

Participation in hearings may be conducted using one of the following methods:

1. MAKE YOUR PRESENTATION TO THE BOARD VIA ZOOM

In order to participate, you must first register by email to appeals@foothillscountyab.ca and include the following information:

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

Please check our website for the registration deadline. Late registrations will not be accepted. Once registered, an email with detailed instructions will be sent to you within 48 hours of the scheduled hearing date and time.

2. MAKE YOUR PRESENTATION TO THE BOARD VIA CONFERENCE CALL

In order to participate via Conference Call, you must first register by email to appeals@foothillscountyab.ca and include the following information:

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

Please check our website for the registration deadline. Late registrations will not be accepted. Once registered, an email with detailed instructions will be sent to you within 48 hours of the scheduled hearing date and time. Conference calls will only be accepted from those persons who have completed the Registration process.

3. MAKE YOUR PRESENTATION TO THE BOARD VIA EMAIL

Hearings will be live streamed and can be viewed via YouTube. Before and during the hearing, comments for the Board's consideration can be sent by way of email to appeals@foothillscountyab.ca. Please include the following information:

- **Name of Applicant, Application, or File Number, and Date and Time of the of the Appeal Board Hearing(s) you are making comment on**
- **Your Name** (you must use the same spelling when registering and when signing in)
- **Email address**
- **Phone number** (for contact purposes in case there are technical difficulties during the hearing)
- **Your purpose for attending** (i.e. appellant, agent, neighbouring landowner in support of, or in opposition to, the application, etc.)

Please check our website for the registration deadline. Emails received after the hearing is closed will not be considered by the Board.

4. MAKE YOUR PRESENTATION TO THE BOARD VIA LETTER

If you are unable to participate electronically, you may submit a letter in advance of the appeal board hearing. Letters must be received a minimum of 2 days prior to the scheduled appeal hearing date. Letters can be submitted by email to appeals@foothillscountyab.ca, Fax (403) 652-7880, by regular mail to Foothills County, Box 5605 High River, Alberta T1V 1M7, or dropped off in the mailbox at the front door of the Foothills Administration Building. Letters must include the following information:

- **Name of Applicant, Application, or File Number, and Date and Time of the of the Appeal Board Hearing(s) you are making comment on**
- **Your Name** (you must use the same spelling when registering and when signing in)
- **Email address**
- **Phone number** (for contact purposes in case there are technical difficulties during the hearing)
- **Your purpose for attending** (i.e. appellant, agent, neighbouring landowner in support of, or in opposition to, the application, etc.)

Please check our website for the registration deadline. Letters received after the hearing is closed will not be considered by Council. **Please note that all submissions will be considered to be part of the file, which can be viewed by the public at any time.**