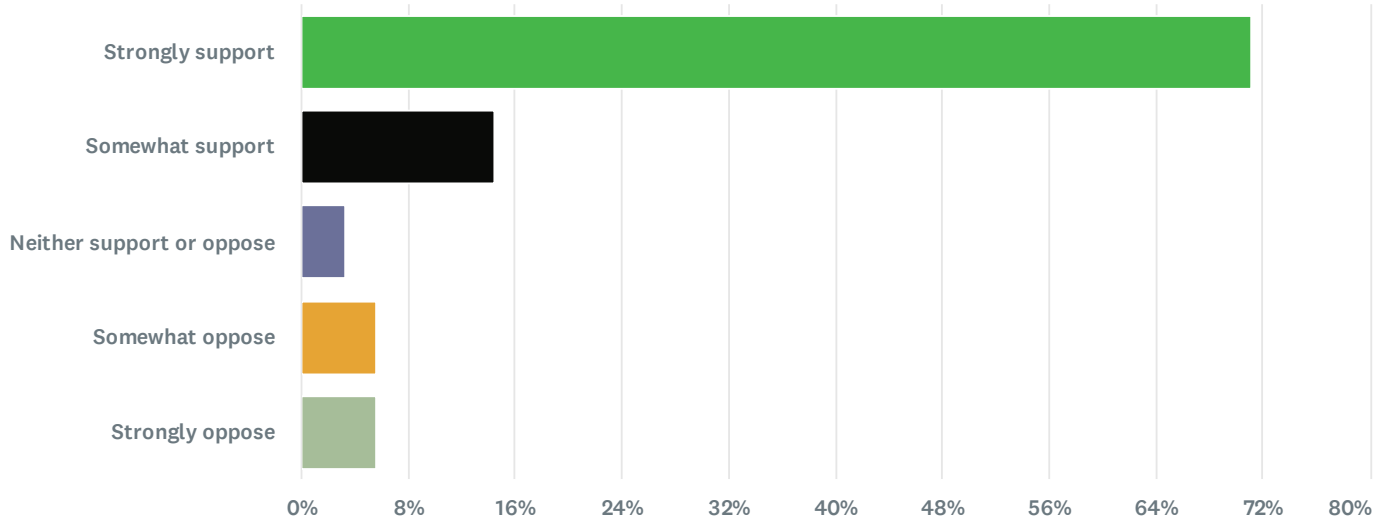
Q6 90 responses

Do you currently participate in local film production? (Select all that apply)



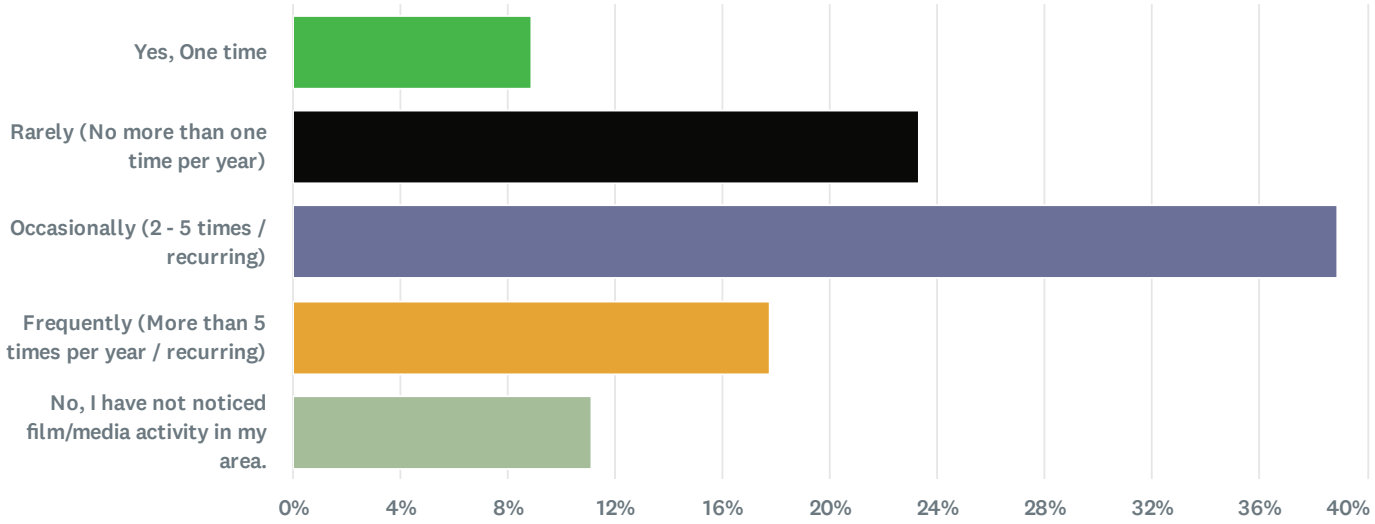
Q7 90 responses

Do you support local film production?



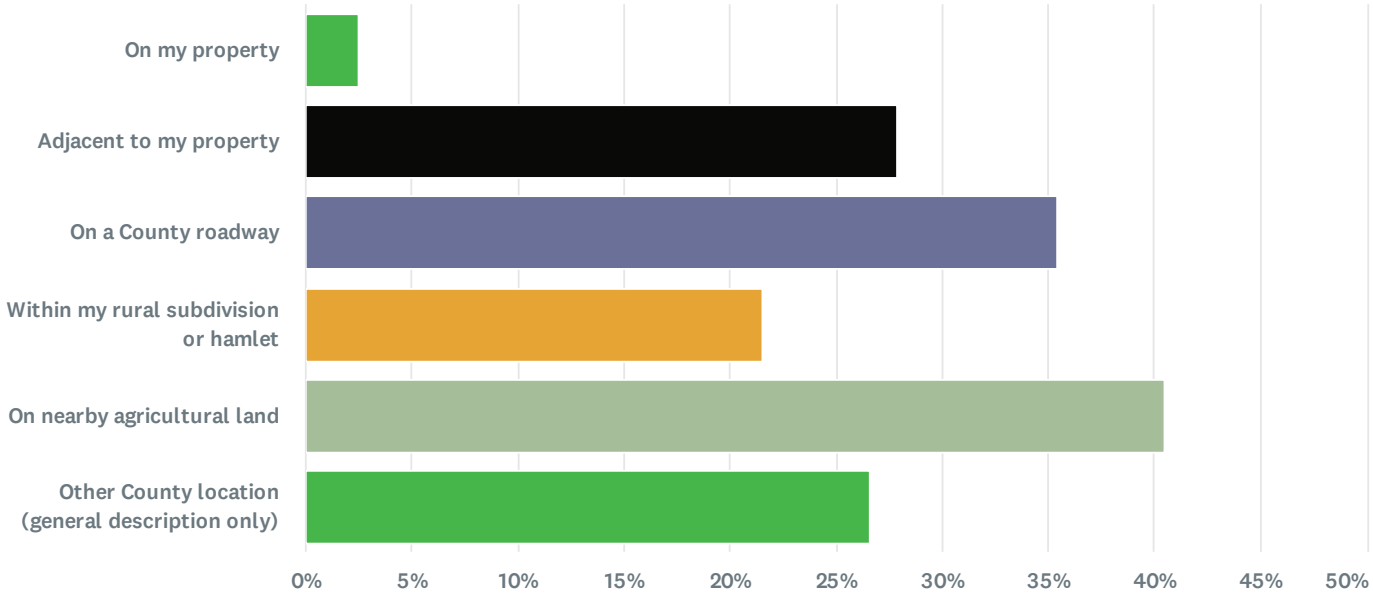
Q8 90 responses

Have you personally noticed film/media activity near your property or community? If yes, approximately how often?



Q9 79 responses

Where did the film/media activity occur? (Select all that apply)



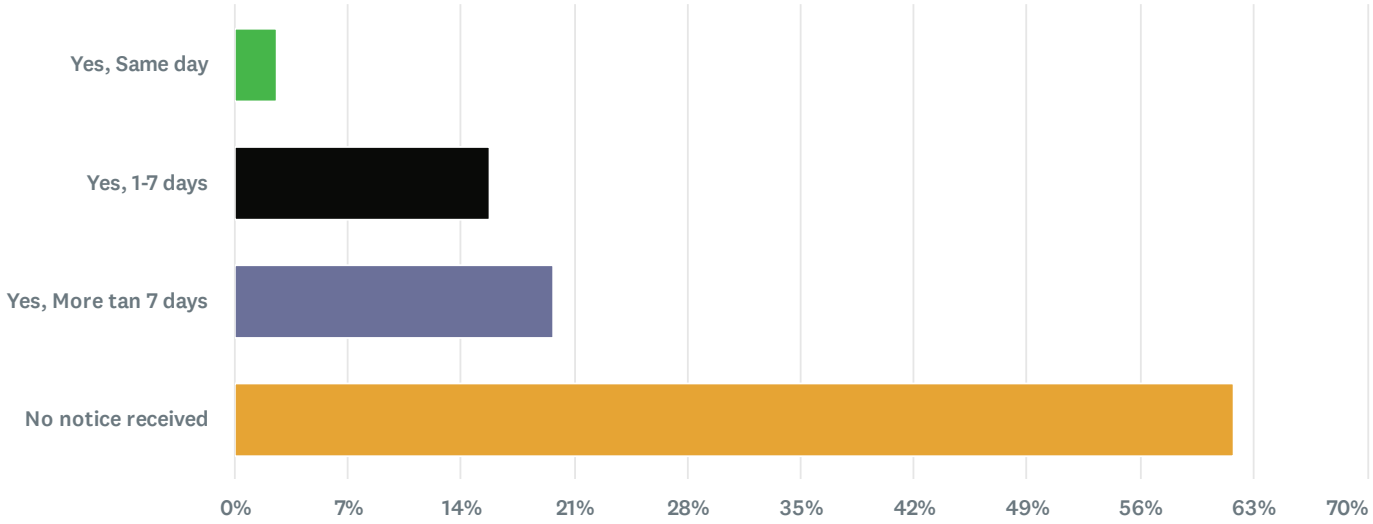
Answer Choices	Percentage	Responses
On my property	2.53%	2
Adjacent to my property	27.85%	22
On a County roadway	35.44%	28
Within my rural subdivision or hamlet	21.52%	17
On nearby agricultural land	40.51%	32
Other County location (general description only)	26.58%	21
Total		**122**

#	OTHER COUNTY LOCATION (GENERAL DESCRIPTION ONLY)	DATE
1	The Cayley Flying ranch formally known as AJ Flying Ranch, now owned by Mercedes Benz downtown Calgary M	7/31/2026 4:26 PM
2	Heartland locations	7/31/2026 2:45 PM
3	within hamlet, within ag society property	7/30/2026 6:23 PM
4	High river and okotoks	7/29/2026 1:23 PM
5	I've seen film crews lots especially around high River	7/29/2026 1:15 PM
6	Around the nearest towns	7/21/2026 9:16 PM

7	MRAS	7/16/2026 5:11 PM
8	the old run way, I know of the location by springbank dam	7/15/2026 2:24 PM
9	Millarville Race Track	7/10/2026 11:18 AM
10	in the hamlet	7/7/2026 2:39 PM
11	HEARTLAND SET	7/5/2026 7:30 PM
12	Helicopter activity over my property	7/4/2026 8:40 AM
13	Millarville Racetrack	7/2/2026 5:06 PM
14	Town of High River	7/2/2026 2:36 PM
15	Millarville	7/1/2026 10:50 AM
16	In town, Okotoks	7/1/2026 10:49 AM
17	neighboring property in which all traffic has to pass my property	6/30/2026 10:33 PM
18	Millarville arena	6/29/2026 9:16 PM
19	Millarville Racetrack	6/29/2026 6:36 PM
20	In High River	6/25/2026 7:52 PM
21	Priddis area	6/24/2026 6:07 PM

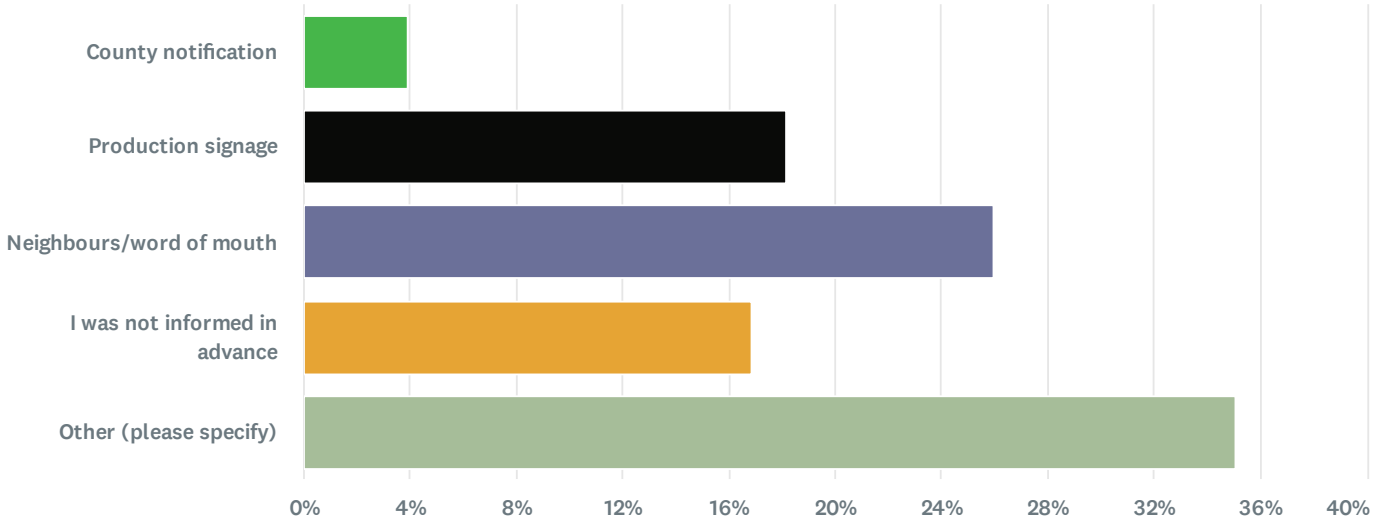
Q10 76 responses

Were you notified in advance of film/media activity near your home or property? If yes, how much notice did you receive?



Q11 77 responses

How did your first learn about film/media in your area?



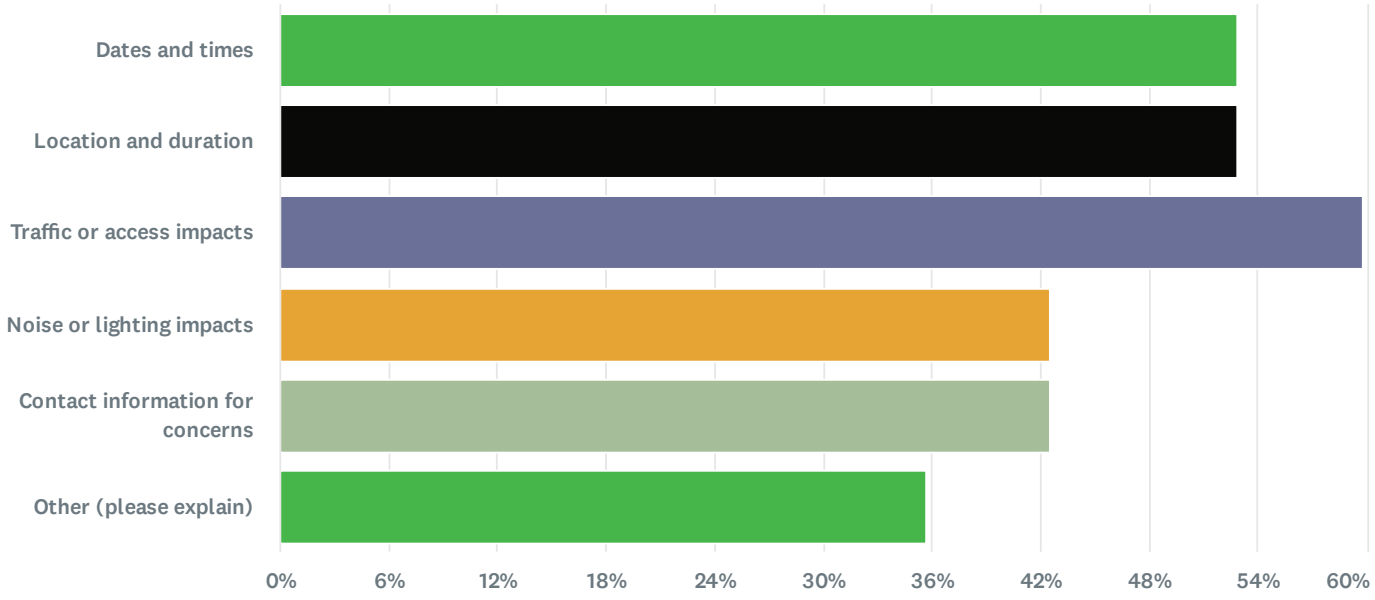
Answer Choices	Percentage	Responses
County notification	3.90%	3
Production signage	18.18%	14
Neighbours/word of mouth	25.97%	20
I was not informed in advance	16.88%	13
Other (please specify)	35.06%	27
Total		**77**

#	OTHER (PLEASE SPECIFY)	DATE
1	Visually saw 1 km + lineup proceeding westward on 658 Ave East to turnoff onto #2 hwy.	7/31/2026 4:31 PM
2	when it was occurring, signage, or caution with filming in progress	7/30/2026 6:28 PM
3	A few occasions by the production company, otherwise no notification	7/29/2026 8:46 AM
4	observed	7/25/2026 3:36 PM
5	Came by to chat	7/23/2026 8:53 PM
6	On going issues for the last 20 years	7/21/2026 5:41 PM
7	In the Western Wheel, and production signage	7/10/2026 11:19 AM
8	Came upon production controlling traffic safely and efficiently through end to end communication. Only a small delay.	7/10/2026 10:53 AM
9	I know some actors and set staff	7/7/2026 2:41 PM

10	This should be multiple choice. Many times by word of mouth, occasionally by a flyer taped to my gate and once in person by the individual delivering flyers	7/4/2026 8:42 AM
11	Saw the equipment moving in, then talking to neighbors	7/3/2026 8:36 AM
12	Work In industry	7/2/2026 6:16 PM
13	Don’t need to be notified if not on my land. Have no issues with filming going on.	7/2/2026 3:30 PM
14	We haven’t heard anything, but nothing close to us	7/1/2026 10:51 AM
15	newspaper, media	7/1/2026 10:49 AM
16	from a film agent	7/1/2026 8:26 AM
17	One time we were notified by a flyer 2 days prior, the next we were not informed.	6/30/2026 10:34 PM
18	I work in the photo, film and tv industry.	6/30/2026 12:21 PM
19	Facebook community group after one resident received notice	6/30/2026 11:35 AM
20	Local paper	6/29/2026 7:02 PM
21	Work in the industry	6/29/2026 6:46 PM
22	Saw them	6/29/2026 6:11 PM
23	Notification has improved since the first filming in our area 8 years ago	6/27/2026 9:16 AM
24	Some we were notified for, others we were not	6/26/2026 4:09 PM
25	Some productions give notice, in most cases they do not.	6/26/2026 9:37 AM
26	Knocked on my door	6/25/2026 8:12 PM
27	drove by and noticed it so no need to be notified	6/24/2026 6:08 PM

Q12 87 responses

What information would you like to receive when film/media is planned? (check all that apply)



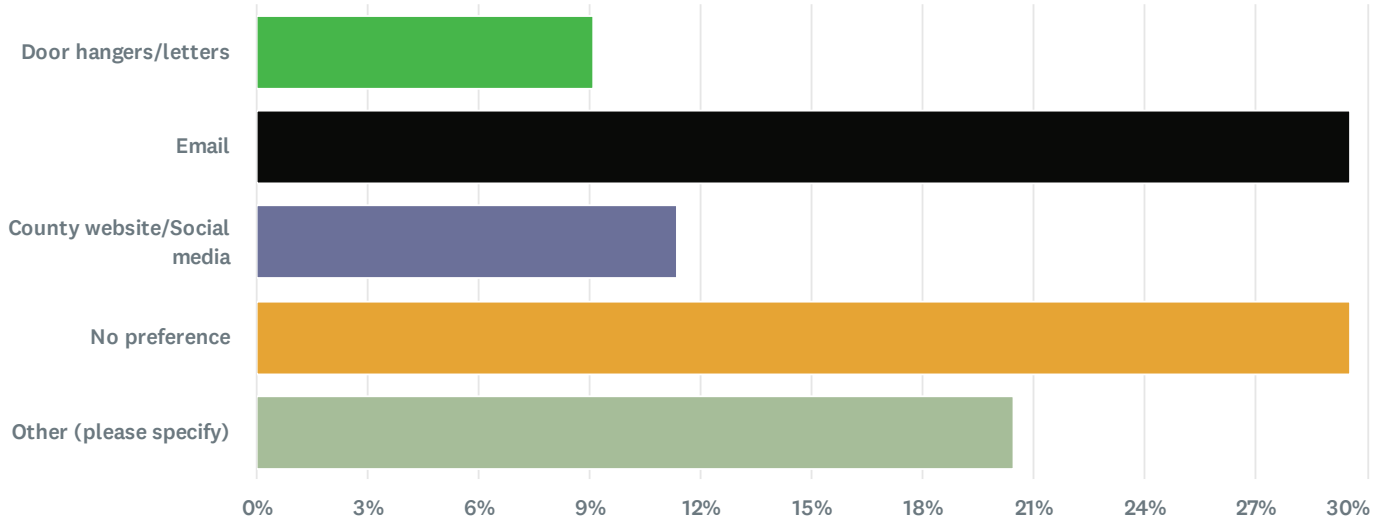
Answer Choices	Percentage	Responses
Dates and times	52.87%	46
Location and duration	52.87%	46
Traffic or access impacts	59.77%	52
Noise or lighting impacts	42.53%	37
Contact information for concerns	42.53%	37
Other (please explain)	35.63%	31
Total		**249**

#	OTHER (PLEASE EXPLAIN)	DATE
1	Prefer that there is zero filming because of Safety concerns, This concern was also brought to Foothills County late last year.	7/31/2026 4:37 PM
2	If they need me in the act.	7/31/2026 2:47 PM
3	I am not supporting Film/Media Production in Residential area at all	7/30/2026 2:43 PM
4	Number of people involved, number of vehicles accessing adjacent property	7/30/2026 1:28 PM
5	Unless I'm directly close I don't feel that I need any information.	7/29/2026 1:16 PM

6	N/a	7/27/2026 1:28 PM
7	none necessary	7/27/2026 1:14 PM
8	What is the name of the show filming	7/23/2026 8:54 PM
9	No need for notices. Please do not create needless paperwork and oversight.	7/16/2026 5:13 PM
10	NA	7/16/2026 12:10 PM
11	none	7/16/2026 8:08 AM
12	my road was adjacent to the road that went to the air ranch. 626 ave was used and torn up constantly by their large trucks and trailers	7/15/2026 2:25 PM
13	None- never had any issues	7/12/2026 4:37 PM
14	i dont need any information	7/12/2026 12:05 PM
15	General location and duration is good. They may require some discrepancy because notifications can draw a crowd, which makes it difficult all around for filming and residents!	7/10/2026 11:22 AM
16	Think about how much money productions bring to the local economy and cut your fellow Albertans some slack and let everyone earn a living.	7/10/2026 10:56 AM
17	It is pretty obvious so I don't need to know.	7/7/2026 2:41 PM
18	I DO NOT FEEL THE NEED TO BE NOTIFIED	7/5/2026 7:30 PM
19	Any restrictions placed on the company by the County	7/4/2026 8:43 AM
20	No concerns	7/2/2026 6:16 PM
21	We don’t need any notifications. We love the film industry!	7/2/2026 5:07 PM
22	I don’t need contact unless they ate using my lamd. Quit trying to over regulate everything.	7/2/2026 3:32 PM
23	more advanced notification	6/30/2026 10:35 PM
24	None	6/29/2026 9:17 PM
25	Non required	6/29/2026 6:46 PM
26	I don’t need to be notified. They have never disrupted my activities and the county should be very careful about imposing unnecessary notification requirements.	6/29/2026 6:39 PM
27	use of loud diesel generators and lights and even use of helicopters to fly in snow (seriously!)	6/26/2026 4:10 PM
28	All of the above.	6/26/2026 12:20 PM
29	How to oppose any disruption	6/26/2026 10:00 AM
30	Nothing	6/25/2026 8:08 PM
31	None	6/25/2026 8:02 PM

Q13 88 responses

What would be your preferred way to receive notice?



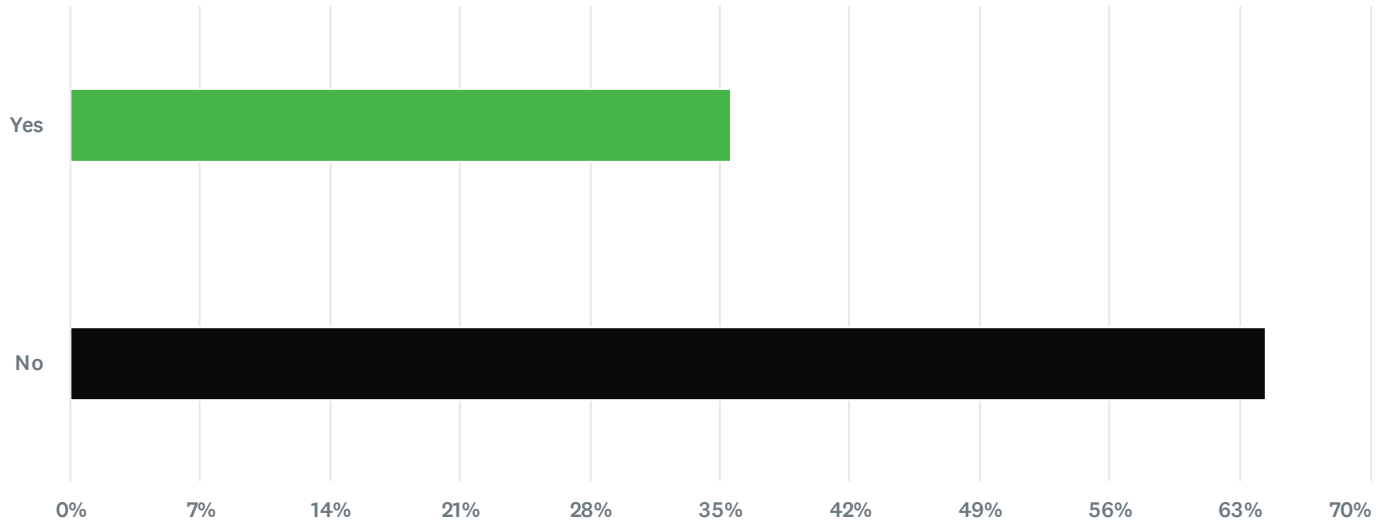
Answer Choices	Percentage	Responses
Door hangers/letters	9.09%	8
Email	29.55%	26
County website/Social media	11.36%	10
No preference	29.55%	26
Other (please specify)	20.45%	18
Total		**88**

#	OTHER (PLEASE SPECIFY)	DATE
1	gate/property edge hanger/letter without trespassing + County social media notice for bigger impacts	7/30/2026 6:36 PM
2	Area signage	7/29/2026 1:25 PM
3	No notices necessary!	7/16/2026 5:14 PM
4	NA	7/16/2026 12:10 PM
5	not applicable	7/16/2026 8:08 AM
6	Not sure. Cost effectiveness and efficiency woukd be key. For rural homeowners i find the Western Wheel is a great source of information. For the urban areas, email.	7/10/2026 11:25 AM
7	County newspaper should be adequate but email would also work but be more of a pain than the productions themselves.	7/10/2026 10:59 AM

8	I like the idea of door hanging for those immediately affected. But only if there will be noticeable occurances - car racing, gun shots, late night filming etc. Just affecting traffic is not a big enough deal to warrant it. We have traffic interuption all the time from construction, accidents, maintenance etc.	7/10/2026 9:00 AM
9	I think it is better not to blab it to everyone. It just attracts unnecessary attention and crowds.	7/7/2026 2:42 PM
10	By mail by the County- when you approve a permit send out a development permit type of mail out, same radius to those affected.	7/4/2026 8:45 AM
11	None of the above	7/2/2026 3:32 PM
12	Letters to mailbox already get to much junk dont need more.	6/30/2026 8:52 PM
13	I think this could be situation dependent on the proximity of the production to residents.	6/30/2026 12:23 PM
14	Email and physical notice/letter	6/30/2026 11:35 AM
15	Local newspaper	6/30/2026 8:40 AM
16	I prefer NOT to be notified	6/29/2026 6:40 PM
17	notice in Wester Wheel and notice in mail not email - we live out in the boonies and we will see these notices	6/27/2026 12:00 PM
18	Door hangers/letters, also signs on the road with relavent information.	6/26/2026 12:22 PM

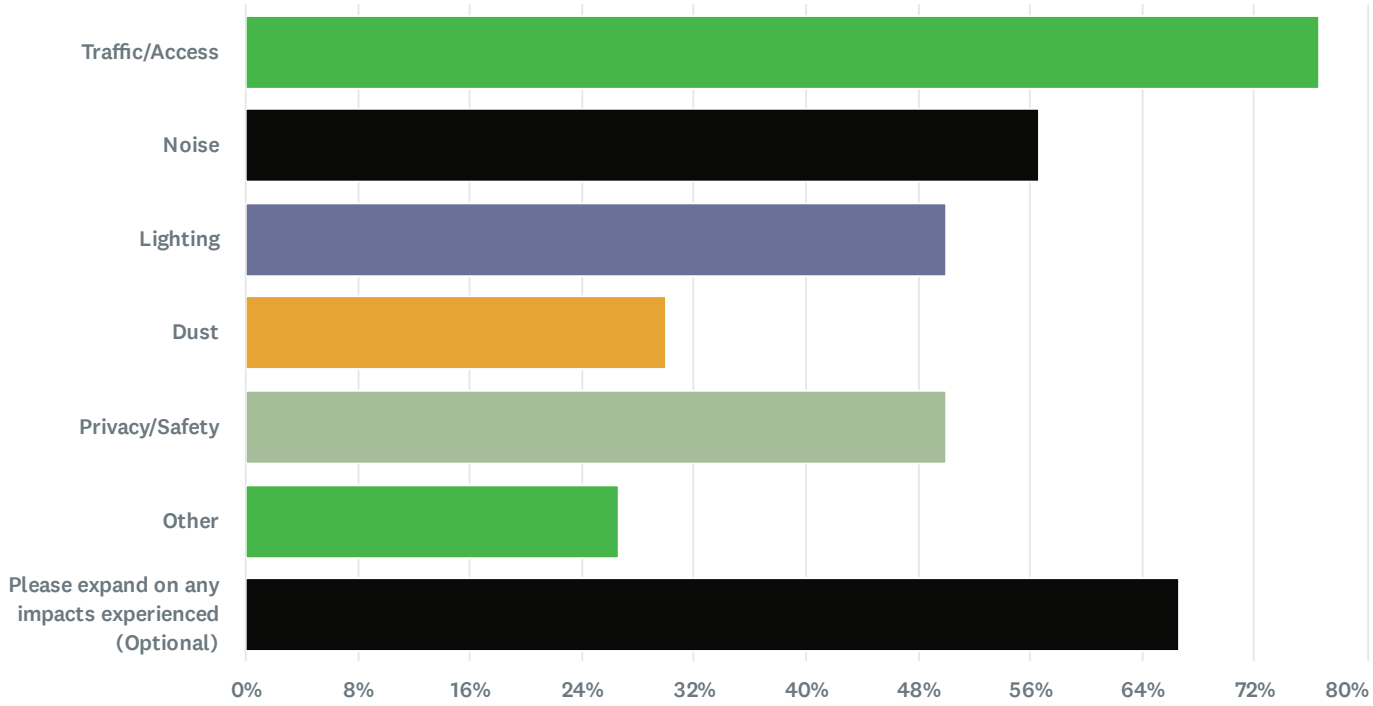
Q14 87 responses

Did you experience any impacts as a result of film/media activity?



Q15 30 responses

If you answered yes, what impacts did you experience? (Select all that apply)



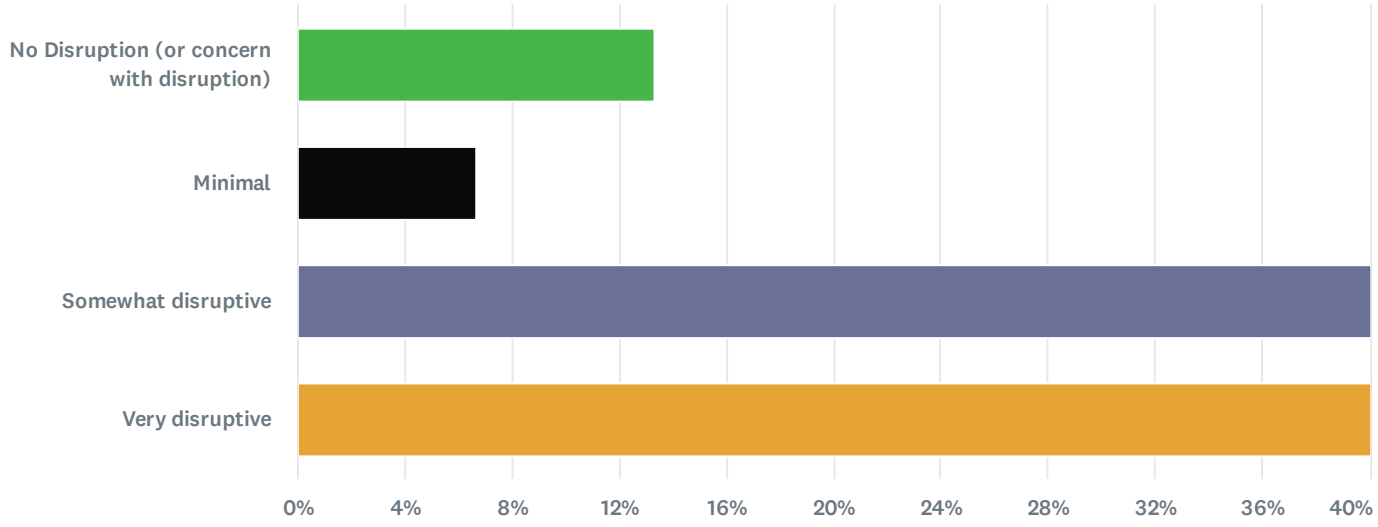
Answer Choices	Percentage	Responses
Traffic/Access	76.67%	23
Noise	56.67%	17
Lighting	50.00%	15
Dust	30.00%	9
Privacy/Safety	50.00%	15
Other	26.67%	8
Please expand on any impacts experienced (Optional)	66.67%	20
Total		**107**

#	PLEASE EXPAND ON ANY IMPACTS EXPERIENCED (OPTIONAL)	DATE
1	See previous comment regarding complaint	7/31/2026 4:39 PM
2	blocked access to something planned	7/30/2026 6:36 PM

3	Speeding, Strangers, Privacy, No Respect to residents, blocking neighbours driveways	7/30/2026 2:43 PM
4	Road damage, speeding, driveway blocked, trespassing	7/30/2026 1:29 PM
5	Great friendly atmosphere	7/29/2026 2:21 PM
6	It was actually a positive impact because of the filming it allowed my family to receive economic gain	7/29/2026 1:26 PM
7	Trespassing on private property, speeding, noise/light throughout the night	7/29/2026 9:08 AM
8	Speeding on roadways, trespassing on private property, not following bylaws	7/29/2026 8:49 AM
9	increased sales of our product	7/27/2026 1:14 PM
10	Been impacted by extremely bright lights illuminating my property at night into early morning. Been necessary to visit site on occasion and/or make requests for contacts to resolve issues.	7/21/2026 5:48 PM
11	our road which is has a low load % for heavy trucks was used constantly by the filming crew that caused many issues on the road	7/15/2026 2:27 PM
12	The traffic/access was very well managed and safety oriented. Signage was good, attendant was present, time impact was minimal. Lighting is a good indication rurally filming is going on. It is obvious but I can not say it is troublesome.	7/10/2026 11:28 AM
13	Traffic signs not cleaned up on my property, I live on the corner of 762/214 and I'm usually fishing out some sign from the ditch or a traffic cone after they leave. Speeding is a REAL issue on 40 KPH roads.	7/4/2026 8:47 AM
14	M mail box is adjacent to film site and film people searched my mail	7/1/2026 6:37 AM
15	imence amount of traffic, large semi trucks, loud, speeding, continuous and very late at night when leaving the filming area	6/30/2026 10:37 PM
16	Spot light directed into my home, driveway blocked by crew vehicles, crews attempting to stop my access to and from my own property, generator running all night, positioned directly next to my home, next to spotlights, despite the property being used being over 80 acres	6/30/2026 11:37 AM
17	Provides income to businesses and attracts visitors to our town	6/30/2026 8:41 AM
18	All impacts have been Positive! They add significant $$ to the local economy and employ many Foothills residents	6/29/2026 6:42 PM
19	helicopters flying overhead repeatedly	6/26/2026 4:11 PM
20	They have impacted the quiet enjoyment of my property.	6/26/2026 10:37 AM

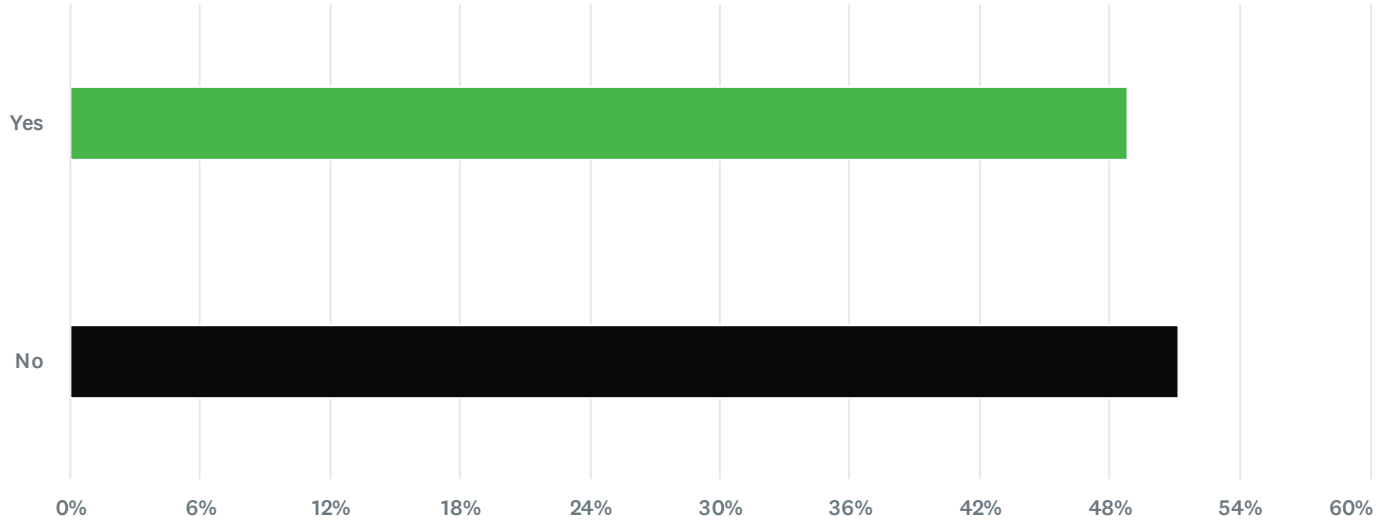
Q16 30 responses

How would you rate the overall level of disruption?



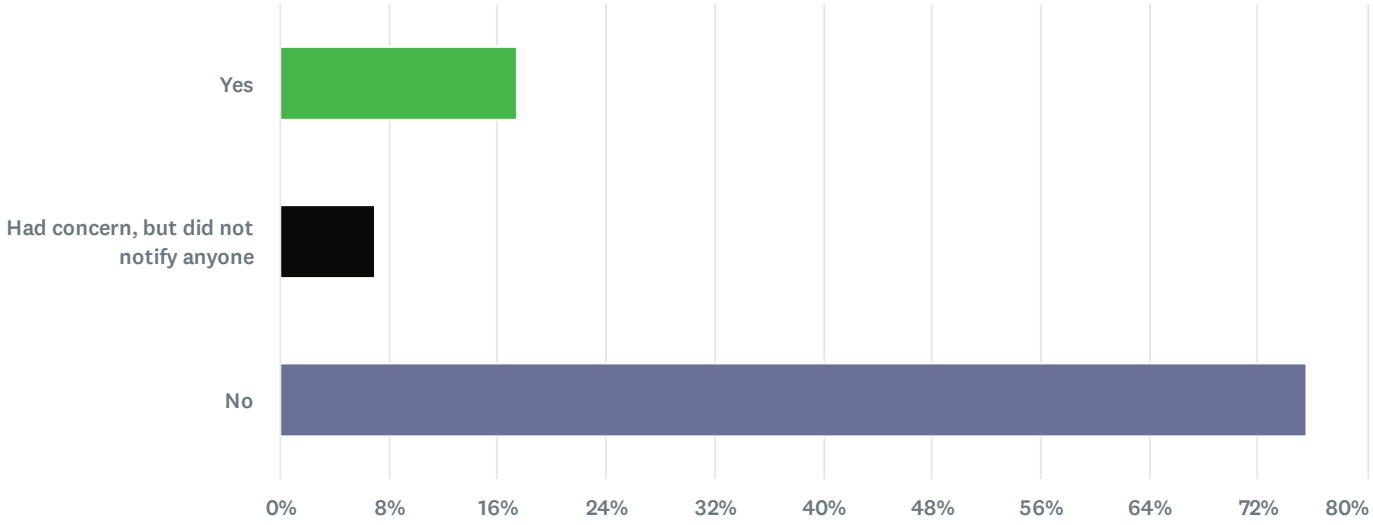
Q17 86 responses

Do you know who to contact if you had a concern during film/media activities?



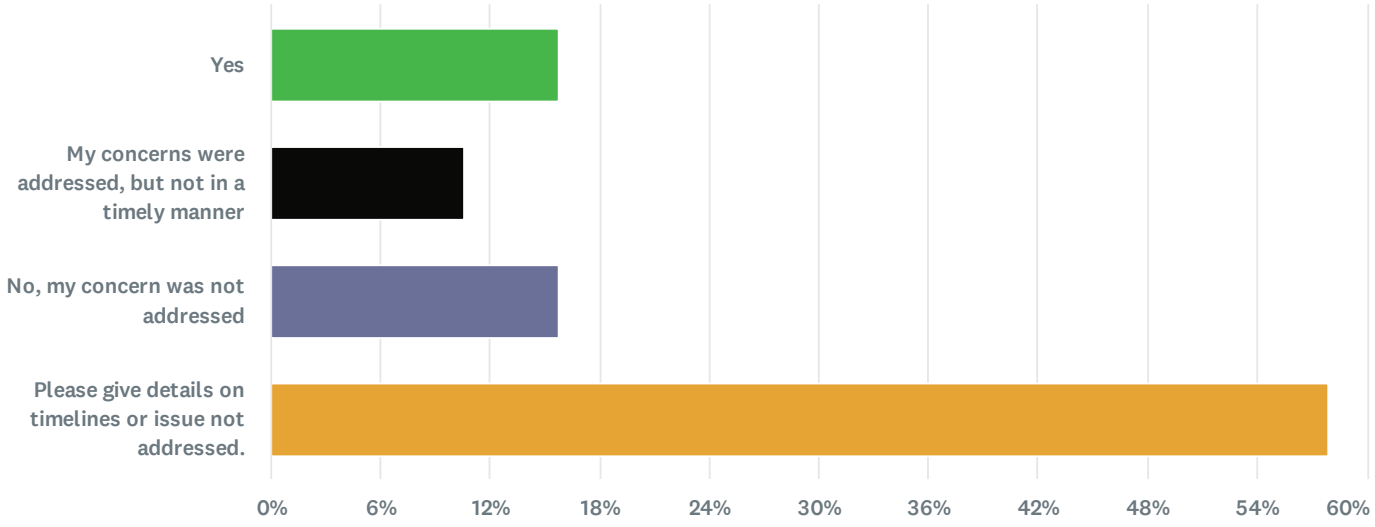
Q18 86 responses

Have you raised a concern about film/media activity in your area?



Q19 19 responses

Was you concern addressed in a timely manner?



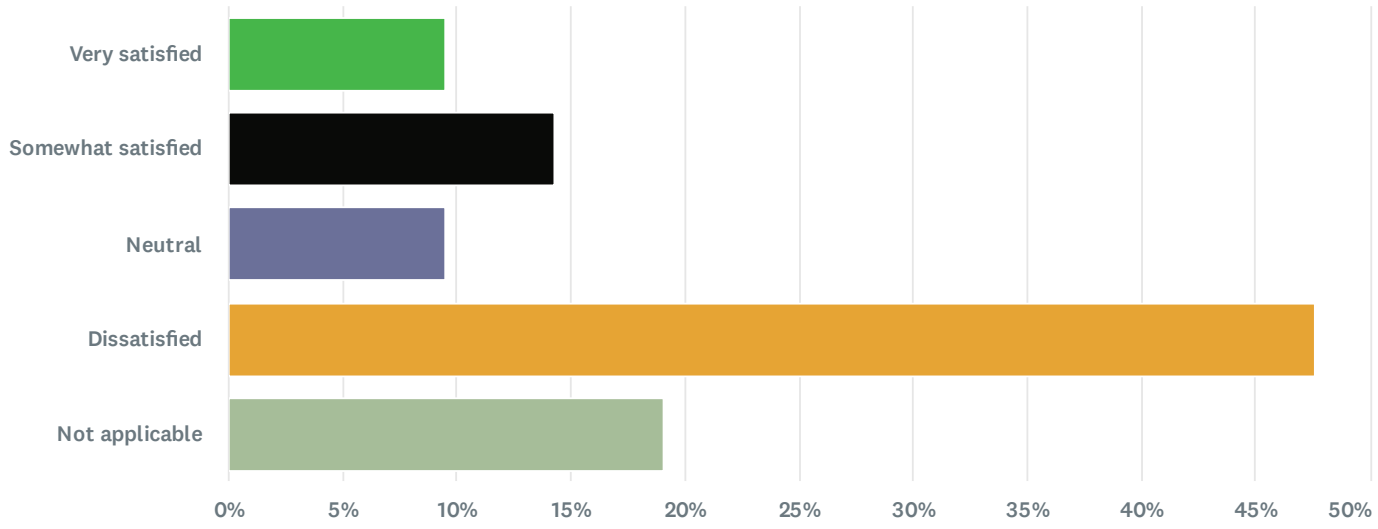
Answer Choices	Percentage	Responses
Yes	15.79%	3
My concerns were addressed, but not in a timely manner	10.53%	2
No, my concern was not addressed	15.79%	3
Please give details on timelines or issue not addressed.	57.89%	11
Total		**19**

#	PLEASE GIVE DETAILS ON TIMELINES OR ISSUE NOT ADDRESSED.	DATE
1	The filming is still ongoing every year - up to 3-5 times a year and lasting multiple days per project. I don't know if there was a stop order issued or not.	7/30/2026 2:56 PM
2	A company that operates a film location rental business purchased the property beside us. They are using the lack of filming regulation in Foothills County to operate a for profit business with a level of disruption to neighbours that would not be allowed for any other type of business.	7/30/2026 1:43 PM
3	County or film rep responded but nothing was done at the time. Just apologized after the fact.	7/29/2026 9:09 AM
4	Work to a resolution with that film project, then more often than not the next film project is back to square one. Been 20 years more or less of issues with bright lights. To be fair, it is better than it used to be. That said, I had to drive to location about a month ago to inform site attendant of a lighting disturbance	7/21/2026 5:59 PM
5	How do you know to give concern when you don't know who or what is creating the issue? Unless I jump in a vehicle to follow a truck I have no clue where its going down the road	7/15/2026 2:29 PM
6	The filming company did not address the heavy volume, noise and disruption, no way they	6/30/2026 10:40 PM

	could unless they stopped the filming. The MD responded to a few calls very promptly , took photos and listened to the neighbors concerns, with regard to traffic, congestion, pile ons etc	
7	I received notice, spoke to the site supervisor, and had issues addressed the day after the issues with spotlights and noise. With previous filming activities, not notice was provided, no contact person identified, and no issues were addressed when communicated directly to the company.	6/30/2026 11:42 AM
8	While filming was occurring there was a lot of vehicles parked on the road, some of them idling for hours at a time. On another occasion, they parked some distance away, but then had continual shuttle traffic running up and down our normally quiet road. Noise and dust associated with these vehicles. Exhaust pollution associated with the idling vehicles. While filming on the road, they had people stationed at our driveway preventing us from exiting our own property. There has been lots of bright lighting late into the night for night-time shooting. This happened on a number of occasions, about 3-8 years ago	6/27/2026 12:44 PM
9	county has been good, production company and landowner have not been good	6/26/2026 4:12 PM
10	Some concerns were addressed. But in this particular scenario there are still many issues that are not resolved. The owner of the land is an absentee landowner, who purchased this land for the specific use of filming. He runs a business in Edmonton called Film Alberta Studios, that was company on title when this property was originally purchased. This land is zoned Agricultural, however, his sole intent is to use this property for commercial purposes, whether that be filming, a retreat, a VRBO, or a bed and breakfast. I could go on for pages here, the short version is that land owner is not honest to his neighbors, nor the county, virtually every neighbor is not in alignment with this situation. He is lying to all to try and accomplish his ultimate goal, a commercial film studio location. I could be wrong, however, it feels like the MD is giving this individual/corporation too much slack.	6/26/2026 12:40 PM
11	The film people continue to film with complete disregard for the neighbours.	6/26/2026 10:57 AM

Q20 21 responses

How satisfied were you with the response?



Q21 How do you feel the response could have been approved upon?

Answered: 17 Skipped: 73

#	RESPONSES	DATE
1	By not allowing Mercedes Benz an appeal after a denial decision had been made.	7/31/2026 4:45 PM
2	Susan Oel came once to witness the filming. It was great to see that she took her time to address our concerns with filming. We asked if the by law could change some policies. Its shocking that there is still nothing being implemented by the county to protect the neighbours/neighbourhood from filming. The landowner lets the filming industry do whatever they wish and the landowner (who doesn't even live on his property to witness all the disturbance of the filming) is just relaxing in his home in Edmonton and collecting a lot of $$$ in his pockets, but the neighbours are the ones who are affected by this disturbance of the filming.	7/30/2026 2:56 PM
3	We purchased our property after having read and understood the zoning requirements and limitations of our Foothills County country residential property. We did not realize that an adjacent property would be allowed to use a loophole in the existing regulations to operate a disruptive for profit business next to us.	7/30/2026 1:47 PM
4	The responses aren’t the driving issue, our primary concern is how Foothills deals with landowners who rent out their property for filming.	7/29/2026 9:10 AM
5	Our concern is where the filming occurs. It should not be happening (not a one off, but continuous production) in a residential area. Filming in our area is repeatedly from one location The county could not/would not address issues because there are no rules, regulations specific to filming	7/29/2026 8:54 AM
6	They have become better. An issue a few years ago, I was able to eventually get a contact name and number. Called and asked when they were going to stop lighting up the whole countryside (the off site illumination was like daytime miles away). Response was "we'll do whatever the hell we want"	7/21/2026 6:06 PM
7	Better communication with the public, but also better communication with the allowable roads with double fines for drivers that disobey. As a commercial owner that pays a large amount for little in terms of property these people should be paying for all the time and costs that the county incurs.	7/15/2026 2:32 PM
8	Any response is better than no response	7/4/2026 12:49 PM
9	Filming is treated like a temporary inconvenience. The attitude is that “it will be over soon” so one shouldn’t complain or should tolerate the inconvenience, while the involved landowner is generating revenue. If this is indeed a legitimate business and revenue generator then it too needs to follow all applicable bylaws and not be provided “temporary exemptions”. These are not granted to other forms of revenue generation	7/4/2026 8:53 AM
10	More bylaw officers on site dealing with traffic disruptions	7/1/2026 6:39 AM
11	The woman from the MD was very responsive, but could not do anything about it. The filming company took our calls, but no more was done and did not receive notice when they did the next productions. The you tube video racing and productions that continue to go on without proper permits has not been stopped and still disrupts all the property owners on the road that the attendees drive past to participate in these racing events under the guise of the film industry.	6/30/2026 10:45 PM
12	I should not have limitations on when I access my own property unless it's roadworks. Filming should have to follow the typical land use bylaws regarding light, noise, hours, etc. Locations should be chosen based on a balance of fit for the project and impact on the community (ex: a property outside of a community may be a better fit than one in the middle of a community if the esthetics are similar)	6/30/2026 11:46 AM
13	Solid rules up-front preventing filming that disrupts life on our own properties. So, no filming of	6/27/2026 12:46 PM

	this sort in residential areas. Better communication with the film company. Needs a liaison person with the county who will help enforce our concerns.	
14	This has been a lengthy process to develop rules for those whom are filming. In our situation the property owner has no regard for how his business of filming affects the neighborhood.	6/27/2026 9:19 AM
15	no commercial activities in a residential neighborhood	6/26/2026 4:13 PM
16	As mentioned previously, this land owner needs to be addressed more directly about his ulitmate goal for this property. I do not understand all the legal ramifications, but a response from the MD along the lines of this property will not be zoned commercial and hence NO businesses will be run from this property, especially by a land owner who does not reside there.	6/26/2026 12:44 PM
17	Do not allow filming in neighbourhoods that do not want it.	6/26/2026 10:59 AM

Q22 What aspects of the County's current approach to film and media production are working well and you would like to see continued?(Please describe anything you've had a positive or effective experience with.)

Answered: 70 Skipped: 20

#	RESPONSES	DATE
1	Expand the current Radius notification bylaw to everyone who uses roadways for travel and safety issues.	7/31/2026 4:55 PM
2	Less silly surveys like this one. Waste of county money.	7/31/2026 2:51 PM
3	I don't think the county should be involved with productions.	7/30/2026 5:57 PM
4	I am very pleased with Suzanne Oel that I am seeing this survey and am hopeful that it will help to make the changes in the Foothills county's bylaws about filming in residential areas.	7/30/2026 2:56 PM
5	Our Foothills County councilor has been very helpful and understanding of our concerns. But given that Foothills County currently has no regulations or control regarding Film Production, council currently has no effective means of addressing residents concerns.	7/30/2026 1:53 PM
6	The county needs to keep welcoming the film industry. It brings a lot of revenue to all the areas of the county. It also shows the beautiful scenery and hospitality that the foothills brings to the screen. The world gets to enjoy a visual view of what we experience everyday.	7/29/2026 2:25 PM
7	Film and television production has had a very positive impact on Foothills County by showcasing the area's natural beauty, rural landscapes, and unique communities to audiences around the world. Productions bring valuable economic benefits by supporting local businesses such as hotels, restaurants, fuel stations, equipment suppliers, and trades while also creating employment opportunities for local residents. In addition, filming helps raise the profile of the region, encouraging tourism and attracting future investment. Overall, the county has done a good job balancing the needs of productions with those of residents, making Foothills County an attractive and film-friendly location while ensuring the benefits are shared throughout the community.	7/29/2026 1:30 PM
8	I love seeing things happening locally! It's great to have the business in Alberta. Keep the productions coming!	7/29/2026 1:18 PM
9	Nothing is working well in our area. Foothills needs to recognize that landowners renting their property (for filming or otherwise) is a revenue generating business that can impact the neighbourhood. Therefore this business needs to go through the appropriate permitting/approval process to determine if the business can or should be carried out in that location.	7/29/2026 9:14 AM
10	None that we are aware of	7/29/2026 8:55 AM
11	None	7/27/2026 1:29 PM
12	Keep allowing this activity in our area. Its a great diversity to our economy.	7/27/2026 1:16 PM
13	Just make information available on website as to what is happening/where (in general), highlight benefits to County. Encourage support for this activity.	7/25/2026 3:39 PM
14	Let them film. Good for the community, province, I give total support.	7/23/2026 8:55 PM
15	Ease of setting up filming with minimal red tape	7/22/2026 10:27 AM
16	Need to have contact information available, instead of having to drive to location to find someone who can remedy issues	7/21/2026 6:10 PM
17	Frequently encounter film activity but never any issues apart from a 2 minute wait for flag person keeping traffic safe. Always courteous, helpful and time efficient use of county roads and land.	7/16/2026 5:17 PM

18	WE LOVE MOVIES. It's great for the area and the county.	7/16/2026 12:12 PM
19	I love the film industry is bringing a diverse economy to our area.	7/16/2026 8:10 AM
20	Listening to council meetings the last 6 months, you need to recoup at minimum the costs. My 3000 sq ft commercial condo is close to $9k a year in taxes, yet all i get is a snow plow many days after a snow fall,little policing, and bylaw? The film industry is a business and needs to shoulder costs in a similar manner that you expect from other businesses. A multi million dollar production that I know is low as I work with them once in awhile should be paying a fee no different than any other business. If land is used commercially to generate an income outside of agriculture they should be charged a commercial rate. The production companies as per administration's own words in council meetings are expecting to pay something at some point. The land owner should have a charge, but the production companies also should be paying their way for administration/bylaws time.	7/15/2026 2:39 PM
21	Communicate, Communicate, and Communicate.	7/14/2026 12:37 PM
22	Not a concern. They seem very organized and not impacting me	7/13/2026 6:27 PM
23	What a great way to showcase a beautiful part of the country	7/12/2026 4:38 PM
24	everything is working well. Have had no concerns with multiple productions in the area.	7/12/2026 12:06 PM
25	I would like to see the County continue support of the film and media production as it offers substantial economic gains in the areas of land, labor and capital resource usage and return on onvestment. It brings a lot of money into our County, payes local businesses very well for locations and provides a lot of employment for local citizens. I would like continuity.. don't change anything that doesn't need fixing!!!!! It seems to be working well and the locals benefit and live it.	7/10/2026 11:41 AM
26	Allowing film development to the area does nothing but boost local economy in more than several ways.	7/10/2026 11:01 AM
27	There is a lot of filming that occurs in our County - and it should continue. A handful of people complaining because they weren't notified there were going to be more cars on the road hardly seems enough reason to upset the whole apple cart.	7/10/2026 9:01 AM
28	I see no reason to introduce more regulations into this industry. An industry that brings economic benefits and little expense to the county. Why is the county going to regulate temporary activities which will likely result in negative impacts on the industry and drive them elsewhere. The county needs to watch for overreach in trying to bring unnecessary regulations.	7/7/2026 3:09 PM
29	I didn't know there was an issue. I think it is good for the businesses and draws tourism.	7/7/2026 2:43 PM
30	Film industry contacts county and post on website and social media. They hire local residents and use local services supporting the area	7/6/2026 1:08 PM
31	THE FILM INDUSTRY BRING IN A LOT OF MONEY TO THE MUNICIPALITY AND SHOW CASES OUR BEAUTIFUL LAND AND BUILDINGS. I HAVE HAD NOTHING BUT POSITIVE OUTCOMES FROM THE INDUSTRY	7/5/2026 7:33 PM
32	None work well. They are completely disrespectful.	7/4/2026 12:50 PM
33	The County has taken a hands off approach to this issue and only seems to become involved when residents complain. Recent productions in our area seem to have slightly greater involvement, yet the notification process remains haphazard, with any restrictions placed on the production unknown to the residents.	7/4/2026 8:55 AM
34	Great work. Just seen them a couple of times in High River. Always polite and great at showing off the local community.	7/3/2026 4:20 PM
35	None	7/3/2026 11:54 AM
36	A lot of traffic early in the AM, but not a bad trade-off if it's employing people from area, towns. A few times a year not a problem. Would be good to be notified though. Our neighbors were notified in their mail boxes but we don't have a mailbox at our driveway so missed it. I did talk to one neighbor moving farm equipment who said some of the people weren't real cooperative in getting around the equipment on the road (city attitude?)	7/3/2026 8:44 AM
37	Continue to encourage filming in the area- brings great revenue to these small towns	7/2/2026 6:17 PM

38	I love the fact our area is exposed to the world! Our scenery is excellent for so many films. Let’s keep on sharing our piece of paradise. The County doesn’t need to micro manage this. The film companies are more than respectful and generous with the locals!	7/2/2026 5:10 PM
39	Leave it alone	7/2/2026 3:33 PM
40	I think it’s good for the community to have filming in the area.	7/1/2026 10:53 AM
41	Communication with public	7/1/2026 10:51 AM
42	The county should be welcoming. Filming creates a positive buzz, a sense of pride, and generates revenue for businesses and land owners. The proposed restrictions would be detrimental on all aspects. Make it easier to have films shot here not harder.	7/1/2026 8:29 AM
43	Nothing positive about filming in rural areas of the county. No benefits to rural residents what so ever	7/1/2026 6:41 AM
44	None. I do not agree with any film production being done in rural areas. It is very disturbing, the amount of noise and traffic it causes is disruptive to all rural residents anywhere near their productions, it is usually over a weekend when most residents are at home, goes all day and into the night and when they finish they leave all at the same time with traffic that should only be on a highway, not a rural residential road not built for this type of traffic.	6/30/2026 10:49 PM
45	No specific experience to comment on from the perspective of a Foothills resident.	6/30/2026 12:24 PM
46	Notice, contact information	6/30/2026 11:47 AM
47	Occasional notice on FB by locals	6/30/2026 8:42 AM
48	Not interfering too much is good	6/29/2026 9:18 PM
49	There are far more bonuses then negative impacts.	6/29/2026 7:13 PM
50	We don't know what the County's approach to film and media is so cannot comment on what's working well.	6/29/2026 7:06 PM
51	Brings great attention to the beautiful scenery of the area	6/29/2026 6:49 PM
52	The status quo works well for me. I know a few people have voiced concerns but let’s not cook the golden goose. It would be fantastic to have Foothills County know for being Film Industry friendly.	6/29/2026 6:46 PM
53	Leave as is ..... seems to be working well and attracting productions to Foothills County. More regulation probably would make the County less desirable for movie/TV productions.	6/29/2026 6:31 PM
54	I have no concerns from previous filming. It helps our economy And would like it to continue	6/29/2026 6:36 PM
55	Great for the local economy and promoting Foothills County.	6/29/2026 6:28 PM
56	Don't know of any	6/29/2026 6:13 PM
57	Don't notice any issues. Appears we'll contained and respectively done.	6/29/2026 10:50 AM
58	Unsure of current approaches. Feels like it has been a good thing for high river so would support the industry in fc as well	6/27/2026 6:35 PM
59	N/A	6/27/2026 12:47 PM
60	The film industry and it's people bring many good things to the area. As long as reasonable advanced notice is effectively provided to those in the area and those affected by the project , I see no reason why these sorts of projects cannot be encourages and supported. Support can make it easier for those scouting sites and support services and also clearly outline appropriate and approved guidelines for the film companies. The more we work well with these companies, the more likely they will be to include our area possible project sites in their "short lists". Local entrepreneurs can add matching services to support the film companies. The only challenge I see is if there are favourite sites where some issues may arise with that area's residences and business owners. If not yet established, perhaps a mediation position for someone knowledgeable in both sides of the process - filmers and county regulators can be established to which any outstanding issues. Given clear quidelines/ rules , I put my faith in the mediator's ability to resolve or smooth over any confusions or challenges.	6/27/2026 12:18 PM

61	Suzanne Ol is helping us bring attention to this matter. We have gotten written notification with the last 3 productions. I would like to see a limit on how often filming can happen in our area.	6/27/2026 9:21 AM
62	none	6/26/2026 4:13 PM
63	I understand the benefits to filming both for the county and employment for people. However, this needs to be done in areas where there a few residents, and/or the residents are all in agreement. We live in the country to try/attempt to get away from the noise/hustle & bustle of the city. Concern for the residents needs to be foremost.	6/26/2026 12:48 PM
64	Suzanne Oel is trying to address neighbourhood issues. She needs foothills county support.	6/26/2026 11:01 AM
65	I feel this is normal life, I just need to be notified of traffic issues.	6/25/2026 9:12 PM
66	County has been very supportive of fellow neighbors. Very proud to call our community home	6/25/2026 8:14 PM
67	Its amazing that Foothills County is viewed as many as the Hollywood of the North. It makes me so proud to be a part of this. We are so fortunate to have such an amazing county	6/25/2026 7:54 PM
68	Very good for the local economy. Employs a lot of local people. See film activity going on with little disturbance to any lands around them.	6/25/2026 3:26 PM
69	Leave the film industry alone. They bring hundreds of jobs and economic development to Foothills with little or nothing required from the county. It's a benefit to the area	6/24/2026 6:11 PM
70	Their willingness to work with everyone affected.	6/24/2026 5:44 PM

Q23 What aspects of the County's current approach to film and media production are NOT working well and would like to see changed?(Please describe anything you've had a negative or ineffective experience with.)

Answered: 69 Skipped: 21

#	RESPONSES	DATE
1	See previous comment	7/31/2026 4:56 PM
2	No reason for this. Hire more bylaw officers to check illegal property actions that you make the neighbors complain about and nothing gets done.	7/31/2026 2:54 PM
3	Require notice to neighbours and travellers (in the area) for scale of filming that has an impact. Something by the filming industry and County to help prevent and deal with conflict. Option to make a complaint if there's an issue that needs to be addressed, and that it be addressed. Option to address a site if it becomes a problem site due to frequent/or/intense use with the impact of significantly disrupting neighbours lives.	7/30/2026 7:31 PM
4	I don't think the county should be involved with productions.	7/30/2026 5:57 PM
5	There has been no county approach to film industry yet, except for this survey. Please update Foothills county bylaws about not allowing filming in Residential Area or at least approval from neighbours for filming each occurring time of filming. Negative experience was - Unbelievable amount of vehicles heavy semi trucks coming to the set and leaving the set on our small fragile road. They were leaving using both roads turning left and right late at night. The noise was like I live by a major Highway. The speeding even though post signs were posted. One vehicle almost hit my dog. I wrote about it on our neighbourhood facebook page, but the business manager from The property where the filming was present said " Are you sure it was our vehicle?" I am just so exhausted from all of this bad behavior from our neighbour who said there is no Bylaw to stop him from filming, so I do what I want to make money. The owner doesn't live on the property. This property was bought to make money to create AirB&B, Bed and Breakfast, Filming, Classes, etc.	7/30/2026 2:57 PM
6	Council currently has no control over film productions in Foothills County. A for profit business is currently using this lack of regulation to operate a Film Location Rental business next to us. County Councilors and by-law officers have no ability to currently help us regarding this very disruptive operation.	7/30/2026 1:57 PM
7	NA	7/29/2026 2:25 PM
8	I think it is all working really well and no changes are needed	7/29/2026 1:31 PM
9	None that I can think of	7/29/2026 1:18 PM
10	Our main concern isn't with the execution of the filming. It is with the absentee landowner in our quiet neighborhood that regularly rents his property to generate revenue without appropriate business approval. And the renting of the property can significantly impact the community (I.e., the land is in the wrong location for this type of activity). Foothills needs to recognize that landowners renting their property (for filming or otherwise) is a revenue generating business that can impact the neighbourhood. Therefore this business needs to go through the appropriate permitting/approval process to determine if the business can or should be carried out in that location.	7/29/2026 9:17 AM
11	County needs to vet locations in advance to ensure local residents are not impacted negatively. Communication with residents needs to be greatly improved The county needs to hold land owners allowing filming on their property accountable by enforcing land use bylaw process The county needs to come out during productions to verify property/public roadways being used as permitted	7/29/2026 8:59 AM
12	Notification	7/28/2026 1:50 PM
13	None	7/27/2026 1:29 PM

14	Can't think of anything I don't like at the moment.	7/27/2026 1:18 PM
15	NA	7/23/2026 8:55 PM
16	None	7/22/2026 10:27 AM
17	Often thought, why can't there be some sort of car pooling, or bussing instead of a long stream of many individual vehicles travelling at the same time, pre and post the daily shoot.	7/21/2026 6:14 PM
18	It would be negative if the County creates needless bureaucracy around filming. Consider that our taxes are high enough without looking for ways for increases. Filming around here is considerate and not intrusive on daily life.	7/16/2026 5:22 PM
19	NA	7/16/2026 12:12 PM
20	None.	7/16/2026 8:10 AM
21	Explained previous	7/15/2026 2:39 PM
22	Investment	7/14/2026 12:37 PM
23	None	7/13/2026 6:27 PM
24	N/A	7/12/2026 4:38 PM
25	have had no negative experiences	7/12/2026 12:06 PM
26	County's current approach to communication concerns me. Post general information in the local paper, people to contact in case of emergency and be sure to supportive for the economic gains the film and media production brings to our County. They bring a lot of benefits to our land, labor and capital resource usage, and gains for residents, businesses and the County. Another concern is, i kinda wonder what aspects y'all are looking at this from. If it is to get more money from the industry that worries me. And more beaurocracy REALLY REALLY concerns me. The more hoops you make the film and media industry jump through, the less inclined they will become. This will jeopardize a LOT! Especially with respect to the economic gains to our residents, businesses and the County.	7/10/2026 12:01 PM
27	No complaints here.	7/10/2026 11:01 AM
28	With no rules in place to govern filming it is difficult so know how we could do anything better. There is no process in place to which residents can refer if they have problems with the filming. I am not suggesting permits - but perhaps a notification obligation of the film crew.	7/10/2026 9:02 AM
29	The county should be posting more information on it’s website for people to access and gain information.	7/7/2026 3:10 PM
30	I am good	7/7/2026 2:44 PM
31	Maybe contact person in charge of filming if there are any concerns	7/6/2026 1:09 PM
32	THE COUNTY SHOULD TRY AND WORK WITH PRODUCTION COMPANIES TO BRING MORE WORK TO OUR AREA	7/5/2026 7:34 PM
33	They are so rude	7/4/2026 12:50 PM
34	Lack of notification, apparent lack of controls placed on production, heavy truck traffic before and after production at all times of night and no assigned county contact	7/4/2026 8:57 AM
35	Nothing needs changing	7/3/2026 4:20 PM
36	None	7/3/2026 11:54 AM
37	No real complaints	7/3/2026 8:44 AM
38	More red tape to film in the county - too much permitting etc will discourage filming and we need the revenue	7/2/2026 6:18 PM
39	I have never had a negative experience.	7/2/2026 5:11 PM
40	No new regulations required	7/2/2026 3:33 PM
41	Thinking it was a 17 Q. survey, I answered this in the previous block. Stop putting up barriers	7/1/2026 8:30 AM

	and additional red tape that has the effect of driving away potential film productions.	
42	Traffic disruptions, film people paking on the road film peole not staying on film site, wandering around on other property	7/1/2026 6:43 AM
43	The amount of traffic, the congestion, the noise, the speed, the fact that they do not need to have any permits to do productions is very frustrating and cannot be denied, it is not right for the people that live in the areas they are doing these productions. If we wanted to deal with noise, traffic, we would live in the city	6/30/2026 10:52 PM
44	No specific experience to comment on from the perspective of a Foothills resident.	6/30/2026 12:25 PM
45	Filming should not fall outside typical land use bylaw expectations and enforcement. Bylaw officers should take action if they do not follow expected rules and regulations. Approval of filming location should be a balance of fit for use and disruption mitigation options.	6/30/2026 11:50 AM
46	Nothing negative, those working on a film here recently were very approachable	6/30/2026 8:44 AM
47	Haven’t noticed any	6/29/2026 9:19 PM
48	Same as question 19, not aware of the current policy so cannot comment.	6/29/2026 7:06 PM
49	Nothing negative	6/29/2026 6:49 PM
50	Nothing is not working well	6/29/2026 6:46 PM
51	None	6/29/2026 6:31 PM
52	None that I know of	6/29/2026 6:36 PM
53	Don't be so restrictive, especially listening to all the NIMBYs.	6/29/2026 6:29 PM
54	Not aware af any	6/29/2026 6:13 PM
55	Need to regulate traffic in affected areas better. Do not allow night filming without prior notice.	6/29/2026 5:44 PM
56	When people are charged by the hour for gravel delivery or any other delivery and are held up in a road block the film should pick up the extra charge not the person having it delivered it early happens but once in blue moon but it does happen	6/29/2026 1:44 PM
57	Nothing to note	6/29/2026 10:50 AM
58	I am not aware of strict rules that are being applied or enforced to prevent film companies from disrupting our traffic or our tranquility.	6/27/2026 12:48 PM
59	Traffic on our road and as a resident not being able to access my usual walking area and routine. Please limit how often filming can occur.	6/27/2026 9:22 AM
60	no commercial filming in a residential neighborhood. A "one off" may be fine, but continued commercial activities in a residential neighborhood is not acceptable	6/26/2026 4:14 PM
61	Described that in a previous question.	6/26/2026 12:48 PM
62	Now Film industry can do whatever they want. That should be changed. Permits should be issued for filming only after receiving 2/3 majority support from neighbours.	6/26/2026 11:05 AM
63	The county should mandate that at least a 14 day notice be given to local residents of film and media activities in their area.	6/26/2026 9:51 AM
64	Haven’t had any issues really. I’ve lived here for a decade, some action in our county is probably good for the community.	6/25/2026 9:13 PM
65	So long as they adhere to county regulations, perhaps we can use residents (if they wish) as extras etc.	6/25/2026 8:16 PM
66	I think the county is doing a great job. They should do a better job of promoting the county to the film industry to filmmakers. Its a great benefit to local businesses.	6/25/2026 7:56 PM
67	None	6/25/2026 3:26 PM
68	Perhaps have a policy in place that provides the county with information only	6/24/2026 6:12 PM
69	None. It's works fine	6/24/2026 5:46 PM

Q24 Is there anything else you would like the County to consider when updating policies or bylaws related to film and media production?

Answered: 67 Skipped: 23

#	RESPONSES	DATE
1	Email everyone with intentions because we all pay taxes and we all use roads.	7/31/2026 4:57 PM
2	My neighbor has a 15 to 17 foot ugly wood fence and is building a cabin on swampland next to a creek for his sewage and you are worried about filming that brings in money to the county.	7/31/2026 2:57 PM
3	No, I don't think the county should be involved with productions.	7/30/2026 5:58 PM
4	Please keep us informed of all updates with updating policies and bylaws	7/30/2026 2:57 PM
5	The current complete lack of regulation regarding film production is allowing for profit businesses to operate very disruptive ongoing operations in residential areas. Current land use zoning restrictions do not apparently apply to film productions. Council in general, our elected Councilor and by-law officers currently cannot help us to control a disruptive business. The film location rental company that purchased the property next to us currently has every financial incentive to increase the scale of their business operations. I believe that a for profit business of this scale of any kind that is operating in a residential neighbourhood should have to apply for a land use zoning change application that requires the approval of effected neighbours. Notice of filming requirements only would be inadequate. If multiple productions are being filmed on a property every year a zoning land use change application process should be required.	7/30/2026 2:27 PM
6	I think we should allow more of it to promote our county and local business	7/29/2026 2:50 PM
7	Yes approve more and let them show the world how beautiful our county is.	7/29/2026 2:26 PM
8	No I believe the status quo is acceptable as it is	7/29/2026 1:31 PM
9	None	7/29/2026 1:18 PM
10	Foothills needs to consider the landowner renting of property as the key driver for approval of filming activities. This will ensure the landowner is accountable, impacts in a community are mitigated, Foothills generates additional revenue, and filming can proceed.	7/29/2026 9:25 AM
11	Consider the disruption (noise, traffic), and the safety (speeding, extra vehicle and extra people) of the tax paying residents. Residents live in country residential neighborhoods for the beauty and privacy that it provides. Filming has been invasive to our area as it happens multiple times per year on the same property	7/29/2026 9:07 AM
12	None	7/27/2026 1:29 PM
13	Recognize this is a positive industry for our area and make it easier for the film industry to operate.	7/27/2026 1:19 PM
14	I would like the tail not to wag the dog here. A few complaints should not lead to curtailment of film and media production in our area. Economic benefits are important	7/25/2026 3:41 PM
15	Let them come.	7/23/2026 8:56 PM
16	It seems like things are working well.	7/21/2026 9:17 PM
17	Illumination from lighting contained to location boundary. Notification of filming activity in my area, and film and site crew contact information	7/21/2026 6:17 PM
18	Minimal or no county input is needed.	7/16/2026 5:23 PM
19	Open more opportunities for filming within the country, less red tape!	7/16/2026 12:13 PM
20	no	7/16/2026 8:10 AM

21	Explained previous	7/15/2026 2:40 PM
22	AI impacts and fire risk.	7/14/2026 12:38 PM
23	No	7/13/2026 6:27 PM
24	No	7/12/2026 4:38 PM
25	no	7/12/2026 12:06 PM
26	Definitely the bureaucracy and the potential increase in costs!!! This last question really concerns. "Updating policies or bylaws " screams bureaucracy! Don't get up so high on your horses that you destroy a good thing. Times are extremely tough and it is that old cliche - don't bite the hand that feeds you!!!	7/10/2026 12:06 PM
27	I'm good thank you.	7/10/2026 11:01 AM
28	Perhaps the website could contain an area of known filming in the County. That way, when you notice something going on, instead of calling to complain people could check on the website.	7/10/2026 9:03 AM
29	What crisis has happened that has prompted the county to consider this imposition of more regulations? It seems to me that this is a whole lot of increased cost to solve a non existent problem.	7/7/2026 3:12 PM
30	We have one of the longest running series that films in our county. People from all over know about it. Residents that I know are very proud of this aspect of our community culture.	7/7/2026 2:45 PM
31	Just have contact person for any concerns from resident or county, otherwise Council should stay in their lane and support the industry instead of looking for ways to restrict them. Educate yourselves on how many benefits the film industry provides the county and how much money is spent in the county. Work on reducing our taxes instead of finding ways to punish a viable industry.	7/6/2026 1:12 PM
32	NO	7/5/2026 7:35 PM
33	Stop the filming.	7/4/2026 12:50 PM
34	Improved and rigorous notification process, enforcement of county bylaws, restrictions on helicopter and pyrotechnic use and assignment of county contact for complaints while production is ongoing, not after the fact.	7/4/2026 9:00 AM
35	No - totally support and love the industry - keep up the great work!	7/3/2026 4:21 PM
36	None	7/3/2026 11:54 AM
37	More encouragement to be film friendly.	7/2/2026 6:19 PM
38	If anything, they could be more lenient. The industry is a huge boon to the County and its residents, many of whom live if Foothills!	7/2/2026 5:12 PM
39	Not everything needs to be regulated and micro managed. You are going to destroy our film industry and they will go elsewhere.	7/2/2026 3:34 PM
40	Embrace the industry as a way to diversify our economy.	7/1/2026 8:31 AM
41	Bring the hammer down on people that are using filming as a loop hole to do things in this county they do not have permisdion to do.	7/1/2026 6:46 AM
42	I know the film industry annoys a lot of people when they are doing their productions, I have heard from residents of High River when they are closing roads and causing havoc in town, how disruptive it is, most the town people can usually go home to get away from it in the downtown area. When they film in rural areas, this is our home and we cannot get away from the disruptions.	6/30/2026 10:59 PM
43	Not at this time.	6/30/2026 12:26 PM
44	Companies are built to make a profit. Bylaws need to consider all loop holes with a lens of "how can they get around this?" because if they can, they will.	6/30/2026 11:53 AM
45	No	6/29/2026 9:19 PM
46	No	6/29/2026 7:13 PM

47	Notification that there will be activity and what transportation routes are affected. Currently we find out there is activity when there are traffic control personel on the road.	6/29/2026 7:09 PM
48	Does bring funds locally to all sorts of business	6/29/2026 7:03 PM
49	No regulation required as it will drive the industry away	6/29/2026 6:51 PM
50	If you feel that you need to change anything, be very careful. The Film Industry needs to be courted, not regulated.	6/29/2026 6:48 PM
51	Seems to me to be good as is. I heard that productions were coming to Foothills County because Rockyview County has too much regulation.	6/29/2026 6:46 PM
52	NA	6/29/2026 6:36 PM
53	Please consider good development in developing areas of the County.	6/29/2026 6:30 PM
54	I think there needs to be more mandatory oversight of the film industry in general. I love the foothills for its rural landscape and quiet. No amount of money or income is worth losing that.	6/29/2026 5:46 PM
55	No	6/29/2026 1:45 PM
56	Not anything to adjust	6/29/2026 10:50 AM
57	No	6/27/2026 6:35 PM
58	n/a	6/27/2026 12:49 PM
59	I think the property owner has a responsibility to the area residents. The property owner has never had any hand in communication. The production companies have been fairly good. I assume there is a business license necessary for the property owner as well. If not this should be a requirement.	6/27/2026 9:25 AM
60	no helicopters and ongoing commercial activities in a residential neighborhood	6/26/2026 4:15 PM
61	Site specific permits should be issued for a specific time frame with 2/3 support from neighbourhood. This should be monitored and enforced by Foothills County at the expense of the film industry. Landowners should be able to have peaceful enjoyment of their own property.	6/26/2026 11:10 AM
62	Film and media productions should not be permitted in country residential areas, where it negatively impacts a large number of residents. These negative impacts include; increased volume of traffic on a residential roadway [affecting pedestrian traffic due to speed and frequency], blocked access to residential property, trespass on private property and increased noise.	6/26/2026 9:51 AM
63	Just continue to regulate road laws coming to and from community.	6/25/2026 8:17 PM
64	No, you're doing a great job. Thank you	6/25/2026 7:56 PM
65	Film Industry should be left without red tape and hassle. They are temporary in most areas with little impact and a great deal of positive benefit.	6/25/2026 3:28 PM
66	Do what High River did. Make it easier for them with a similar policy and promote this industry instead of looking for ways to to regulate them. This council should focus on how to bring economic development to the county instead of trying to add more red tape to a thriving industries that provides billions in economic benefits. There are many people in the area who are directly involved in film and punishing the whole industry because of a few complaints is ridiculous.	6/24/2026 6:19 PM
67	Yes stop trying to regulate by adding more ted tape.	6/24/2026 5:47 PM



Dear Reeve and Members of Foothills County Council,

Thank you for providing residents with the opportunity to comment on the development of Foothills County's Film and Media Production Policy.

I am writing as both a resident of Foothills County and someone whose family has directly benefited from the film and television industry. Over the years, filming has provided meaningful income for our family and many others throughout the County. It has also supported countless local businesses—from hotels, restaurants, fuel stations and equipment suppliers to tradespeople, contractors, farmers and ranchers. The economic impact of each production extends far beyond the filming location itself.

The film industry is one of Alberta's fastest-growing economic sectors. The Province continues to invest in attracting productions because they create employment, support Alberta businesses, and generate significant economic activity. Alberta's Film and Television Tax Credit and Alberta Media Fund exist specifically because the economic return from productions extends well beyond the direct costs of filming. Provincial data shows these programs are intended to grow the industry, attract investment, and create jobs across Alberta.

Foothills County has earned an outstanding reputation within the industry as a welcoming and film-friendly municipality. That reputation has not happened by accident. It has been built over many years through a practical approach that respects private property rights while ensuring the County becomes involved when municipal infrastructure, public safety, or County resources are affected.

For this reason, I have significant concerns with proposals to introduce permits for filming on private property, mandatory business licensing, or additional fees for productions that occur entirely on private land.

When a production takes place on private property, with the full consent of the landowner, and does not require road closures, emergency services, traffic control, or other municipal resources, I do not believe there is a clear public interest that justifies additional permits or licensing. These proposals represent an expansion of municipal oversight into private agreements that have historically operated successfully without issue.

Every additional permit, fee, review, or approval process increases cost, uncertainty, and delays. While any one requirement may seem relatively minor, together they create bureaucracy that makes municipalities less competitive. The reality is that production companies have choices. They can film in neighbouring municipalities, other provinces, or even other countries. Municipalities across Alberta are competing to attract film investment, not discourage it. Even small administrative barriers can influence where productions decide to spend millions of dollars.

The economic impact of losing productions would be substantial. A single production can employ hundreds of Albertans, purchase goods and services from local businesses, fill hotels, rent equipment, hire trades, purchase fuel, and support restaurants and caterers. Nationally, Canada's screen industry supports more than 181,000 jobs and contributes nearly $12 billion to Canada's GDP annually, while Alberta has experienced remarkable growth as major productions continue to choose the province.

My own family is an example of why this matters. Opportunities created through filming have positively impacted our livelihood. They have allowed us to generate income while showcasing the incredible landscapes and character of Foothills County. As the parent of children with significant disabilities, those opportunities have been especially meaningful. I know many other local families, ranchers, and landowners who have similarly benefited from hosting productions on their properties.

I fully support reasonable oversight where the County has a legitimate role to play. Applications for road closures, traffic management, filming on County-owned land, emergency services coordination, or activities that may affect neighbouring residents are entirely appropriate. Those situations involve public infrastructure and public safety, and County involvement is both necessary and expected.

However, I respectfully submit that filming on private land should remain just that—a matter between willing landowners and production companies unless municipal services are required.

Foothills County has become one of Alberta's premier filming destinations because it has struck the right balance between protecting the public interest and respecting private property rights. I encourage Council not to jeopardize that success by creating new layers of regulation where there is little evidence they are needed.

Rather than introducing permits, business licences, and fees for private property filming, I believe the County should focus on maintaining efficient coordination for productions requiring municipal resources while continuing to promote Foothills County as one of Canada's most film-friendly jurisdictions.

Doing so will preserve local jobs, protect economic opportunities for residents, support local businesses, and ensure that Foothills County remains a destination of choice for future productions.

Thank you for your consideration and for the opportunity to provide input as this policy is developed.

Sincerely,

[redacted]

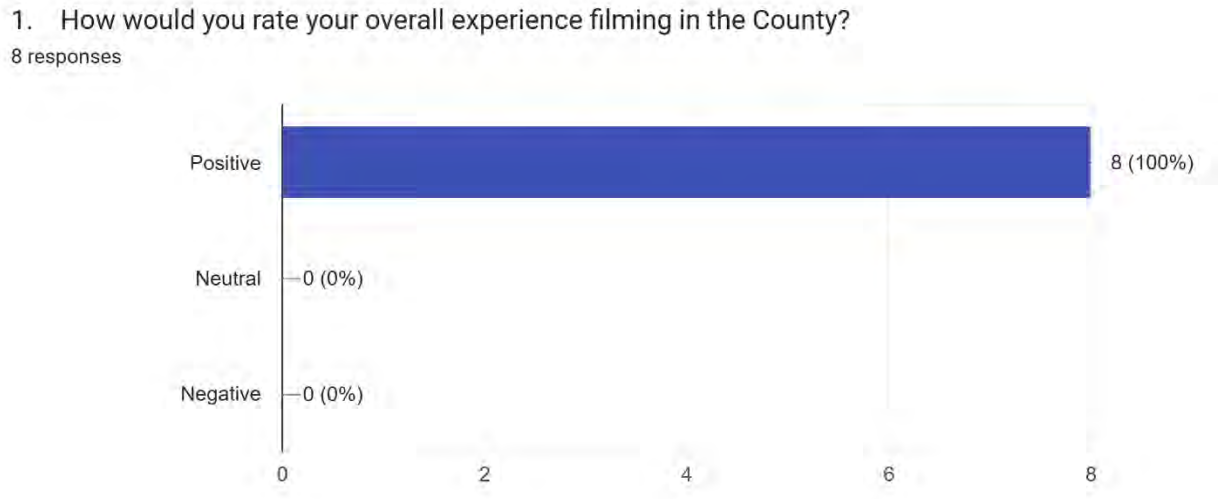
SCHEDULE C - INDUSTRY REPRESENTATIVE RESPONSES

FILM & MEDIA PRODUCTION

INDUSTRY REPRESENTATIVE CONSULTATION SUMMARY

EXPERIENCE FILMING IN FOOTHILLS COUNTY

1. How would you rate your overall experience filming in the County?
8 responses

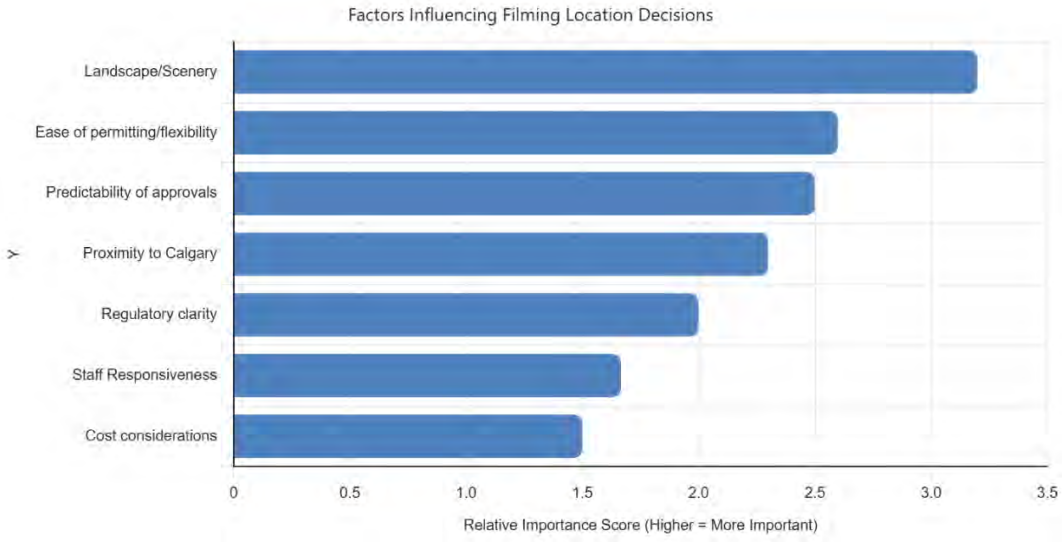


2. What made your experience filming in Foothills County positive or negative?
8 responses

- Streamlined / no permitting required for simple projects. Easy burn-permitting / quick approval. Not based on special events put on by unprofessionals (like RVC and YYC).
- Public works staff has been positive to deal with - reasonable and flexible.
- Ease of working with the Foothills community and with Foothills MD.
- Working with all departments of Foothills County has always been a great experience. Weather it is with the Fire Dept., Protective Services, Roads (Infrastructure?) Or anyone else at the office. Even though there has historically not been a formal permit process, Foothills County has always been "film friendly".
- In my experiences filming in Foothills County, I have always been impressed with the helpful nature of the staff I work with and their genuine desire to find solutions. Most often I have interacted with staff in the roads department. I have needed to get permission to intermittent traffic control to film scenes over the years. The experience has always seemed uncomplicated and straight forward. I have always been able to do the work needed and I have always obtained permission on time. I have also had a lot of experience working with the fire service. Over the years I have had to ask permission to conduct a controlled burn of set structures, or to use explosives for different projects. I have always received fast and helpful service from the fire department. In some cases, it is getting the paperwork done, in others it involves a site visit. In all cases I have been treated fairly.

- County easy to deal with/minimal hoops in process currently
- No regulations
- There is a lot of accommodation given to Film from Foothills County. Quick response and understanding from the County is the perfect Municipal language for Filming activities which are admittedly so bizarre and out of the ordinary that few Municipal systems are built to truly sustain.

3. **Industry representatives were asked to rank the importance of a number of factors that influence their decision to film in Foothills County.**



Industry stakeholders identified landscape/scenery, ease of permitting/flexibility, and predictability of approvals as the most important factors influencing filming location decisions. While proximity to Calgary and regulatory clarity were also important considerations, cost considerations ranked lowest overall, suggesting that certainty, flexibility, and location characteristics are generally more influential than fees when selecting filming locations.

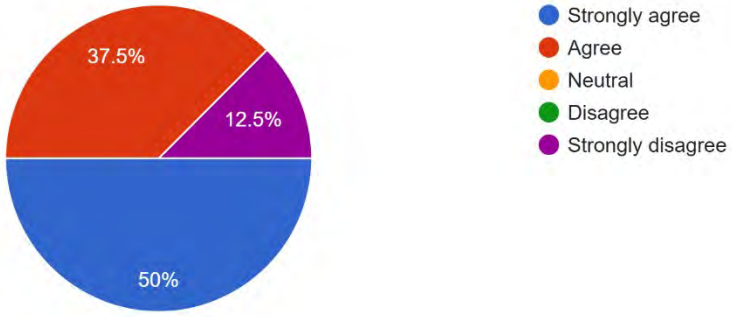
4. **If there is other factors that are of importance that strongly influence your decision to film in Foothills County, please explain.**
7 responses

- In some cases, the sets already exist and we have dealt with the landowners, making it easier and we know what we are dealing with. Familiarity with communities and landowners often make it more favorable.
- In my experience making it simple and quick to get approvals makes a big difference. Many of the shoots I land, we are seeking things sooner than later as there are times when a decision is made to shoot in the Foothills and from the time the decision is made to the time we start shooting can be aa short as a week or two.
- Heartland is filmed almost exclusively in Foothills County. The other closest County has a cumbersome and timely permit process that is certainly a deterrent to even scouting there.

- Foothills county has traditionally been much easier to deal with than Rocky View County. The roads department in Rocky View has been difficult to deal with for over 30 years. That department seems to have an inordinate amount of influence over decisions made in the county. Productions would often be hit with a demand to place a $25,000 deposit with Rocky View to cover possible damage to county property like roads and ditches. Later Rocky View undertook a new filming policy with further complicated filming. After introducing the new film policy many film scouts and location managers have started avoiding Rocky View as much as possible. I am concerned Foothills will make similar mistakes and cause filming to be more difficult.
- Familiar staff to contact and deal with for consistency, transparency, predictability
- Uninhibited regulations and open arms from previous elected officials
- Two MDs/Counties surround Calgary- Rocky View and Foothills County. Rocky View has proven to be difficult to work with in the past- sometimes requiring a potential development permit if a location is to be filmed at more than 2 times- that means even a private residence can fall under this need. Or, if you want to film on a road we are looking at potentially 2 weeks notice required- and often times commercial projects will only exist for a grand total of a week from scout to filming to wrap.

5.a. To what extent do you agree with the following statement: "Foothills County should establish clear and predictable filming process and guidelines?"

8 responses



5.b. Please explain your response.

- Clear and predictable doesn't mean more red tape. More / appropriate-to-size collaboration on a project by project basis could be implemented. Better response time for road work would be good.
- It will be helpful to have firm policy in place and have more information on who the correct person to contact is, so that we are dealing with the correct person and know who to contact when we have questions or concerns. It gives transparency and clarity.
- I strongly agree that Foothills County should establish formal filming guidelines to support film and media production activities. Clear, well-structured guidelines would provide consistency for producers, reduce administrative uncertainty, and position the County as a film-friendly jurisdiction. By outlining expectations around permitting, locations, safety, and community impact, the County can attract responsible productions while ensuring local interests are respected. This kind of framework not only streamlines operations for crews but also encourages economic activity and long-term industry relationships within the region.

- A set of ground rules written down will be helpful for all productions - regardless of size of the show. The County currently has no formal way to approve or even track production. This isn't a huge issue, until there's a problem or complaint. Doing basic filming on private property, or even simple road use filming is usually pretty straight forward, and not too intrusive to the residents. However, every production will have scenes they want to film that are outside the norm. Filming late at night, filming with pyrotechnics, hauling in snow, parking trucks on the side of a road, stunts. These are situations that every show may want to do, and they require communication and planning. Having the County involved in part of that process is important.
- Clarity and predictability are the two key words. Filming policies are often the opposite in practice. It is imperative that staff respond quickly every time we call or contact the county.
- Will help with transparency, predictability, efficiency, and structure.
- With only 2 complaints, over many years in Foothills, restricting the whole industry by imposing red tape will discourage the freedom to move uninhibitedly throughout the area.
- Rules are there for a good reason. If more rules require being put into place, I have 0 issue so long as there's timeliness attached to the process

6. Based on your industry experience, what types of activities or production characteristics do you believe should distinguish a low impact production from a more complex production requiring additional review or coordination?

Please identify the characteristics that, in your experience, distinguish a low-impact production from one requiring additional review.

8 responses

- Experience level of the Location Manager, # of cameras, # of crew, time of day, density of the population at the shooting location.
- Things that may cause an impact to those in the neighborhood or to the county that may require additional coordination. Larger crew size means more people, vehicles and usually equipment. Length of a production can cause more concern because things occur over a longer period of time. Definitely proximity of landowners in the area that may be impact by night filming. The types of actives such as stunts, use of fire or pyrotechnics that require coordination with emergency services, fire, RCMP. And of course, filming on roads or requiring road closures temporarily.
- In general, commercial photo shoots are typically low-impact activities. They involve minimal crew, limited equipment, and short durations, often operating without meaningful disruption to surrounding areas.

  However, the scale and complexity of a production can vary significantly, and it is this variability that should determine whether a production is classified as low impact or requires additional review and coordination.

  From an industry standpoint, low-impact productions are generally characterized by small crews (for example, fewer than 10–15 personnel), minimal equipment setups, and limited vehicle presence (often 1–3 vehicles). These productions typically take place during standard daytime hours, do not require road closures or traffic control, and generate little to no noise beyond normal ambient levels. They also avoid the use of special effects, stunts, or lighting setups that spill beyond the immediate filming area, and they maintain minimal interaction with neighboring properties or public spaces.

In contrast, productions that warrant additional oversight tend to introduce elements that increase their footprint or potential for disruption. These may include larger crews, multiple vehicles (particularly cube vans, trailers, or technical trucks), or any requirement for street parking coordination or traffic management. Road use that affects public access, intermittent traffic holds, or lane closures would also elevate a production's impact level. Similarly, the use of generators, amplified sound, special effects (such as smoke, atmospheric effects, or pyrotechnics), or nighttime filming can introduce noise and visual disturbances that require broader coordination.

Other distinguishing factors include the duration of filming (multi-day shoots or extended hours), the degree of interaction with adjacent properties (such as filming that overlooks or directly involves neighboring homes or businesses), and any activity that alters the normal use of a location. Productions that involve public crowd control, safety personnel, or insurance considerations beyond standard coverage would also fall into a higher-impact category.

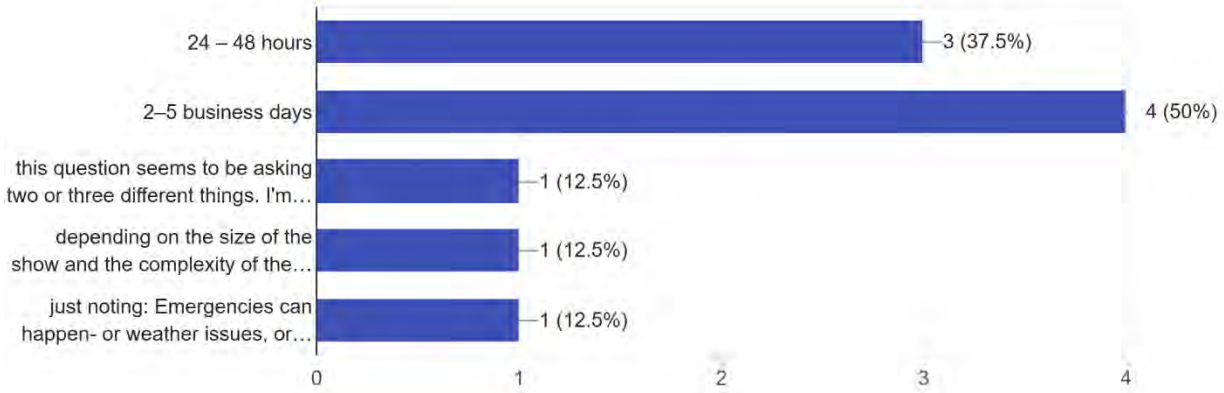
Ultimately, the distinction should be based on the cumulative footprint of the production. Small, contained shoots with minimal public interface can be efficiently managed as low-impact activities, while productions that extend beyond those boundaries—either through scale, duration, or operational complexity—benefit from additional planning, permitting, and coordination to ensure safety and minimize disruption.

- Similar response to 5b. Right now, on July 30, there are 3 productions filming in and around Foothills County. Although they all have different budgets, they all have similar size and logistics requirements. As Location Managers, we do try to find locations that work well both creatively and logistically. I would say Heartland, or any Series or Feature film is a complex production. Something like a documentary, or photo shoot, has a much smaller footprint, and would be "simple". Even Commercials can have a crew of 50 people, and they have a much shorter lead time.
- Low impact should be any activity contained entirely on private property. High impact should be when it affects other people not involved in or paid by the production. Try to use existing laws, don't change the system too much. i.e.) there are noise bylaws in effect. Use them. It feels like this film policy will be an extra layer of rules on top of rules that already exist. What will be the authority that enforces them? What will be the punishment for non-compliance? Will people be able to limit filming at established filming sites? Albertina is imperative to the health of the Alberta film industry.
- impact to the area - things like night filming, density of area, size of production = people involved, stunts that create potential impact off-site, parking that cant be accommodated on site.
- The film industry already contacts neighbors and the county when these parties are affected. There is no need to categorize these as the industry already has policy in place for filming in any county. The size of the production is irrelevant. We contact regarding effects on public and county infrastructure. A policy may help for just information for county purposes should a complaint arise.
- Lower impact could be considered with locations filmed on private property with no road control, no explosions or simulated gunfire. Or county roads with intermittent traffic control Higher impact feels like shows that are loud (gunfire), require detouring the road, or any other variables come into play by the judgement of the County

We understand application processing and timing is important. Please indicate typical timelines based on the scale and type of production (e.g. low impact productions (no off-site impact) vs complex productions requiring more coordination such as other agency approvals. If timelines vary, please specify.

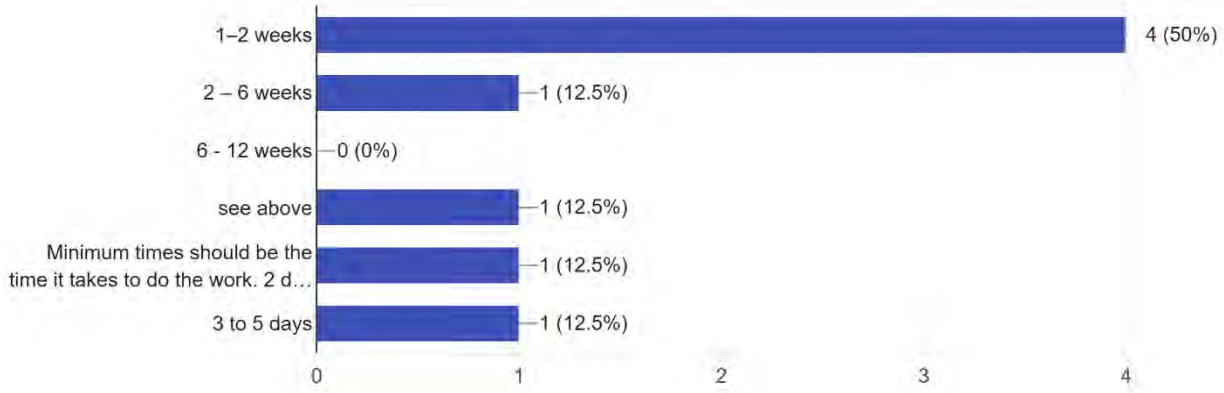
7a. From your experience in the film/production industry, what is the minimum lead time required to submit an application or notice prior to filming that is both realistic and workable? 8 responses

Low impact filming (no off site impact)



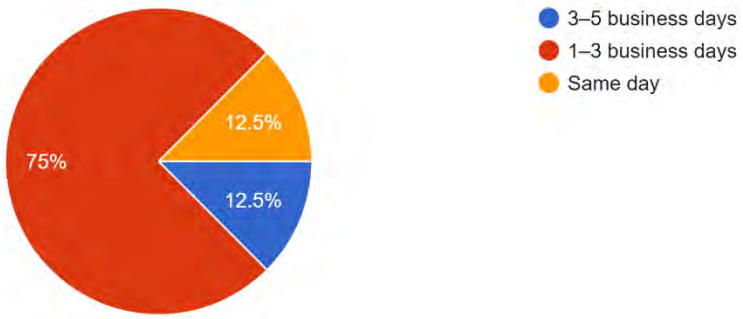
7b. From your experience in the film/production industry, what is the minimum lead time required to submit an application or notice prior to filming that is both realistic and workable? 8 responses

Complex Productions (road closures, municipal coordination required, off-site impact anticipated)



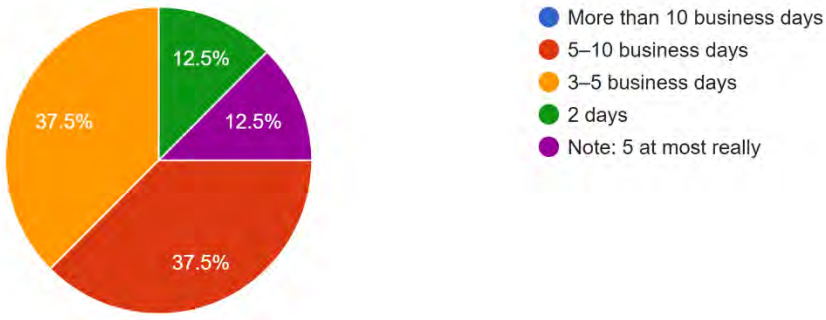
8a. Assuming all required information has been submitted, what would you consider a reasonable maximum processing time? 8 responses

Low impact filming (no off site impact)

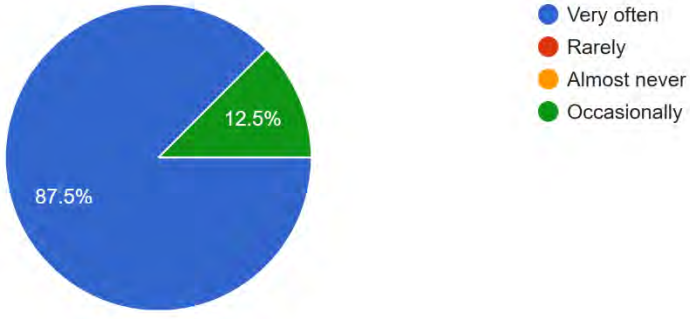


8b. Assuming all required information has been submitted, what would you consider a reasonable maximum processing time? 8 responses

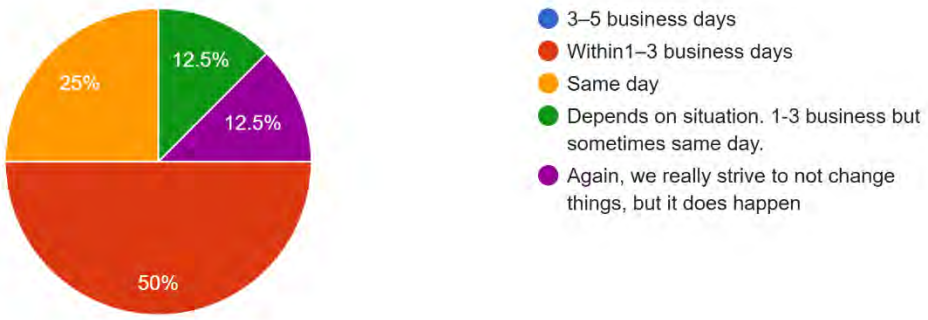
Complex Film Productions



9. How often do productions require short-notice changes or amendments?
8 responses

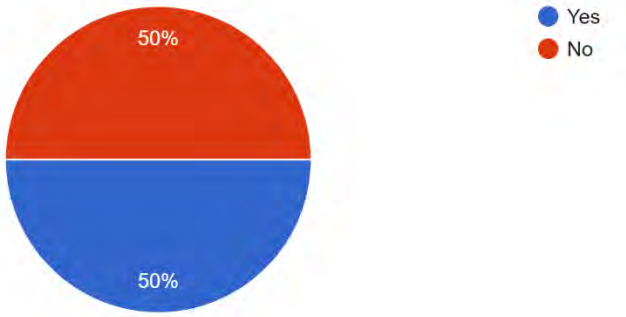


10. How quickly do changes or amendments usually require consideration?
8 responses

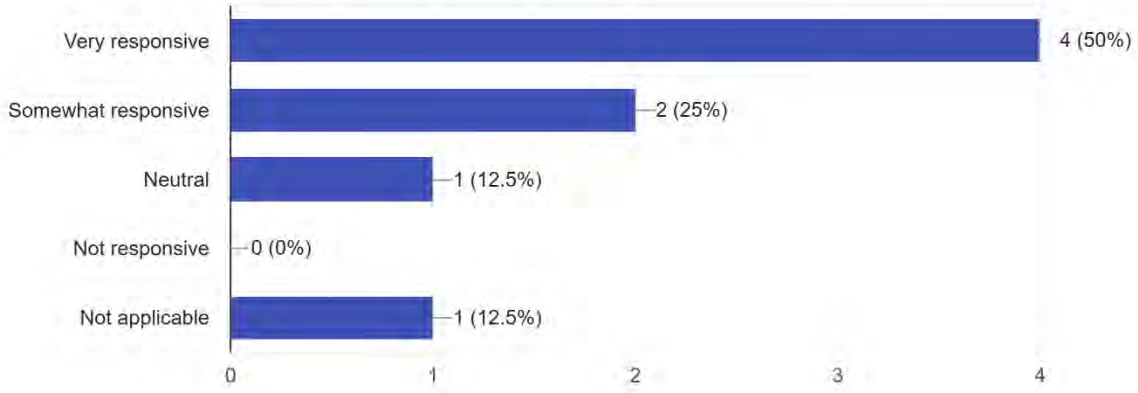


COMMUNICATION & COORDINATION

11. Do you currently know who to contact within the County for filming inquiries or approvals?
8 responses

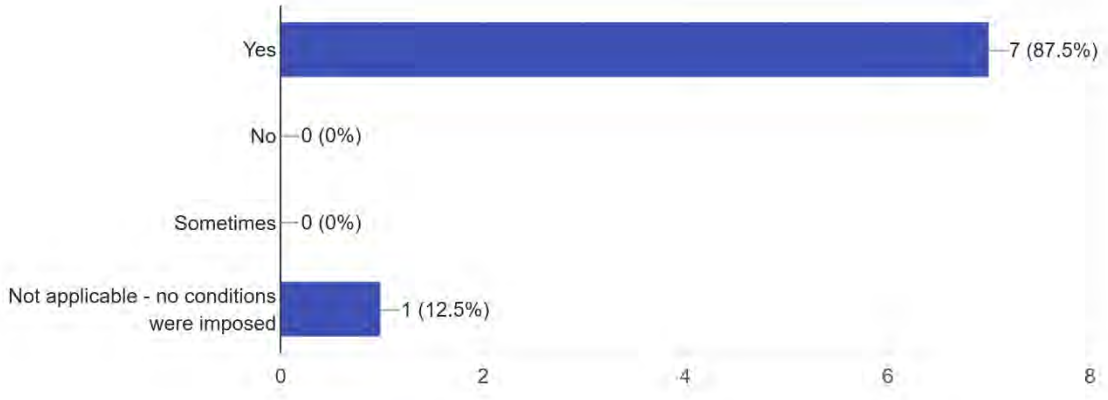


12. If you have interacted with Foothills County, how would you describe staff responsiveness?
8 responses



13. Were conditions of approval clearly explained and consistently applied?

8 responses



14. What is the biggest communication challenge you have found with the County?

8 responses

- Roads
- Not having one point of contact for filming.
- N/a
- None. The advent of the filming@foothillscountyab.ca has been great.
- Finding the correct person to help me with my question.
- Not having one clear point of contact
- This council wanting to add red tape
- N/A

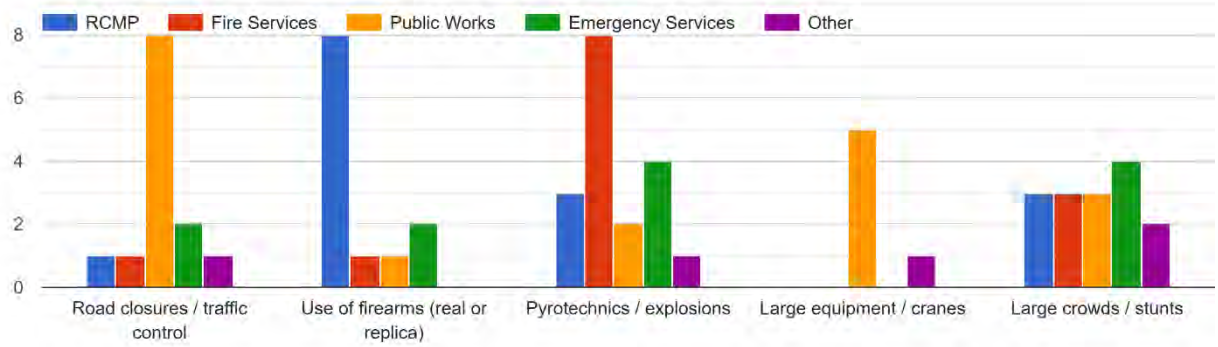
15. How could communication with the County be improved?

8 responses

- Dedicated film liaison
- Good to have one consistent personal to deal with so they become familiar with the location manager and get an ongoing understanding of the process and what takes place or is required for filming activities and timelines. Website information with process and timelines would add transparency.
- Quick turn around times I find are very important and appreciated.
- In other jurisdictions, there is one single contact that receives all of the requests for filming inquiries. They then pass along the applicable information to the appropriate departments for input / approval. Currently, if we need to do pyrotechnics or SFX burning, we call the Fire Chief, Will Scheerhorn directly. If we require a road permit - we contact Wiian, Patrick, Steven, or Kallum. These relationships have been great over the years, but I'm sure all of them have other things to do.
- Single point of contact for film people
- Having information on the website that indicates who is to be contacted, single point of contact that remains the same for long period of time to gain relationship. Would be nice to know who the County contacts from fire, emergency services, etc. For coordination of inspections or questions. Comprehensive website with process information and contacts.
- Assign one staff member to all film issues
- You are responsive and accommodating. 0 issues.

EMERGENCY SERVICES/AGENCY CIRCULATION

16.a For each filming activity, indicate which agencies you typically contact, notify, or obtain approvals from. *(check all that apply)*



16.b If you selected "Other," please specify the agency or organization and the activity for which it applies.

4 responses

- If we have a large crowd, or stunts, we also contact STARS and have a paramedic on set that day.
- Emergency services when there may be a need for onsite stunts, etc.
- Self regulated through unions, outside organization
- If there's an Economic Development liaison or a dedicated film officer

17. If filming requests require coordination with the same County departments or external agencies, are there measures Foothills County could implement to make the process more efficient for applicants? Please provide any suggestions.

7 responses

- Communicate between the departments or the county should send a copy of the application for permit to the appropriate dept. or agency. One permit application.
- Identification of agencies on approval or contact for coordination such as emergency services, RCMP, Fire.
- Comment from one respondent:

    1. Create a dedicated Film Contact Officer (single point of contact) Appoint one staff member (e.g., in Planning, Engineering, or Economic Development) as the Film Contact Officer whose job is to:
        - Receive all filming inquiries and applications.
        - Determine which internal departments (e.g., Roads, Bylaw, Fire, Facilities, Parks) and external agencies (e.g., Alberta Transportation, RCMP, school boards, utilities) need to be engaged.
        - Coordinate all feedback and return a single, consolidated decision/conditions package to the applicant.

    This avoids the applicant having to contact multiple departments separately and ensures consistent, timely responses.

2. Implement a single, standardized application and checklist
    - Use one film permit application form for all types of shoots, with a clear checklist of required documents (e.g., site plan, traffic plan, insurance, stakeholder notification plan).
    - Include a pre-submission checklist so applicants know exactly what is needed before they apply, reducing back-and-forth.
    - Offer a simple vs. complex project pathway:
        - Low-impact shoots (small crew, no road closures, private land) get a fast-track, minimal-paperwork route.
        - Higher-impact shoots (road closures, stunts, large crews) trigger a fuller review but still through the same single form.
3. Set clear service standards and timelines
    - Publish target turnaround times (e.g., acknowledge within 1 business day, decide within 5–10 business days for standard applications) and stick to them.
    - Require internal departments to provide their input to the Film Contact Officer within a set window (e.g., 3–5 business days), so the County controls the overall timeline instead of each department responding on its own schedule.
    - Where possible, allow delegated approval to staff (e.g., Municipal Engineer or designated officer) so routine permits don't need to go to Council, which can slow things down.
4. Run internal coordination as a parallel process, not sequential.
    - Instead of sending the application from Department A to B to C in sequence, have the Film Contact Officer circulate the application to all relevant departments at once and collect their conditions in parallel.
    - Hold a brief internal coordination call or email thread for complex shoots so conflicting conditions (e.g., traffic vs. safety) are resolved internally before the applicant sees them.
5. Pre-qualify and map "film-friendly" locations
    - Work with departments to pre-identify locations that are generally suitable for filming (e.g., specific roads, parks, municipal buildings) and note any standing constraints (seasonal closures, utility corridors, wildlife sensitivity).
    - Maintain an internal location database that the Film Contact Officer can quickly check to see what approvals are likely needed, reducing guesswork and speeding up scoping.
6. Clarify roles and agreements with external agencies
    - For recurring external partners (e.g., Alberta Transportation for provincial highways, nearby municipalities, school jurisdictions, utility companies), develop simple MOUs or standard operating procedures that:
        - Define who is contacted, by whom, and with what lead time.
        - Set expected response times and standard conditions (e.g., typical traffic control requirements).
    - Where feasible, let the County's Film Contact Officer be the sole liaison to those agencies on behalf of the production, so the applicant doesn't have to manage multiple external relationships.

7. Use digital tools and templates
    - Offer an online application portal or at least email-based submission with auto-acknowledgment and tracking, so applicants can see status and deadlines.
    - Provide template letters for neighbor/business notification, sample traffic management plans, and standard insurance wording so applicants spend less time drafting and more time providing accurate info.
    - Internally, use a simple shared tracker (spreadsheet or basic case-management tool) so all departments see the same timeline, comments, and decision.
8. Build in early, optional pre-consultation
    - Offer a no-cost pre-consultation (15–30 minutes by phone or video) for productions before they submit to:
        - Confirm which permits/approvals are likely needed.
        - Flag potential issues (seasonal road restrictions, wildlife, community events).
        - Give a realistic timeline estimate.

    This front-loads clarity and reduces incomplete or misdirected applications.
9. Align fees and policies with a “film-friendly” presumption
    - Adopt a policy principle that filming requests should be approved unless there are clear, documented reasons not to (safety, major operational impact, legal constraints).
    - Review fees to ensure they reflect actual administrative and service costs and are transparently published, avoiding surprises that cause delays while applicants seek clarification or funding.
10. Monitor and improve via feedback
    - After each shoot, send a short feedback survey to the production and to involved departments to identify bottlenecks (e.g., which step took longest, what was unclear).
    - Use that data to refine the application form, checklists, and internal timelines on an ongoing basis.

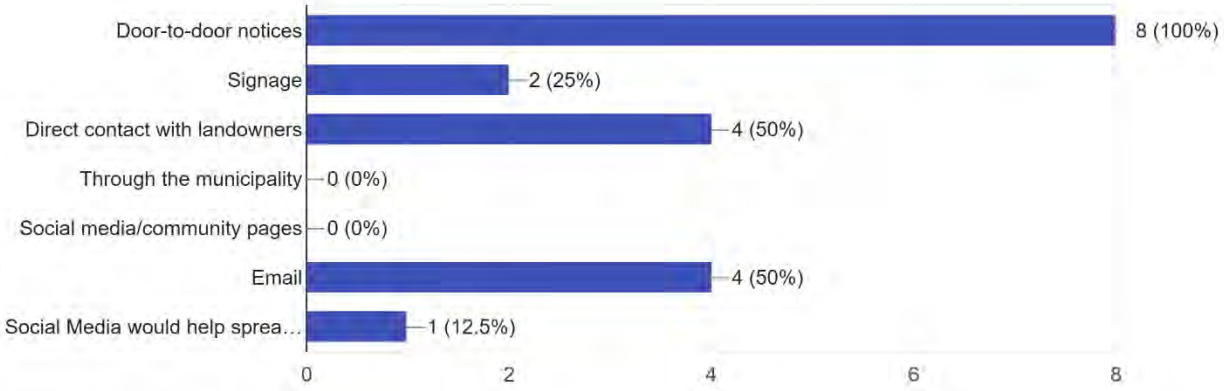
- A fillable PDF that is produced by the County, so it is always uniform. Alberta Parks, City of Calgary, both have consistent forms that they have us use.
    - One is very simple and is kind of an intake / info form. It outlines the name of the production, start and wrap dates of the entire production, insurance details, contact info for the location manager & ALM & Production Manager.
    - The second fillable form is more specific to actual locations, filming dates & times, special equipment, road use, etc. and is filled in for each time we are filming at a new site.
    - There is also a standard "Dear Neighbour" letter that can be used to help communicate our plans to affected residents.
- If we could note on approvals or permits who the contact was that reviewed or granted approval from RCMP, Emergency Services, Fire, etc. that would be helpful when inspections or contact if required. Perhaps we could coordinate with information on website for when looking at sites in advance of application. Might eliminate the number of people notifying same agencies as well.
- Assign one staff person to oversee all.
- The main thing I say is there should always be a county front-person.

COMMUNITY RELATIONS & EXPECTATIONS

18. Under what circumstances do you feel neighboring landowners should receive notice of filming activities?
8 responses



19. How do you typically notify nearby residents of filming? *(check all that apply)*
8 responses



20. What are the most common challenges or complaints you encounter with neighboring landowners when filming in rural or residential areas?
8 responses

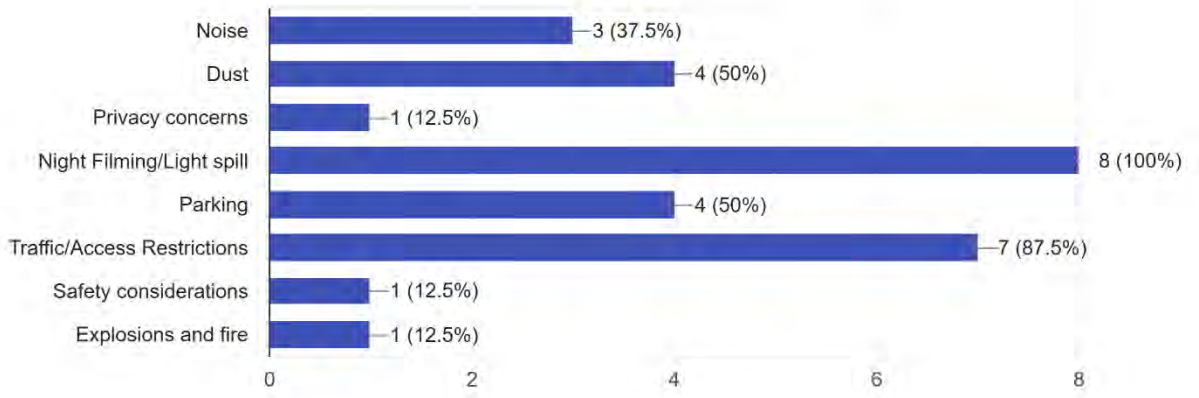
- Increased traffic
- Parking on roads, light from filming at night, extra traffic
- I find the complaints only arise if individuals are directly negatively impacted by the production.
- Traffic, outside usual work hours, lights at night, dust, noise.
- Our lights at night bother them
- Traffic blockages or traffic delays
- Only the one in Priddis caused and issue which involved parking, noise and lights
- Complaints about lights, or sometimes people will claim disruption due to crew use of public roads to get to job site.

21. In your view, when should the County become involved in filming-related complaints or concerns, and what role should it play?
7 responses

- If the complaint is unresolvable between the complainant and the production
- Only if they don't get permits or they just don't want filming in their area but have no concerns that can be resolved by activities occurring.
- As a Foothills Resident Who Works in Photo & Film: When the County Should step In (I live in Foothills County and work in the photo and film industry, so I see this from both sides):
    - I want our region to stay film-friendly, but I also want neighbours to feel respected and safe.
    - In my view, the County should get involved when filming touches public land or roads, crosses bylaw thresholds, or creates real impacts on safety, traffic, noise, privacy, or property that residents can't resolve directly.
    - Those are the situations where municipal oversight is legitimate and necessary.
- If there are concerns regarding filming the County currently has no by-laws or any "Film Permit" that they can reference when a resident lodges a complaint. The County may not even be aware of the filming, because it is on private property, with no filming off site. That said, there can still be issues that come up. If the person complaining is outside the zone that had a "Dear Neighbour" letter delivered, but is still affected in some way, at least the County would have the initial info sheet and a copy of the Dear Neighbour letter they could then pass along the contact for the Location manager.
- Industry usually deals with complaints and resolution themselves. Where industry does not get approvals, there could be repercussion through County and perhaps fines. When landowners don't have particular concerns with film activities that can be resolved but just don't want filming in their neighborhoods, the County needs to step in.
- When there is a complaint or concern, contact the film lead or film location manager for discussion and mitigation
- Ideally never; only to speak about the pros and cons of filming in general.

IMPACTS & MITIGATION

22. Which perceived impacts most often require planning or mitigation with area landowners? *(check all that apply)*
8 responses



23. Based on your experience, what approaches have been most effective in addressing concerns or issues raised by neighbouring landowners or residents during filming activities, and what role should the County play in that process?

8 responses

- Issues are usually forgotten about soon after a sincere apology for the inconvenience. Sometimes paying for the inconvenience helps. County-provided Dust control before filming starts. County-posted social media notices prior to filming.
- Usually, continual contact before and during filming so people know what is going on. There is the odd time where they have to change something or pay a person for inconvenience. The industry is pretty good at resolving concerns right away as they can have millions of dollars of impact if not resolved. Direct communication with the County and the county with the industry involved helps for efficiency and being able to have a point of contact available.
- One thing that I feel could be effective is conducting "town Hall" type meetings with the goal of educating residents of the Foothills, informing them of everything involved when productions come to their counties. I think it would work well if there was a foothills Film Commission established that works directly with the County, that works directly with the residences and that works directly with the visiting productions.
- Communication is ALWAYS the best way to mitigate any issues. Weather it is via a "Dear Neighbour" letter or an email, or signage. 98% of all the calls I get are just to get some more information. The other 2% have an actual issue with something and most of the time it can be solved very quickly.
- I speak with people directly and in person. I also do my best to LISTEN to them. That has made me successful. I guess the county could insist my colleagues do the same?
- Industry usually addresses concerns right away. We can adjust what we are doing or try to help resolve concerns. We have actually taken kids to school due to traffic concerns before. The County may need to notify us right away if they hear concerns. The county may help to coordinate and ensure we are aware and educate the public but should not have to play much of a role in mitigating concerns.
- Film industry knows if they cause issues, they won't get access to lands to film, so it's imperative to them that they have good relations. The county should only get involved if there is a dispute that cannot be solved
- Usually, a call over the phone helps or a visit. We've had some neighbours wherein the property owner offers to take care of the conversation as well

24. Would you support the implementation of an administration fee for filming applications if it helped fund permit processing and coordination services? Why or why not?

8 responses

- Yes. Tiered by budget-level
- Administration fee is favorable if it helps fund a department that is dedicated, familiar, and available to help things move quickly.
- I would build this cost into the cost of fees and permits. I have never paid an administration fee and it could scare off productions.
- Yes, Production expects to pay something for the ability to do what we need to do. That said, if the fees become too expensive, it can deter some projects.
- Yes - as long as things don't get slower or include more forms to fill out.
- Administration fee is very acceptable. If it helps to get staff to help administer the process and forms the single point of contact, help with coordination of departments, and help direct us, it is positive. We should be able to afford administration fees. Even just a notice could have a fee, say $200 and the more complex $500.

- A policy fee not a permit, to have a contact person for the film and for information purposed only for the county
- Yes, I would. It's also important for the County to be able to show economic positivity of county filming.

RECURRING LOCATIONS

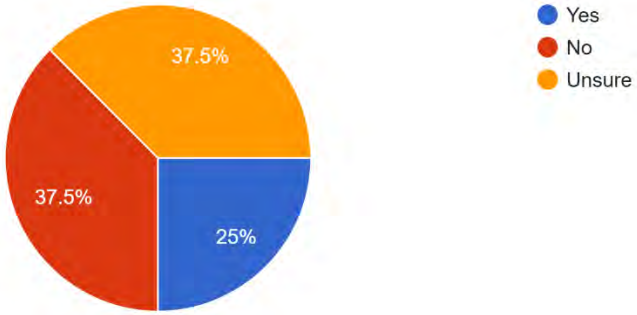
25. How often do you typically return to the same filming location?

8 responses



26. Do you believe recurring film sites in rural areas should be managed differently than those in more developed areas?"

8 responses



27. If you answered yes to the previous question, how do you feel the approach should differ?

3 responses

- More collaboration between the owner and county and production to ensure minimal inconvenience to the surrounding area.
- It is definitely more challenging in higher density areas. We tend to get relationships with an area when we do series that are recurring. Some areas are just more challenging.
- There's a term in film; the Backlot. It's essentially an on-location studio, for example Albertina and John Scott's. These are the backbone to filming in Alberta. They are designated filming sites and should be treated as such- whereas new locations that are more along the idea of "found locations" should certainly be subject to more consideration and attention from a municipal side.

Some productions maintain sets on-site and conduct filming over multiple years or recurring seasons.

28. Based on your experience, what permitting process would best balance operational efficiency for productions while ensuring the County, neighbouring landowners, and other stakeholders are informed of activities and potential impacts?

8 responses

- A simple online permit form which is received by a dedicated individual who always treats it as a rush request, and that receipt is confirmed. That person at the county should then communicate the request with the appropriate departments and agencies and respond with a date and time of expected approval and any outstanding requirements for that approval
- Same as all other, application to county, approval where applicable, and notice to area landowners.
- I think every year should be the beginning of a new production.
- A season long permit would be applicable here. Again, the more information - the better the communication, the less complaints.
- Require us to notify neighbours of our activities.
- Just not some sort of land use change, permitting, or taxing where landowners are taxed for sets on the site. The landowners should not be taxed or required to change their land use. Will make it so we cant find sites to use in the future and impact the industry.
- A policy only
- A baseline of "informing" the county of activities and working out if there are permit costs associated.

FUTURE OUTLOOK

29. What changes or conditions would encourage increased filming activity in Foothills County?

8 responses

- Municipal development that stays in line with the aesthetic conducive to filming town / street exterior scenes. E.g. High River
- Certainty, transparency, and consistency would be a real positive. Listing on the permits who to contact or who reviewed specific items so that they know who to get in touch with for inspections and such would assist with coordination, reduce duplication and save time.
- As a commercial photo producer, I'd shoot more in Foothills County if the rules were clearer, the process faster, and the economics aligned with nearby rural film zones. The single biggest change would be a straightforward, published filming bylaw or guideline that sets out permit requirements, fees, insurance, hours, noise, traffic, and drone rules in plain language, with a named film liaison to handle questions and approvals. Pair that with a curated location library of willing ranches, farms, and scenic roads, template location agreements for landowners, and simple processes for temporary structures, base camps, and road use, and the county becomes a low-risk, high-value alternative to more regulated municipalities. In short, clear rules, a single point of contact, and explicit alignment with Alberta's rural tax credit would materially increase commercial filming activity in Foothills County. The establishment of a Foothills Film Commission would be able to help address all of this.
- Continuing to be "Film Friendly". This does not mean that the County has to do whatever a production asks, but more that, we can always work together to come up with a solution to extraordinary requests.

- Keep things simple and easy to film here. Don't add red tape or extra hurdles to the process. The second a "film policy" exists it means I will be doing a lot more online forms with mandatory fields I can't answer. Don't ever have a mandatory field in an online form. That would help filming greatly.
- Single point of contact established website for information, guidelines and policy for what is expected to create transparency. May want a 2 step application where step 1 is getting information about the production, dates, and contact information. Step 2 is getting details about the film closer to the time of filming once the script is finalized. Coordination and communication help to streamline the process but step one acts as a heads up.
- A policy for information purposes only. Do not regulate and add red tape to this industry or they will move out of Foothills as they did in Rockview and take all the benefits to the area with them. Seems you are looking for ways to punish and regulate the industry, when you should be supporting it. Foothills are driving away business as most people don't even know the film is in progress. We would like to continue to operate as is, due to the discrete nature of some of the films and actors involved.
- If you changed nothing at all- that would be the most appealing thing.

30. Is there anything else the County should consider when updating guidelines or policies?

6 responses

- Deal with the same way as other sites. Zoning or requiring special approvals increases cost and taxes for the landowners over the long term, not just during filming, which is not reasonable. Better if put on the industry rather than the landowner. Have one or two person over long period to become familiar with filming, paid for by fees for processing. Allows for efficiency and consistency. Try to look at new things that come up like the City of Calgary, how can we make this work, rather than we have not done this before. 2 step application works best - step 1 contact information, step 2 filming details further to script being finalized so this would be where the circulation and approval process happens but may come up to a month or more later at times.
- Keep it simple, keep it concise. Both productions and residents should be protected and respected.
- Film permits will not be a huge cash cow for the County. They can help with covering some of the admin expenses. $500.00 to film on a road for a few hours is something every production could afford. There is currently no cost to film on a Provincial Highway, but if we are in Kananaskis, there are some fees associated with having a Conservation Officer for supervision, and some fees for filming "on location". I agree that it’s long overdue to have a film policy at Foothills County, and I hope that all productions can continue to think of it as a Film Friendly county. Myself and all of the other Location Managers will continue to scout for and showcase the amazing locations we live and work in.
- Minimal red tape or hoops to just through is best. Some Coordination/policy may be helpful and appreciated. Flexibility in timelines is important. Would be nice if the officer responsible would let the applicant know when receiving the application if there are any red flags or if the application appears that it should go smoothly right away rather than waiting for the approval to find out red flags or expected concerns.
- Consider the job, revenue and business the industry brings to the area. When Hollywood, Toronto and other areas have no filming, Foothills and Alberta continue to thrive due to the ease of filming and the landscape. High River has just introduced ways of making filming easier and Foothills is looking at ways to impede it.

- Film requires the white glove approach of helping cut through red tape. We are the only industry that wants to have car chases, explosions, gunfights... Or just 2 people walking down a road chatting. We are a strange industry and need to be given extra care an attention. Quick note, I wanted to answer "7" to all things above but it makes you choose 1 per column.

APPLICATION INFORMATION	**FILE NO. F2104-16SW**
	LEGAL DESC.: SW 16-21-4 W5M; Plan 9610466 Blk 3
	LANDOWNERS: D Bishop Family Inc
	AGENT: Kristi Beunder – Township Planning + Design
	AREA OF SUBJECT LANDS: 151.47 Acres
	CURRENT LAND USE: Agricultural District
PROPOSAL: Subdivision proposing 1 x +/- 22.95 acre Agricultural District parcel.	
DIVISION NO: 3	**COUNCILLOR:** Laura Kendall
FILE MANAGER: Elliott Salmon	

PURPOSE OF REQUEST

Request to the Subdivision Approving Authority for acknowledgement of the attached Land and Property Rights Tribunal Decision No. LPRT2026/MG0720.

BACKGROUND

February 11, 2026: Council refused Redesignation 25R065 proposing an amendment to the Agricultural District land use rules to allow for the future subdivision of one +/- 22.95 acre Agricultural District parcel for the below reasons:

> *In their consideration of the criteria noted in the Agricultural section of the MDP2010, Council did not find sufficient merit in the proposal to consider allowing the fragmentation of the subject lands, as it is Council's intent to maintain the agricultural land base.*

June 24, 2026: Council postponed consideration of the application to July 8th, 2026.

July 8, 2026: The subdivision application was refused by the Subdivision Approving Authority under the following motion:

> *E.2 D. Bishop Family Inc. - SW 16-21-04 W5M - Request for Subdivision Approval*
>
> *Resolution 664-26*
>
> *That the subdivision of one 22.95 +/- acre Agricultural District parcel from Plan 9610466, Block 3; Ptn. SW 16-21-04 W5M leaving a 128.52 +/- acre Agricultural District balance parcel be refused. Council is of the opinion that the application should first be supported by an approved land use bylaw amendment in accordance with the Foothills County Land Use Bylaw 60/2014.*
>
> *In their consideration of the Agriculture section of the County's Municipal Development Plan 2010 and the Community Development section of the South Saskatchewan Regional Plan, which support the conservation and protection of agricultural land, and in accordance with policy 2 of the Agriculture section of the MDP2010 and Section 3.3 of the County's Growth Management Strategy, both of which discourage the fragmentation of agricultural land, the Subdivision Approving Authority does not find sufficient merit in the proposal to consider further fragmentation of this Agriculturally zoned parcel.*

Further, the proposal does not adequately address broader policy considerations of the Municipal Development Plan 2010, including the evaluation of impacts on surrounding agricultural operations and the capacity and safety of the transportation network serving the subject lands.

Additionally, the application to further amend the Land Use Bylaw by authorizing an amendment to the Agricultural District land use rules on Ptn. SW 16-21-4 W5M; Plan 9610466, Block 3 to allow for the future subdivision of one new 22.95 +/- acre Agricultural District parcel with a 128.52 +/- acre Agricultural District balance parcel was refused by Council on February 11, 2026. The proposed subdivision, therefore, cannot comply with Section 654(1) of the Municipal Government Act in accordance with section 12.1.6.1 of the Agricultural District of the Foothills County Land Use Bylaw 60/2014 as the proposed subdivision is not supported by a land use bylaw amendment.

September 23, 2026: The Land and Property Rights Tribunal heard the appeal from the applicant regarding the refusal of the subdivision and upheld the Subdivision Approving Authority's decision to refuse the subdivision as per the attached Land and Property Rights Tribunal Decision.

REQUEST OF THE SUBDIVISION APPROVING AUTHORITY

The Subdivision Approving Authority is respectfully requested to acknowledge the Land and Property Rights Tribunal Decision No. LPRT2026/MG0720.

APPENDICES

APPENDIX A – MAP SET

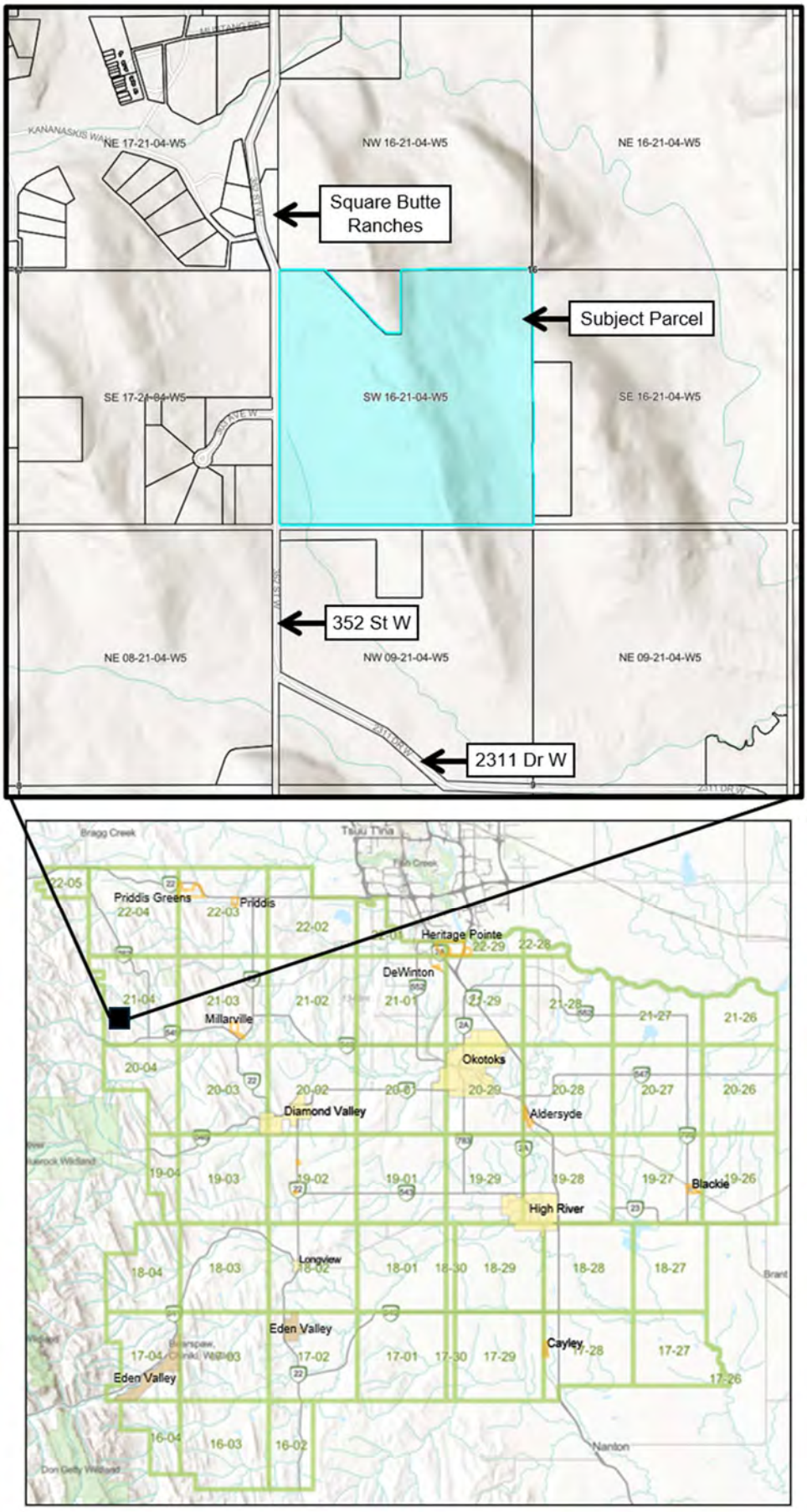
LOCATION MAP

SITE PLAN

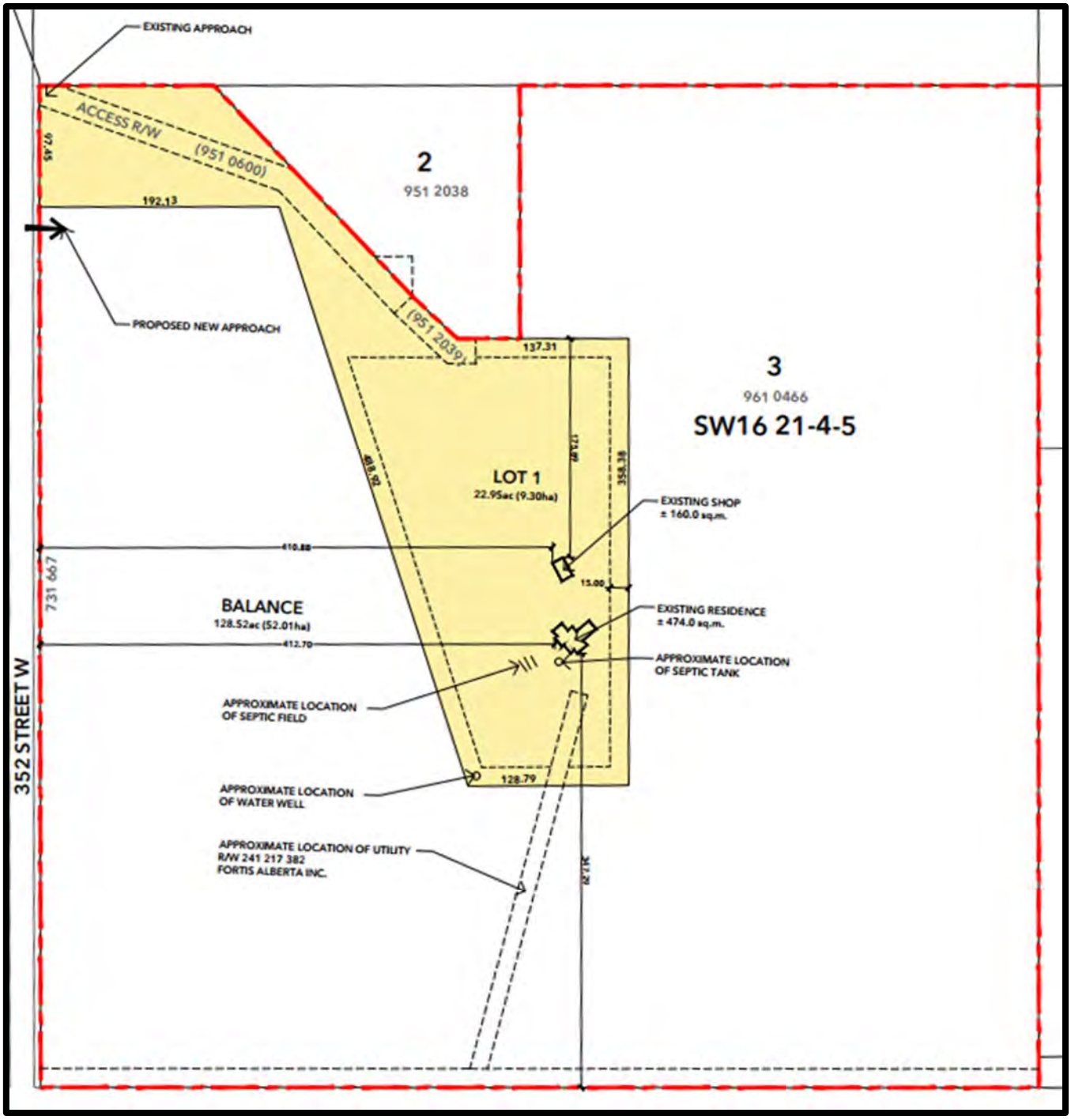
ORTHO PHOTO

APPENDIX B – LAND AND PROPERTY RIGHTS TRIBUNAL DECISION NO. LPRT2026/MG0720

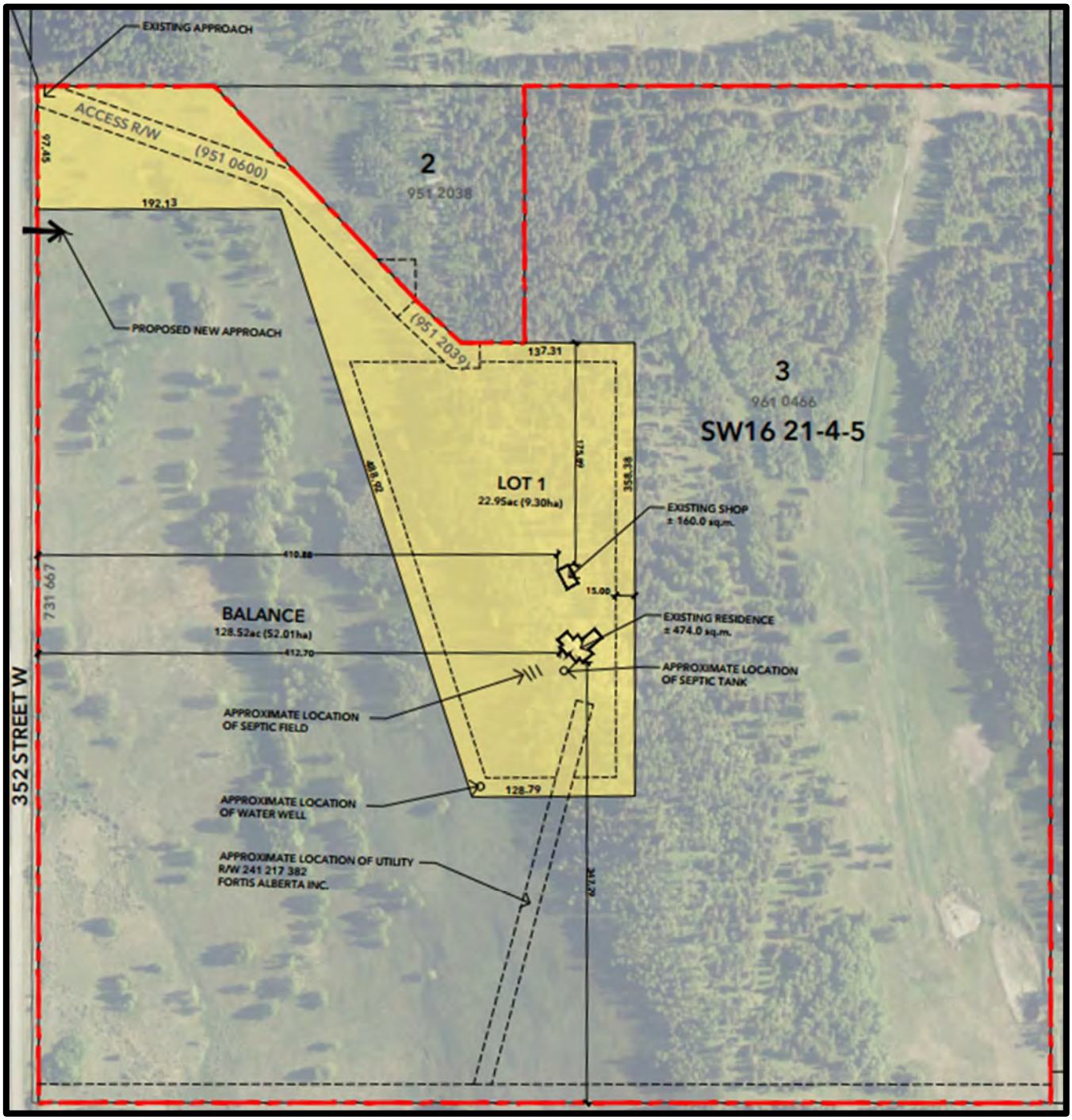
APPENDIX A – LOCATION MAP



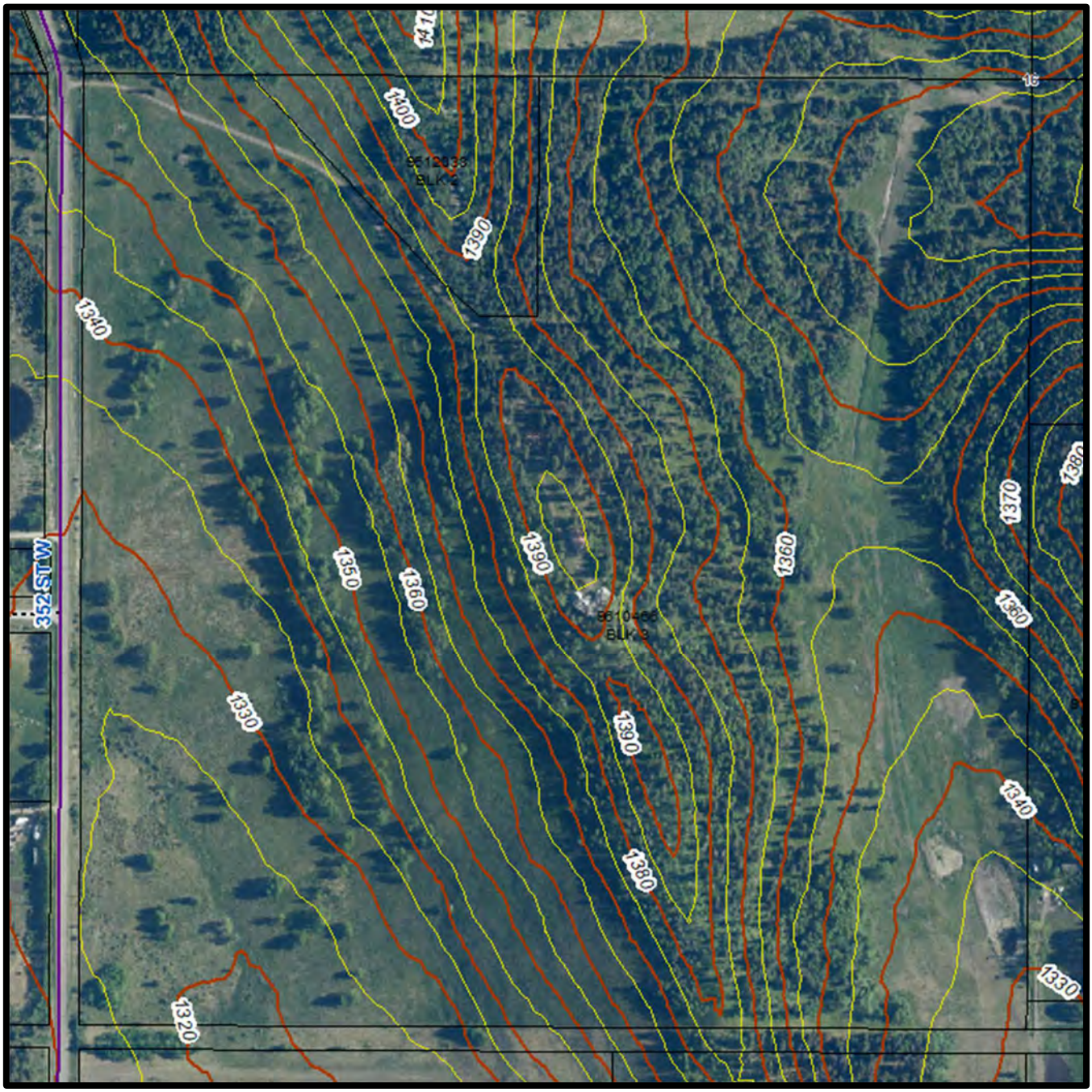
APPENDIX A – SITE PLAN – WITHOUT AERIAL IMAGERY



APPENDIX A – SITE PLAN – WITH AERIAL IMAGERY



APPENDIX A – ORTHO PHOTO



APPENDIX B – LAND AND PROPERTY RIGHTS TRIBUNAL DECISION NO. LPRT2026/MG0720

LAND AND PROPERTY RIGHTS TRIBUNAL

Citation: D. Bishop Family Inc. v Foothills County (Subdivision Authority), 2026 ABLPRT 720
Date: 2026-11-09
File No. S26/FOOT/CO-025
Decision No. LPRT2026/MG0720
Municipality: Foothills County

In the matter of an appeal from a decision of Foothills County Subdivision Authority (SA) respecting the proposed subdivision of Block 3 Plan 9610466 within SW 16-021-04-W5M (subject land) under Part 17 of the *Municipal Government Act*, RSA 2000, c M-26 (*Act*).

BETWEEN:

D. Bishop Family Inc.

Appellant

- and -

Foothills County Subdivision Authority

Respondent Authority

BEFORE: D. Thomas, Presiding Officer
L. Danchuk, Member
P. Yackulic, Member
(Panel)

K. Lau, Case Manager

DECISION

APPEARANCES

See Appendix A

This is an appeal to the Land and Property Rights Tribunal (LPRT or Tribunal). The hearing was held by videoconference, on September 22, 2026, after notifying interested parties. Additional submissions were accepted until September 23, 2026

OVERVIEW

[1] This appeal concerns the SA's refusal of an application to subdivide a 9.3 ha parcel from a previously subdivided agricultural quarter section. The SA refused the subdivision as it would result in fragmentation of agricultural land, contrary to the Foothills County (County) statutory planning documents. The Appellant argued the subdivision would not result in fragmentation as they intended to integrate the agricultural use of both parcels into a combined operation.

[2] The LPRT upheld the SA's decision and denied the appeal. The Panel determined that continuing the proposed integration of operations could be terminated by changes of ownership in the future, resulting in fragmentation of the land. Further, the Panel determined that the 9.3 ha parcel was not large enough to independently sustain the intended and only proven viable agricultural use (livestock grazing), rendering the land unsuitable for the proposed use.

REASON APPEAL HEARD BY LPRT

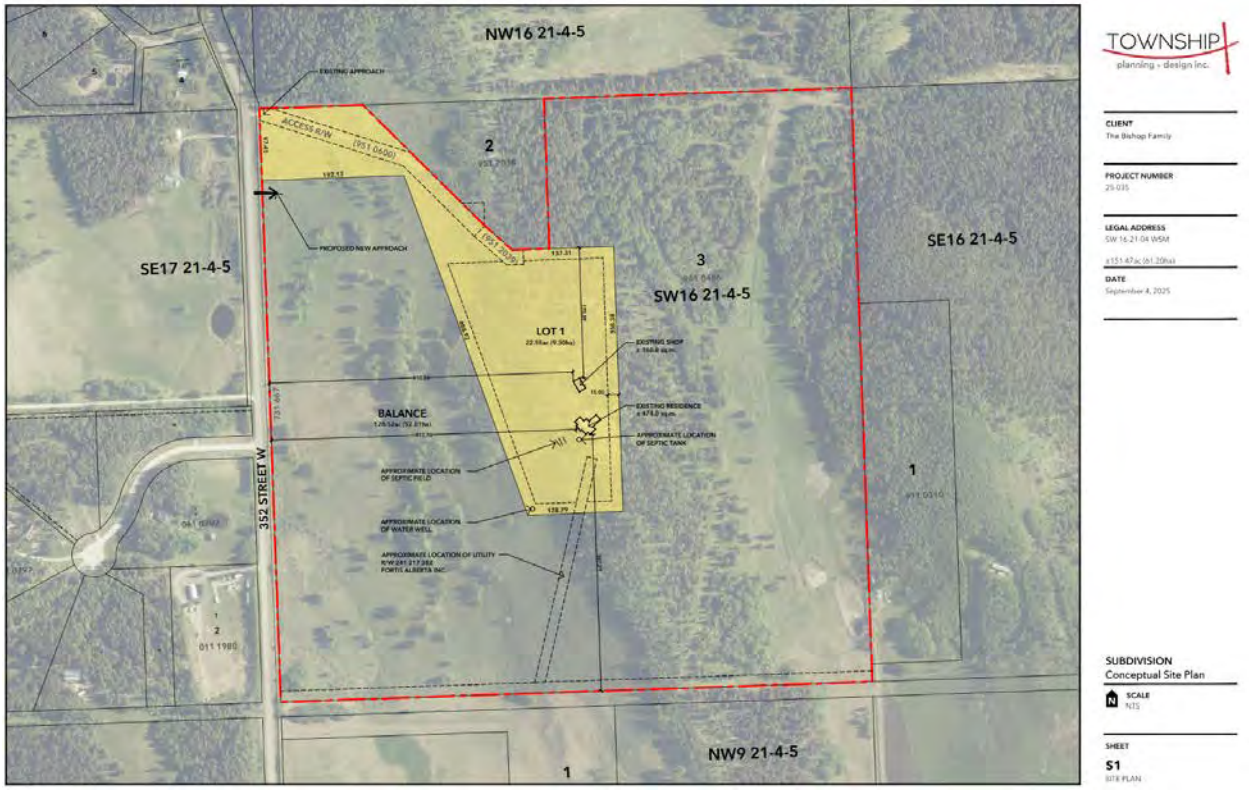
[3] Section 678(2) of the *Act* directs subdivision appeals to the LPRT instead of a subdivision and development appeal board when the subject land is in the Green Area or within prescribed distances of features of interest to Provincial authorities, including a highway, body of water, sewage treatment, waste management facility, or historical site. The distances are found in s. 26 of the *Matters Related to Subdivision and Development Regulation*, Alta Reg 84/2022 (*Regulation*). The LPRT also hears subdivision appeals when the land is the subject of a licence, permit, approval or other authorization from various Provincial authorities.

[4] In this case, the following circumstance apply to the subject land

Body of Water	An unnamed intermittent water course lies in the southwest part of the parcel

PROPOSAL

[5] To subdivide a 61.3 hectare (ha) lot into two parcels, one of 9.3 ha, the other 52.0 ha, from a previously subdivided quarter section. The properties are to be used for agricultural purposes.



BACKGROUND

[6] The land to be subdivided is a lot within a previously subdivided quarter section in Foothills County (County). The proposal is to subdivide a 61.3 ha parcel designated as Agricultural (A) in the Land Use Bylaw (LUB) into a 9.3 ha lot and a 52.0 ha lot, both intended for agricultural use. The minimum parcel size for a lot in the A Land Use District is 8.49 ha. An application to amend the LUB to allow for future subdivision of the property was refused by the County.

[7] The property is approximately 20 kilometres (km) northwest of Diamond Valley and 30 km southwest of Calgary. It lies east of 352nd Street and north of an undeveloped statutory road allowance**.** The property has a developed access to 352nd Street near the north boundary. The subject property is predominantly pasture. An unnamed intermittent creek flows through the southwest corner of the section, before crossing into the adjacent quarter section to the south. A ridge runs north/south through the middle of the parcel and extends beyond its north and south boundaries. This ridge is 60 to 70 m above the land to the west, and about 40 m above the land to its east. The ridge and slopes are generally tree covered, while the lower and flatter land is relatively open with scattered tree cover.

[8] Development on the property consists of a dwelling and shop, both of which would be on the smaller proposed lot, on top of the ridge. The dwelling was constructed in 1991 and is currently vacant while repairs and renovations take place. The existing development is serviced by a well and septic system that lie within the smaller proposed lot.

[9] A previous subdivision created a 3.0 ha parcel in the north central part of the quarter section, accessed by a driveway on a right of way through the subject property that also provides access to the dwelling and shop. The previously subdivided parcel contains a residence. Multi lot residential

developments lie to the northwest and west of the subject property. Lands to the north, east, and south are in agricultural use.

SA's Decision

[10] The application was refused by the SA per the following:

> That the subdivision of one 22.95 +/- acre Agricultural District parcel from Plan 9610466, Block 3; Ptn. SW 16-21-04 W5M leaving a 128.52 +/- acre Agricultural District balance parcel be refused. Council is of the opinion that the application should first be supported by an approved land use bylaw amendment in accordance with the Foothills County Land Use Bylaw 60/2014.
>
> In their consideration of the Agriculture section of the County's Municipal Development Plan 2010 and the Community Development section of the South Saskatchewan Regional Plan, which support the conservation and protection of agricultural land, and in accordance with policy 2 of the Agriculture section of the MDP2010 and Section 3.3 of the County's Growth Management Strategy, both of which discourage the fragmentation of agricultural land, the Subdivision Approving Authority does not find sufficient merit in the proposal to consider further fragmentation of this Agriculturally zoned parcel.
>
> Further, the proposal does not adequately address broader policy considerations of the Municipal Development Plan 2010, including the evaluation of impacts on surrounding agricultural operations and the capacity and safety of the transportation network serving the subject lands.
>
> Additionally, the application to further amend the Land Use Bylaw by authorizing an amendment to the Agricultural District land use rules on Ptn. SW 16-21-4 W5M; Plan 9610466, Block 3 to allow for the future subdivision of one new 22.95 +/- acre Agricultural District parcel with a 128.52 +/- acre Agricultural District balance parcel was refused by Council on February 11, 2026. The proposed subdivision, therefore, cannot comply with Section 654(1) of the Municipal Government Act in accordance with section 12.1.6.1 of the Agricultural District of the Foothills County Land Use Bylaw 60/2014 as the proposed subdivision is not supported by a land use bylaw amendment.

Notice of Appeal

[11] The owner's agent appealed the refusal, noting that:

a. the land use is in place,
b. the site contains a residence,
c. agriculture is the intended use.

ISSUES

[12] The LPRT must consider requirements under the *Act*, *Regulation*, any regional plans (in this case the South Saskatchewan Regional Plan (SSRP)) under the *Alberta Land Stewardship Act*, the Provincial Land Use Policies (LUP), the Land Use Bylaw (LUB), and any statutory plans. (see ss. 680(2), 618.3 and 618.4(1) of the *Act*). Against this general regulatory backdrop, the parties focused on the following particular issues:

1. Does the proposed subdivision comply with the SSRP, MDP and LUB, particularly with regard to the fragmentation of agricultural land?

2. If it does not comply with the above, should the Tribunal exercise any discretion it may have to approve the subdivision?

SUMMARY OF THE SA'S POSITION

[13] The SA's position is that the proposed subdivision would result in fragmentation of agricultural land, contrary to requirements of the SSRP, the Municipal Development Plan (MDP) and the County's Growth Management Study (GMS). They noted that the subdivision would interfere with the agricultural use of both proposed parcels. The decreased area impairs the efficiency of agricultural use of the larger parcel, while the smaller parcel may not have a viable independent agricultural use.

[14] The SA presented that the proposed subdivision does not comply with the SSRP, the MDP, the GMS and the LUB. Within the SSRP, policy provides that the fragmentation of agricultural lands should be limited. Specifically, SSRP Policy 8.20 states that municipalities are expected to 'Limit the fragmentation of agricultural lands and their premature conversion to other, non-agricultural uses, especially within areas where agriculture has been identified as a primary land use in the region. Municipal planning, policies and tools that promote the efficient use of land should be used where appropriate to support this strategy.' The SA presented that although the property is in agricultural use, the proposed subdivision would convert a portion of the property to residential use, in conflict with SSRP Policy 8.20.

[15] With regard to the MDP, the SA advised that a goal of the Plan is to protect the agricultural land base. They presented that the subdivision would convert the smaller parcel to residential use, reducing the agricultural land base. Further, MDP Agriculture Policy 2 states that "The MD supports maintaining the integrity of the agricultural land base and discourages the fragmentation of agricultural land, including the subdivision of land into smaller agricultural parcels." They noted that the proposal is the subdivision of land into smaller agricultural parcels, a fragmentation action that the policy specifically identifies as an action to be discouraged. They held that the conversion of land to residential use or subdivision into smaller agricultural parcels would be contrary to the policies of the MDP.

[16] The SA referenced the County's GMS which expands on the direction provided in the MDP, providing reference to specific areas within the County. The subject property is within the north west district identified in the strategy, where moderate growth is to be expected within the mandate to preserve and protect agricultural land. The relevant strategy in the GMS for agricultural land protection is in Section 3.3, with direction to 'Re-Affirm commitment to discourage conversion and fragmentation of Agricultural Lands'. The SA held that the decision to refuse the subdivision is consistent with this strategy.

[17] The SA submitted that an amendment to the LUB is required in order for a subdivision to be approved in this district. They presented LUB Section 12.1.6.1, which states '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.' The SA advised that the required amendment had been refused by Council, who, in their consideration of the criteria noted in the Agricultural section of the MDP, did not find sufficient merit in the proposal to allow the fragmentation of the subject lands. It was noted that Council's intent is to maintain the agricultural land base. The SA concluded that without the LUB amendment, the subdivision does not comply with the LUB.

[18] The SA held that s.654(1) (b) of the *Act* precludes approval of an application that does not conform to any statutory plan and the LUB. The application does not comply with Section 654(1) of the *Act*, as the proposed subdivision does not conform with section 12.1.6.1 of the LUB.

[19] With regard to the presence of subdivided parcels and fragmentation near the subject property, the SA noted that the previous subdivisions in this area were approved before the adoption of the current MDP and SSRP. The most recent subdivision was undertaken in 2006, while the MDP was adopted in 2010.

[20] The SA stated that though the application was submitted as an agricultural subdivision, it is a country residential application disguised as an agricultural application. They held that the intent of the subdivision is for a country residential use, which is not provided for in this area, and that the parcel size was manipulated to meet the minimum requirements of the A district.

[21] The SA maintained that this subdivision would fragment agricultural land and concluded that refusal of the subdivision is consistent with the regulations and provisions of the LUB, GMS, MDP, and SSRP.

SUMMARY OF APPELLANT'S POSITION

[22] The Appellant's position was presented by the owner's agent, supplemented by information from the property owner and witnesses who are prospective owners.

[23] The Appellant provided information on the suitability of the property for agriculture, noting that the property has severe limitations for crop production due to soil classification, inadequate heat units, and steep slopes. They stated the property is not productive agricultural land and has not been cultivated within the past 13 years; however, the past and current use for livestock grazing land will continue on both parcels. They explained there is no intent to place fencing between the parcels, although the boundary was designed so that fencing could be placed. Operations will be integrated and livestock will have continued access to the whole site.

[24] The Appellant presented that the parcel configuration was guided by the location of existing development and terrain constraints. Proposed Lot 1 incorporates the driveway, dwelling, shop, and supporting utilities, with appropriate setbacks. The property is affected by slopes of up to 40%. The Appellant advised that the property line is at the bottom of the slope. They noted that the parcel boundary was designed in such a way that property line fencing could be placed at the bottom of the slope. The Appellant further provided that the proposed property line on the east side is halfway down the slope.

[25] The Appellant stated that they are creating a parcel that is large enough to support the agricultural use of livestock grazing. They further advised that the smaller proposed parcel would be allowed a total of 4.6 Animal Monthly Units (AMU), and that this was not sufficient to 'make a living' or support a ranching operation

[26] The Appellant referred to the SSRP, which recognizes that small parcels contribute to agricultural diversification. They stated that using the land for a small farm opportunity promotes efficient land use while maintaining the integrity of the agricultural land base. The potential to accommodate goats, chickens, home based businesses, farm gate sales, and honey sales on a parcel of this size was presented.

The Appellant stated they are not contemplating changing the use or other agricultural uses, and that livestock grazing would continue as the main use.

[27] The Appellant noted that although ownership, financing, mortgaging, and residency are not relevant considerations in a planning application, the subdivision merits consideration as the prospective purchasers intend to live on the land and continue agricultural operations. They also explained that financing required to complete the project is not possible without a separate title created by a subdivision.

[28] The Appellant disagreed with the SA's suggestion that the proposal is for a country residential parcel. They intentionally designed the subdivision to retain agricultural uses in an agricultural area. They further advised that their letters of engagement identifying the project as the 'creation of one new Country Residential District (CR) parcel +/- 10.0 acres' were in error and corrected documents would be provided to the Panel. They stated that the property is contiguous to country residential development on all sides.

[29] The Appellant raised concerns regarding the participation of County Councillor Kendall in this hearing on behalf of the SA, citing *Cartwright v Rocky View County Subdivision and Development Appeal Board*, 2020 ABCA 408 as authority that precludes their participation in this venue.

[30] The Appellant submitted that the LUB requirement to amend the LUB to subdivide a property subverts the intent of the *Act*, as it forces people through a rezoning and a public hearing. They submitted that the LPRT has stated in previous orders that to require LUB amendment prior to subdivision is to subvert the subdivision process as designed by the legislation, citing *Palmer v Municipal District of Foothills No. 31 (Subdivision Authority)*, 2017 ABMGB 29 *(Palmer)* and *Fortmueller vs. Municipal District of Foothills (Subdivision Authority)*, 2016 ABMGB 2 (*Fortmueller).*

[31] The Appellant concluded that they had submitted a sound application supported by evidence and that the SA has not provided anything to suggest that there is insufficient merit to approve the application.

FINDINGS

1. The proposed subdivision does not comply with the Land Use Policies, SSRP, MDP and LUB, specifically with regard to the fragmentation of agricultural land.

2. There are not sufficient reasons for the Tribunal to exercise any discretion it may have to approve the subdivision.

DECISION

[32] The appeal is denied and the subdivision is refused.

REASONS

Fragmentation of land

[33] The Appellant argued that the subject property will not be fragmented, since fencing will not be placed between the parcels and integrated operations will continue on both parcels, with livestock having continued access to the entirety of the site. However, they also stated that the parcel boundary was

designed in such a way that fencing could be placed. Separate titles would mean subsequent owners could sell or establish fencing at any time. As a result, there is a significant potential that subsequent owners may choose not to integrate the agricultural operations on the two smaller parcels applied for, effectively limiting their potential for agricultural use. The Panel concurred with the SA that the subdivision would fragment the parcel, contrary to the intent of MDP Agricultural Policy 2, as guided by goals in the Land Use Policies, and SSRP.

Suitability for intended use and compliance with LUB

[34] Section 654 of the *Act* requires that a site be suitable for the proposed use, and s. 680 of the *Act* requires the LPRT to conform with uses in the LUB. In this case, the Appellant's intent is to use both parcels for agricultural (grazing). In this respect, the Appellant explained that the land is not of high agricultural value and is only viable for grazing and that a smaller parcel would allow for a limited number of animals but would not support a grazing operation. This evidence suggests the smaller parcel will not be suitable for independent agricultural use and further supports the LPRT's conclusion that the potential for fencing and divided ownership will affect the agricultural potential of the resulting parcels.

[35] In addition, the smaller parcel's limited viability for independent agricultural use supports the SA's position that the smaller parcel is likely to be converted to CR uses. In this respect, the Appellant advised that the apparent intent for the prospective purchaser to use the proposed parcel for Country Residential uses (as stated in the letters of engagement) is incorrect. However, even assuming the intent of the prospective purchaser is to use the proposed parcel for grazing, the proposed parcel size is not naturally suited to that use. Further, there is a potential that either the prospective purchaser or later purchasers will subsequently decide to use the smaller parcel for country residential purposes, for which it is better suited. Given these considerations, the LPRT agrees with the SA's position that approval of the proposal is likely to remove land from agricultural use over the long term.

[36] There is no dispute that ownership, financing, mortgaging, and residency are not relevant considerations in a planning application; as such, the LPRT did not give significant weight to the Appellant's submissions that the financing required to complete the project is not possible without the separate title created by a subdivision.

Participation of Councillor Kendall

[37] The LPRT does not accept the Appellant's submission that the ruling in *Cartwright v Rocky View County Subdivision and Development Appeal Board*, 2020 ABCA 408 (*Cartwright*) precludes a County Councillor from participating in an appeal hearing. That case dealt with a Councillor who presented to an SDAB for which they had acted chair in its immediately preceding appeal. The issue was primarily the reasonable apprehension of bias. In the current instance, the Councillor Kendall is not a member of the LPRT panel but a representative of the SA whose decision is under appeal. Unlike *Cartwright*, she was not in a position to unduly influence the appeal panel and her participation did not result in a reasonable apprehension of bias. The LPRT also does not accept the Appellant's position that a Councillor is bound to support an application by their constituent; rather, their responsibility is to act in accordance with legislation.

LUB Requirement to Redesignate

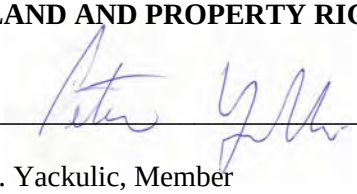
[38] The LPRT also does not accept the Appellant's position that an LUB requirement to amend the LUB before subdivision subverts the purpose of the *Act*. Redesignation may often be needed to support an

application to meet allowable uses or standards. Where a proposal meets the requirements of the existing designation, the purpose of a requirement to redesignate may be questioned. However, even in such cases, Council's refusal to redesignate cannot detract from the discretion of the SA or Appeal Board to approve subdivision, or to vary the non-use provisions of the original designation.

[39] The LPRT does not consider that *Fortmueller* and *Palmer* affirm the Appellant's position on this point. *Fortmueller* is not relevant, as it deals with LUB standards that are disguised as use provisions. With respect to *Palmer,* the statement that "to require a bylaw amendment prior to subdivision is to subvert the subdivision process" must be read in context. The Panel's point there (as explained in the following sentence) is that bylaw amendments are Council decisions rather than decisions of the SA; therefore, Council's refusal to redesignate cannot be considered as precluding the SA or appeal board from considering a subdivision application on its merits in accordance with Council's chosen LUB designation; similarly, Council's refusal to redesignate cannot preclude the SA or appeal board from exercising the discretion granted under the *Act* to vary MDP policies and LUB provisions.

Dated at the City of Edmonton in the Province of Alberta this 9th day of November, 2026.

LAND AND PROPERTY RIGHTS TRIBUNAL



P. Yackulic, Member

APPENDIX A

PARTIES WHO ATTENDED, MADE SUBMISSIONS OR GAVE EVIDENCE AT THE HEARING:

NAME	CAPACITY
K. Beunder	Appellant's Agent
D. Bishop	Appellant
K. Widomski	Appellant Witness
J. Widomski	Appellant Witness
E. Salmon	SA
P. Antle	Foothills County, Engineering Technologist
L. Kendall	Foothills County, Councillor

APPENDIX B

DOCUMENTS RECEIVED PRIOR TO THE HEARING:

NO.	ITEM
1A	Notice of Appeal (18 pp)
2R	Background Information (80 pp)
3R	Growth Management Strategy_MD of Foothills No. 31 (49 pp)
4R	Municipal Development Plan (60 pp)
5R	Land Use Bylaw - updated June 10 2026 (391 pp)
6RA	Telus response to Tribunal circulations (2 pp)
7A	Council Minutes Feb 11_Formatted (5 pp)
8A	Land Use Refusal- Bishop (1 pp)
9A	Bishop - Notice of Complete (7 pp)
10A	Council Staff Report July 8th (12 pp)
11A	Council Staff Report June 24th (8 pp)
12A	Staff Report Comparative (1 pp)
13A	Subdivision_Transmittal Refusal (9 pp)
14A	Neal Signed Documents from AG (2 pp)
15A	Shaikh v Foothills County Court Decision (6 pp)
16A	Shaikh v Foothills County rehearing (22 pp)
17A	Agriculture Section_Community Development_SSRP (1 pp)
18A	Community Development SSRP Excerpts (11 pp)
19A	MDP Foothills Excerpts (4 pp)
20A	Foothills GMS-Northwest District Excerpts (2 pp)
21A	Foothills LUB Excerpts Definitions, General Rules and Agricultural District (7 pp)
22A	Palmer v Municipal District of Foothills No. 31 (23 pp)
23A	Fortmuller v Municipal District of Foothills (22 pp)
24A	MGA Excerpts - S.654,680 (4 pp)
25A	Drone Video of Site (Video)
26A	Land Use Staff Report (16 pp)

APPENDIX C

DOCUMENTS RECEIVED AT THE HEARING:

NO.	ITEM
27R	County's Presentation (16 pp)
28A	Appellant's Presentation (38 pp)
29A	Abandoned Well Screenshot and email (1 pp)
30A	Alberta Boot Land Company Agency Agreement (1 pp)

APPENDIX D

LEGISLATION

The *Act* and associated regulations contain criteria that apply to appeals of subdivision decisions. While the following list may not be exhaustive, some key provisions are reproduced below.

Municipal Government Act

Purpose of this Part

Section 617 is the main guideline from which all other provincial and municipal planning documents are derived. Therefore, in reviewing subdivision appeals, each and every plan must comply with the philosophy expressed in 617.

> 617 The purpose of this Part and the regulations and bylaws under this Part is to provide means whereby plans and related matters may be prepared and adopted
>
> (a) to achieve the orderly, economical and beneficial development, use of land and patterns of human settlement, and
>
> (b) to maintain and improve the quality of the physical environment within which patterns of human settlement are situated in Alberta,
>
> without infringing on the rights of individuals for any public interest except to the extent that is necessary for the overall greater public interest.

Section 618.3 and 618.4 direct that all decisions of the LPRT must be consistent with the applicable regional plan adopted under the *Alberta Land Stewardship Act* or the Land Use Policies (LUP).

ALSA regional plans

> 618.3(1) Anything done by any of the following under a provision in this Part or a regulation under this Part must be done in accordance with any applicable ALSA regional plan:
>
> (a) a municipality;
> (b) a council;
> (c) a municipal planning commission;
> (d) a subdivision authority;
> (e) a development authority;
> (f) a subdivision and development appeal board;
> (g) the Land and Property Rights Tribunal;
> (h) an entity to which authority is delegated under section 625(4).
>
> (2) If there is a conflict or an inconsistency between anything that is done under a provision of this Part or a regulation under this Part and an applicable ALSA regional plan, the ALSA regional plan prevails to the extent of the conflict or the inconsistency.

Land use policies

> 618.4(1) Every statutory plan, land use bylaw and action undertaken pursuant to this Part by a municipality, municipal planning commission, subdivision authority, development authority or subdivision and development appeal board or the Land and Property Rights Tribunal must be consistent with the land use policies established under subsection (2).
>
> **(2)** The Lieutenant Governor in Council, on the recommendation of the Minister, may by regulation establish land use policies.

Approval of application

Upon appeal, the LPRT takes on the role of the subdivision authority. Pertinent provisions relative to decisions of the subdivision authority include section 654(1) and (2) of the *Act*. The SA (and by extension the LPRT) cannot approve a subdivision unless convinced that the site is suitable for the intended use, as per section 654(1)(a) of the *Act*.

> 654(1) A subdivision authority must not approve an application for subdivision approval unless
>
> (a) the land that is proposed to be subdivided is, in the opinion of the subdivision authority, suitable for the purpose for which the subdivision is intended,
>
> (b) the proposed subdivision conforms to the provisions of any growth plan under Part 17.1, any statutory plan and, subject to subsection (2), any land use bylaw that affects the land proposed to be subdivided,
>
> (c) the proposed subdivision complies with this Part and Part 17.1 and the regulations under those Parts, and
>
> (d) all outstanding property taxes on the land proposed to be subdivided have been paid to the municipality where the land is located or arrangements satisfactory to the municipality have been made for their payment pursuant to Part 10.
>
> (1.1) Repealed 2018 c11 s13.
>
> (1.2) If the subdivision authority is of the opinion that there may be a conflict or inconsistency between statutory plans, section 638 applies in respect of the conflict or inconsistency.
>
> (2) A subdivision authority may approve an application for subdivision approval even though the proposed subdivision does not comply with the land use bylaw if, in its opinion,
>
> (a) the proposed subdivision would not
>
> (i) unduly interfere with the amenities of the neighbourhood, or
>
> (ii) materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land,
>
> and
>
> (b) the proposed subdivision conforms with the use prescribed for that land in the land use bylaw.
>
> (3) A subdivision authority may approve or refuse an application for subdivision approval.

Appeals

Section 678 of the *Act* sets out the requirements for appeal of a decision by the subdivision authority.

> 678(1) The decision of a subdivision authority on an application for subdivision approval may be appealed
>
> (a) by the applicant for the approval,
>
> (b) by a Government department if the application is required by the subdivision and development regulations to be referred to that department,
>
> (c) by the council of the municipality in which the land to be subdivided is located if the council, a designated officer of the municipality or the municipal planning

commission of the municipality is not the subdivision authority, or

(d) by a school board with respect to

(i) the allocation of municipal reserve and school reserve or money in place of the reserve,

(ii) the location of school reserve allocated to it, or

(iii) the amount of school reserve or money in place of the reserve.

(2) An appeal under subsection (1) may be commenced by filing a notice of appeal within 14 days after receipt of the written decision of the subdivision authority or deemed refusal by the subdivision authority in accordance with section 681

(a) with the Land and Property Rights Tribunal

(i) unless otherwise provided in the regulations under section 694(1)(h.2)(i), where the land that is subject of the application

(A) is within the Green Area as classified by the Minister responsible for the Public Lands Act,

(B) contains, is adjacent to or is within the prescribed distance of a highway, a body of water, a sewage treatment or waste management facility or a historical site,

(C) is the subject of a licence, permit, approval or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy and Utilities Board or Alberta Utilities Commission,

or

(D) is the subject of a licence, permit, approval or other authorization granted by the Minister of Environment and Parks,

or

(ii) in any other circumstances described in the regulations under section 694(1)(h.2)(ii),

or

(b) in all other cases, with the subdivision and development appeal board.

(2.1) Despite subsection (2)(a), if the land that is the subject-matter of the appeal would have been in an area described in subsection (2)(a) except that the affected Government department agreed, in writing, to vary the distance under the subdivision and development regulations, the notice of appeal must be filed with the subdivision and development appeal board.

…

Hearing and decision

Section 680(2) of the *Act* requires that LPRT decisions conform to the uses of land referred to in the relevant land use district of the LUB. It does not require that the LPRT abide by other provisions of the LUB, the MDP or the *Subdivision and Development Regulation*, although regard must be given to them.

680(2) In determining an appeal, the board hearing the appeal

(a) repealed 2020 c39 s10(48);

(a.1) must have regard to any statutory plan;

(b) must conform with the uses of land referred to in a land use bylaw;

(c) must be consistent with the land use policies;

(d) must have regard to but is not bound by the subdivision and development regulations;

(e) may confirm, revoke or vary the approval or decision or any condition imposed by the subdivision authority or make or substitute an approval, decision or condition of its own;

(f) may, in addition to the other powers it has, exercise the same power as a subdivision authority is permitted to exercise pursuant to this Part or the regulations or bylaws under this Part.

(2.1) In the case of an appeal of the deemed refusal of an application under section 653.1(8), the board must determine whether the documents and information that the applicant provided met the requirements of section 653.1(2).

(2.2) Subsection (1)(b) does not apply to an appeal of the deemed refusal of an application under section 653.1(8).

…

***Matters Related to Subdivision and Development Regulation* - Alberta Regulation 84/2022**

Relevant considerations

While the LPRT is not bound by the *Subdivision and Development Regulation*, it is the LPRT's practice to evaluate the suitability of a proposed site for the purpose intended using the criteria in section 9 as a guide.

9 In making a decision as to whether to approve an application for subdivision, the subdivision authority must consider, with respect to the land that is the subject of the application,

(a) its topography,

(b) its soil characteristics,

(c) storm water collection and disposal,

(d) any potential for the flooding, subsidence or erosion of the land,

(e) its accessibility to a road,

(f) the availability and adequacy of a water supply, sewage disposal system and solid waste disposal,

(g) in the case of land not serviced by a licensed water distribution and wastewater collection system, whether the proposed subdivision boundaries, lot sizes and building sites comply with the requirements of the *Private Sewage Disposal Systems Regulation* (AR 229/97) in respect of lot size and distances between property lines, buildings, water sources and private sewage disposal systems as identified in section 4(4)(b) and (c),

(h) the use of land in the vicinity of the land that is the subject of the application, and

(i) any other matters that it considers necessary to determine whether the land that is the subject of the application is suitable for the purpose for which the subdivision is intended.

…

ALBERTA LAND USE POLICIES

Land Use Policies were established by Lieutenant Governor in Council pursuant to section 618.4 of the *Act*.

2.0 The Planning Process

Goal

Planning activities are to be carried out in a fair, open, considerate, and equitable manner.

Policies

1. Municipalities are expected to take steps to inform both interested and potentially affected parties of municipal planning activities and to provide appropriate opportunities and sufficient information to allow meaningful participation in the planning process by residents, landowners, community groups, interest groups, municipal service providers, and other stakeholders.
2. Municipalities are expected to ensure that each proposed plan amendment, reclassification, development application, and subdivision application is processed in a thorough, timely, and diligent manner.
3. When considering a planning application, municipalities are expected to have regard to both site specific and immediate implications and to long term and cumulative benefits and impacts.

…

6.0 Resource Conservation
6.1 Agriculture
Goal

To contribute to the maintenance and diversification of Alberta's agricultural industry.

Policies

1. Municipalities are encouraged to identify, in consultation with Alberta Agriculture, Food and Rural Development, areas where agricultural activities, including extensive and intensive agricultural and associated activities, should be a primary land use.
2. Municipalities are encouraged to limit the fragmentation of agricultural lands and their premature conversion to other uses, especially within the agricultural areas identified in accordance with policy #1.
3. Where possible, municipalities are encouraged to direct non-agricultural development to areas where such development will not constrain agricultural activities.

…

SOUTH SASKATCHEWAN REGIONAL PLAN

Agriculture
Municipalities are expected to:

8.19. Identify areas where agricultural activities, including extensive and intensive agricultural and associated activities, should be the primary land use in the region.

8.20. Limit the fragmentation of agricultural lands and their premature conversion to other, non-agricultural uses, especially within areas where agriculture has been identified as a primary land use in the region. Municipal planning, policies and tools that promote the efficient use of land should be used where appropriate to support this strategy.

8.21. Employ appropriate planning tools to direct non-agricultural subdivision and development to areas where such development will not constrain agricultural activities, or to areas of lower-quality agricultural lands.

8.22. Minimize conflicts between intensive agricultural operations and incompatible land uses by using appropriate planning tools, setback distances and other mitigating measures.

Maintaining an agricultural land base recognizes the value of agricultural land for sustainable growth and diversification of the agricultural industry as well as providing an opportunity for expansion of agricultural production and value-added agribusinesses in the region.

MUNICIPAL BYLAWS AND STATUTORY PLANS

Municipal Development Plan

AGRICULTURE

Conserving the agricultural land base is very important to our economy, our environment and our way of life here in the MD of Foothills. Agricultural products are renewable resources which provide jobs and revenue. The long-term viability of agriculture depends on the land base. Due to the diversity of agricultural pursuits we can no longer define good farm land strictly by criteria such as the Canada Lands Inventory (CLI) soil capability system. We view all land as potential agricultural land and worth conserving. Agricultural lands comprise a significant portion of the natural capital in the MD, and the MD has a duty to protect this land for use by future generations. Most of the land in the MD of Foothills is made up of working farms and ranches, many of which have been in families for generations. These families not only work as farmers, but they are also responsible for land stewardship. We still have intact watersheds, abundant wildlife and spectacular open vistas, all 'public goods', because of the families who have cared for their lands. The costs of supplying and maintaining these goods on private lands are left largely on the shoulders of our farmers and ranchers. The Provincial government's new Land-Use Framework recognizes this and plans to develop new policy to support stewardship and conservation on both public and private lands. The MD supports this initiative.

GOAL

Conserve and protect the maximum amount of land in the MD as natural capital for use by the agricultural industry today and for future generations.

OBJECTIVES

1. Make the preservation of agricultural land a priority for the Municipal District of Foothills No. 31.
2. Minimize the loss of agricultural land by limiting the amount of land removed from agricultural use.
3. Foster growth, diversification and development of the agricultural industry.
4. Support existing agricultural operations and the "right to farm".
5. Partner with and encourage the agricultural industry to protect lands that are environmentally significant by adopting practices that promote soil and water conservation.
6. Encourage the agricultural industry to use water responsibly.

POLICY

1. All lands in the MD are deemed to be agricultural lands unless zoned for other uses.
2. The MD supports maintaining the integrity of the agricultural land base and discourages the fragmentation of agricultural land, including the subdivision of land into smaller agricultural parcels.
3. Agricultural uses and industries that support agriculture should be encouraged to locate in the Municipality. Non-agricultural uses should only be permitted on lands where the MD judges the proposal to have minimal negative impacts on the agricultural resource.

Land Use Bylaw

12.1.6 LAND USE REQUIREMENTS

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. In order to facilitate the purpose and intent of this district and ensure the sustainability of agricultural uses within the District, the following applies to applications for subdivision:

a. Parcel Density:

i. Number of lots per quarter section or area of land in certificate of title existing when this bylaw was adopted; or
ii. The number of lots allowed by bylaw amending this section.

b. Minimum Parcel Size:

i. A parcel of land no less than 8.49 Ha (21 acres) in size;

ii. That portion of a parcel remaining after approval of a re-designation which facilitates a subdivision and after the subsequent registration of said subdivision reduces the area of the parent parcel to a size of 21 acres or greater in size; or

iii. The area in title at the time of passage of this Bylaw.

Maximum Parcel size:

i. None.