

# Granum District Community Board

## Terms of Reference

The Municipal District of Willow Creek does not provide direct recreational programs or facilities within the Hamlet of Granum. It depends on non-profit community groups and municipal partners to do so.

The M.D. has established a new Granum District Community Board comprised of a Council appointee and representatives of the organizations that provide educational, recreational, cultural and historical resources within Granum District.

This Board makes strategic decisions to better prioritize public funding for community educational, recreational, historical and cultural programs looking at the needs of Granum District, including consideration of programs, services, and facilities that the M.D. funds within the community for the benefit of all municipal citizens.

### Mandate of the Board

1. Act as a forum for all community groups to share information with other community groups and the municipality
2. Act as a forum for community groups who are eligible to receive annual operational funding (recreation grants) to identify and seek a common consensus for how annual recreation / special event / cultural / historical funding is allocated
3. Provide a single recreation funding request (based upon historical funding) to the MD annually for all planned community group activities on behalf of all Board members
4. Foster the creation, development, and operations of culture, education, recreation and historical programs, facilities, infrastructure, services, parks, and park land within the Hamlet.
5. Recognize that long-term strategic planning is required, planning for future facilities needs to be prioritized, and funding needs to be allocated.

### Guiding Principles of the Board

- The Board Will:
1. Be Fair and Transparent.  
Representation by all Granum organizations.
  2. Be chaired by a person not tied to any one organization appointed by MD Council

3. Be a forum for discussion which permits effective coordination and collaboration within all member community groups and others that provide services to the community.
4. The Board will not operate any programs, facilities or undertake activities within the community.
5. Provide recommendations for funding allocation to the MD on an annual basis.
6. Administer itself in accordance with the municipal Granum District Community Board Bylaw.

### Membership

The Granum District Community Board is comprised of the following:

1. A Chair appointed annually by the Council of the Municipal District of Willow Creek
2. A member and an alternate member from the following community groups shall be appointed by the groups annually as voting members:  
Granum Park Society  
Granum Golf and Country Club  
Granum Drop-in Centre  
Drop-in Centre and Food Bank  
Granum Educational Support Society (Granum School and Granum School Council)  
Friends of the Granum Library Society (Granum Library)  
Granum and District Recreational Society  
Granum and District Canada Day Society  
Granum and District Historical Society  
Willow Creek Gospel Music Jamboree
3. A member and an alternate member from the following community groups shall be appointed to the Board annually as non-voting associate members:  
Granum and District Newsletter  
Granum Library  
Granum School  
Granum School Council  
Granum Fire Department



### Meetings

1. The Board will meet a minimum of 2 (two) times per year or at the call of the Chair.

2. One meeting will be conducted in February of each year for the purpose of undertaking the annual budget request to the M.D.
3. Additional meetings or special meetings may be held at the call of the Chair.
4. Meetings will be conducted in accordance with the M.D.’s Procedure Bylaw.
5. All meetings are closed to the public.
6. Meetings may be attended by any member of the municipal council or the municipal senior executive team or their authorized delegate at the invitation of the Chair. The Board may invite relevant subject matter experts or others as it deems appropriate.

### Agendas

- 1.A call for agenda items by the Chair will be made at least two weeks prior to the scheduled meeting.
2. Agendas will have input from the Board members with the final approval of the agenda to be made by the Chair of the Board.
3. Meetings will have a formal agenda. Agendas, information packages, and minutes will be circulated to the Board via email in advance of each meeting.

### Relationship Between the Board and the Community

- 1.The Board will seek to develop a consensus on matters relevant to the delivery of effective cultural, recreational, historical or educational activities which will benefit the citizens of Granum District.
2. The Board members will work collaboratively and cooperatively together for the benefit of the Citizens of Granum District.

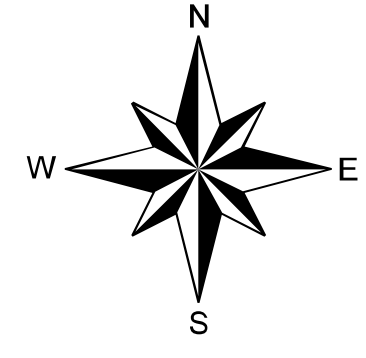
### Relationship Between the Board and the Municipality

1. The Board is established by Bylaw.
2. The Board will seek to provide financial recommendations to the Municipality which is accurate and relevant and based upon the consensus of the Board members.





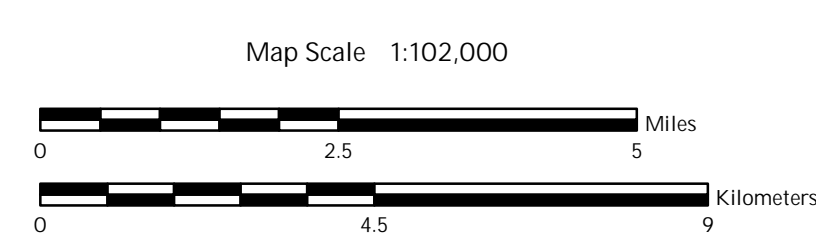
Division Boundaries  
2020



Division	Population
1 - John Van Driesten	704
2 - John Kroetsch	1109
3 - Maryanne Sandberg	993
4 - Glen Alm	803
5 - Darry Markle	499
6 - Evan Berger	659
7 - Ian Sundquist	818
Total	5585

- Legend
- Primary Highway
  - Secondary Highway - Paved
  - Secondary Highway - Unpaved
  - Paved Roads
  - Oiled Roads
  - Unpaved Roads
  - Towns
  - Divisional Boundary

John Kroetsch - Division 2  
Phone (403) 687-3969  
Cell (403)-315-3160  
Email: john.kroetsch@mdwillowcreek.com



Municipal Maps are compiled from the Atlas Base Mapping system and data is current to the date indicated.  
Reproduction in whole or in part is prohibited without express permission from the Municipal District of Willow Creek No.26.  
Dots may not represent actual locations of residences.  
Parcels less than 40 acres are only indicated space permitting.  
The Municipal District will take no responsibility for errors or omissions.



# Taxation

Council will be making budget decisions before May 2020 on issues that include the municipal mill rate and any special taxes that may be implemented for infrastructure replacement within the Hamlet.

Granum has a significant infrastructure deficit – the viability report values this deficit at approximately \$14 million. It is recognized that addressing these many issues is a 20+ year project as the financial impact would be too great to implement the infrastructure replacement over a shorter period of time.

It is the belief of Council that the cost to replace the infrastructure within the Hamlet will be the responsibility of property owners within the Hamlet who benefit from services not available to all municipal residents. Every effort will be made by the municipality to find grant funding to reduce the cost to local ratepayers and to seek the lowest cost / highest quality when undertaking projects.

Total property tax revenues levied by the municipality are planned to be no higher than they were previously under the Town of Granum.

Priority projects in budget years 2020 -2021 include the stormwater system (\$1.75 million), the main lift station (\$477,000), water distribution infrastructure including isolation valves and curb stop replacements, sidewalk repairs and paved road maintenance (patches and pothole repairs) among others have been identified and prioritized for the coming two years. Work within the waste water system (approximately \$2.2 million) has been identified as a priority.

There are a variety of ways to pay for this infrastructure including: Grant funding (Municipal Sustainability Initiative – approximately \$140,000 per year and the Federal Gas Tax – approximately \$50,000 per year), funds that were previously spent on administration and governance at the Town of Granum will now be largely dedicated to infrastructure replacement and local improvement taxes.

COMPARISON OF TOWN OF GRANUM AND MD OF WILLOW CREEK 2019 PROPERTY TAX RATES

	Town of Granum		MD of Willow Creek	
	Residential	Non-residential	Residential	Non-residential
2019 Municipal Tax Rate (Mill Rate)	10.75019	18.00000	3.700	7.793
Alberta School Foundation Fund	2.68040	3.57730	2.515	3.702
Seniors Foundation	0.27500	0.27500	0.356	0.356
Granum Recreation Area Special Tax			0.035	0.035
Total	13.70559	21.8523	6.606	11.886
Assessed Property Value Example	\$100,000	\$100,000	\$100,000	\$100,000
Total Taxes	\$1,370.56	\$2,185.23	\$660.60	\$1,188.60

2020 Combined Tax Notice and Assessment are to be distributed in early June via Canada Post, which are due October 31, 2020.

If your mailing addresses has changed in the last year, please contact the Taxation and Assessment Department to ensure they are delivered correctly

(403)-625-3351 ext. 226





# Payment Information

## ELECTRONIC PAYMENTS

### STEP 1:

Once you are set up for Online Banking, you can go to Bill Payments.

### STEP 2:

Under the Bill Payments screen type in the Payee

- ATB Financial – MD of Willow Creek
- Bank of Montreal (BMO – Willow Creek No 26
- CIBC – Willow Creek MD No 26
- Central 1 Credit Union – Willow Creek No 26
- Royal Bank – Willow Creek No 26 (M.D.)
- Scotia Bank – District of Willow Creek No 26
- TD Canada Trust – Willow Creek #26


Enter the 7-digit customer number that is found on your tax/utility notice.  
(e.g. if your customer number is 01234567, please enter as 1234567).

### STEP 3:

Make the payment.

Make sure to keep track of the reference number or tracking number so  
you can use it to track your payment if any error is made.

If you have any problems please contact the office at (403) 625-3351



SCHEDULE A

**MUNICIPAL DISTRICT OF WILLOW CREEK NO.26**  
**Utility Installment Payment Plan**  
Phone (403) 625-3351 Fax (403) 625-3886  
**SERVICE AGREEMENT FOR UTILITIES**  
I/we authorize the Municipal District of Willow Creek No. 26 to begin an automated monthly withdrawal for payment of water utilities from the bank account identifies on the attached voided cheque. If no cheque is available, the following information is required:  
Bank & Branch: \_\_\_\_\_ Institution #: \_\_\_\_\_  
Transit #: \_\_\_\_\_ Account #: \_\_\_\_\_  
Each transaction will occur on the 15<sup>th</sup> day of the month or the next business day, if the 15<sup>th</sup> falls on a weekend. This authorization will remain in effect until notification of termination is given in writing to the MD of Willow Creek No.26.  
Date: \_\_\_\_\_ Utility Account #: \_\_\_\_\_  
Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Legal Land Desc.: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_  
\_\_\_\_\_  
Authorized Signature  
\_\_\_\_\_  
Authorized Signature  
\_\_\_\_\_  
Date



SCHEDULE A

**MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26**  
**Tax Installment Payment Plan (TIPP)**  
Phone (403) 625-3351 • Fax: (403) 625-3886  
**SERVICE AGREEMENT FOR TIPP**  
I/we authorize the Municipal District of Willow Creek No. 26 to begin an automated monthly withdrawal for payment of property taxes from the bank account identified on the attached voided cheque. If no cheque is available, the following banking information is required:  
Bank & Branch: \_\_\_\_\_ Institution #: \_\_\_\_\_  
Transit #: \_\_\_\_\_ Account #: \_\_\_\_\_  
Each transaction will occur on the 15<sup>th</sup> day of the month or the next business day, if the 15<sup>th</sup> falls on a weekend. This authorization will remain in effect until notification of termination is given in writing to the MD of Willow Creek No. 26. If two payments are defaulted in one year due to insufficient funds, this agreement may become null and void.  
Deadline to enroll in the TIPPS program is November 10. Should you wish to enroll mid-year, we ask that you complete the payments required to be in sync with the TIPPS schedule.  
Date: \_\_\_\_\_ Tax Roll Account No.: \_\_\_\_\_  
Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Legal Land Desc.: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone (Home): \_\_\_\_\_ (Business): \_\_\_\_\_  
\_\_\_\_\_  
Authorized Signature  
\_\_\_\_\_  
Authorized Signature  
\_\_\_\_\_  
Date



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on our website  
www.mdwillowcreek.com



# Water Meter Project

The M.D. of Willow Creek will be undertaking a water meter upgrade program to include an Automated Meter Reading System (AMR) in the Hamlet of Granum. Residences and businesses will require the installation of a new meter to replace units that are outdated or incompatible with the new system. The upgraded reading technology will allow the M.D. of Willow Creek to read the water meters without entering your yard, home or business.

You will be receiving correspondence at the initiation of the project from our contractor to make an appointment with you to install the meter.

There will be no cost to residents for the meters or the installation. The project is being entirely funded by a grant.

The M.D. of Willow Creek has hired an installation contractor ‘Metercor’, who will undertake the work to complete the water meter installation. Upgrading the water meter will take approximately 20 to 60 minutes per home and may require a brief interruption of service. We ask that you allow the contractors access to the meters inside your homes in an effort to complete the project as quickly as possible.

The contractors will be wearing Metercor company uniforms, branded vehicles, and will carry photo identification. If you have any questions, don’t hesitate to ask to see their ID, to call the M.D. of Willow Creek at 403-625-3351 or Metercor at [1-888-290-3070](tel:1-888-290-3070). Following the installation, you may see additional personnel from both MD of Willow Creek and/or Metercor performing quality control inspections. If re-entry is required, the service will be performed by Metercor or M.D. staff.

The project is slated to be completed by March 31, 2020 and will equip the of Hamlet of Granum water meters with walk-by or drive-by read capability.

The project will ensure the metering equipment is suitable for many years to come and will meet the goals of improved customer service, billing accuracy, and infrastructure leak detection. Together we can promote sustainable practices and increase operational efficiencies in our community.



## Water Meter Replacement FAQ’s

### Why are the meters being replaced?

All meters are being replaced for a number of reasons: there are many that do not function for various reasons, there are properties that do not have water meters and the meters that are installed and functioning do not work with the technology that the MD of Willow Creek has.

### What will this cost me?

Provided that you cooperate with the meter installation there is not charge – the meters and the installation are being funded by a grant.

### What if I deny access to have a meter installed?

All water users are required by the municipal utility bylaw to permit the installation, maintenance and replacement of the meter by the municipality or their agent.

If access is denied for the installation of a meter during the scheduled installation period the new utility bylaw will indicate a Flat Rate for unmetered properties.

Following the installation period the installation of the meter – by a certified plumber - will be entirely at the property owners’ expense.

### I purchased a water meter when the Town of Granum replaced water meters 6 or 7 years ago – will I be compensated for it?

Unfortunately No. The water meters are obsolete. Under this program property owners will bear no cost of the meter or installation provided access is granted for the installation of the meter during the designated installation period.

### When will the project start?

April 1, 2020

### When will the project be completed?

April 30, 2020

### What is the benefit to me for this project?

Water rates are increasing. If water use is not accurately measured and the appropriate charges for water made to each property owner then each property owner will see a rise in utility charges as a result. Accurate metering of water will ensure that the ‘user pay’ principle is



Hamlet of Granum Dissolution Open House





# Major Infrastructure Projects 2020 - 2021

Storm Water System		Preliminary Cost Estimate	
	North Storm Water Ditch		\$150,000
	South Storm Water Ditch		\$20,000
	Storm Water Management Facility		\$680,000
	Pump Station (Storm Water & Treated Wastewater)		\$360,000
	Force main		\$210,000
	Outfall Line (Wastewater Lagoons to Pump Station)		\$330,000
		<b>GRAND TOTAL</b>	<b>\$1,750,000</b>

Main Sewer Lift Station		Preliminary Cost Estimate	
	Mobilization / temporary bypass pumping		\$111,000
	Replace Roofing		\$10,000
	Replace mechanical		\$83,000
	Replace generator, pumps and SCADA		\$124,000
	Contingency and engineering		\$114,000
		<b>GRAND TOTAL</b>	<b>\$442,000</b>

Grants will be utilized to undertake these projects including:

- \$1,000,000 from the Alberta Community Partnership (Dissolution Infrastructure)
- \$530,000 from the Alberta Community Resilience Program (stormwater)
- Balance from Municipal Sustainability Initiative (Granum allocation)





# Infrastructure Viability Report

## Paved Roads

Based on the condition assessment, approximately \$6.9 Million would be required to rebuild currently failed roadways that have a condition rating of less than 3 (~4.85 km).  
The typical design life of an asphalt surface is 20 years.  
Paved road replacement not a priority in the short or medium term due to the state of the waste water system and the need for infrastructure to manage stormwater.  
Paved road maintenance including patching of water service installations, select area repairs to remedy significant issues and pothole repairs will be included in annual maintenance programs to extend the service life of the pavement. Annual cost estimated at \$50,000.

## Gravel Roadways

The approximate length of the gravel roadways maintained by the Town is 13.9 km.  
The Hamlet would need to budget approximately \$24,500 per year, based on 2019 dollars, to maintain an acceptable level of service for all gravel roadways.

## Water System

Water Treatment is by way of a regional pipeline from the Town of Claresholm.  
In the absence of any records from the Hamlet for recording the costs incurred for any previous repairs, then a figure of \$10,000 per repair has been assumed to account for all labour, plant and materials.  
The costs to maintain the existing water distribution system are:  
2020 \$20,000 (pipe breaks)  
2021 \$20,000 (pipe breaks)  
2022 \$20,000 (pipe breaks)  
2023 \$20,000 (pipe breaks)  
2024 \$75,000 (AC pipe replacement and pipe breaks)  
2025 \$20,000 (pipe breaks)  
2026 \$20,000 (pipe breaks)



## Waste Water System



**Capital Planning**  
The costs associated with the recommendations summarized above are:  
Sanitary Sewer Poor Condition \$2,200,000  
Fair Condition \$1,125,000  
Main Lift Station Replacement \$950,000  
Annual Maintenance \$10,000 / year  
West Lift Station Annual Maintenance \$10,000 / year  
South Lift Station Annual Maintenance \$10,000 / year

## Sidewalks

The value to replace every sidewalk within the Town’s roadway network is approximately \$3 Million.  
Assuming a maximum sidewalk lifespan of 50 years and approximately \$3 Million for replacement, the Hamlet would need to budget \$60,000 per year based on 2019 dollars, in order to maintain an acceptable level of service for all sidewalks.  
Approximately 1/3 of the Hamlet’s sidewalks are recommended for replacement in the next 10 years based on their overall condition rating of 3 or less. An average annual cost of approximately \$100,000 is required.

## Municipal Buildings

An average of \$6000 is required each year for the next 10 years to maintain municipal buildings within the Hamlet.

## Waste Water Lagoon

Based on site inspection for the wastewater lagoon and on the capacity assessment carried out, the following could be noted regarding the Hamlet’s existing wastewater lagoon:  
  
The capacity of the existing lagoon cells appears adequate to treat the collected wastewater effluent and no upgrades for the lagoon cells will be required during the coming 10-year period.  
  
The flow control chambers are deteriorating. Based on pictures for inside the chambers Obtained previously, the concrete structures need refurbishment and the control weirs need to be replaced. An estimate of \$535,000 has been included within the Capital Estimate for this repair and should be implemented within the next 5 years.



**Waste Water Recommendations**  
There are a number of proposed improvements and recommendations for the existing wastewater system. These are summarized as follows:  
**Sanitary Sewer System:**  
Approximately 1,300 m of 200 mm and 515 m of 250 mm sanitary sewer is recommended to be addressed immediately or soon based on the condition assessment due to breaks, cracks, or joint displacements as this will only deteriorate further over time and will lead to bigger problems.  
Approximately 650 m of 200 mm and 80 m of 250 mm sanitary sewer is recommended to be addressed based on the condition assessment due to sags in the pipes over the 10 year period of this study. The cost of this has been averaged out over the ten year period.  
It is recommended that the sanitary sewers also be flushed annually to prevent the clogging and build-up noted during the CCTV inspection. An approximate total length of 5,000 m was considered.  
**Main Lift Station:**  
It is recommended that the pumps, valves, pipes, instrumentation, and mechanical controls be replaced immediately or soon, and the ventilation of the wet well is recommended to be improved. However, the structure of the lift station itself has been assumed to be adequate. The upgrade of the lift station has been split such that the design of the upgrades can occur prior to a two stage construction. Our recommendation is that the lift station is completely replaced by the end of year 4 within the program. It should be noted bypass pumping is needed and included in the costs in order to facilitate the lift station upgrades. The Town representative noted that there used to be a dial-up emergency system in place, but it has since been removed. This system is recommended to be reinstated.  
**South and West Lift Stations:**  
The West and South Lift Stations should be monitored in the future, but no improvements are proposed at this time beyond standard annual maintenance. The cost of this maintenance is based on the potential for one of the pumps to be required to be replaced in the next 10 years.



# Municipal services

Snow Plowing- The M.D Forces will assist Hamlet Staff in Plowing and sanding of roads and sidewalks adjacent to Hamlet owned property when time permits.

Road Repairs- The M.D will assist Hamlet Staff in repairing pot holes and crack repairs during the summer months when time permits.

Sidewalks- The M.D has identified several areas of sidewalk that need attention and these areas will be repaired when time, weather and budgets permit.

Utility Repairs- Will be repaired as needed.



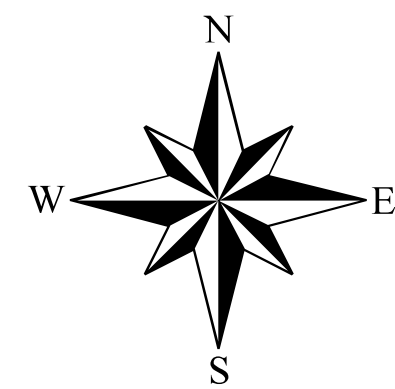
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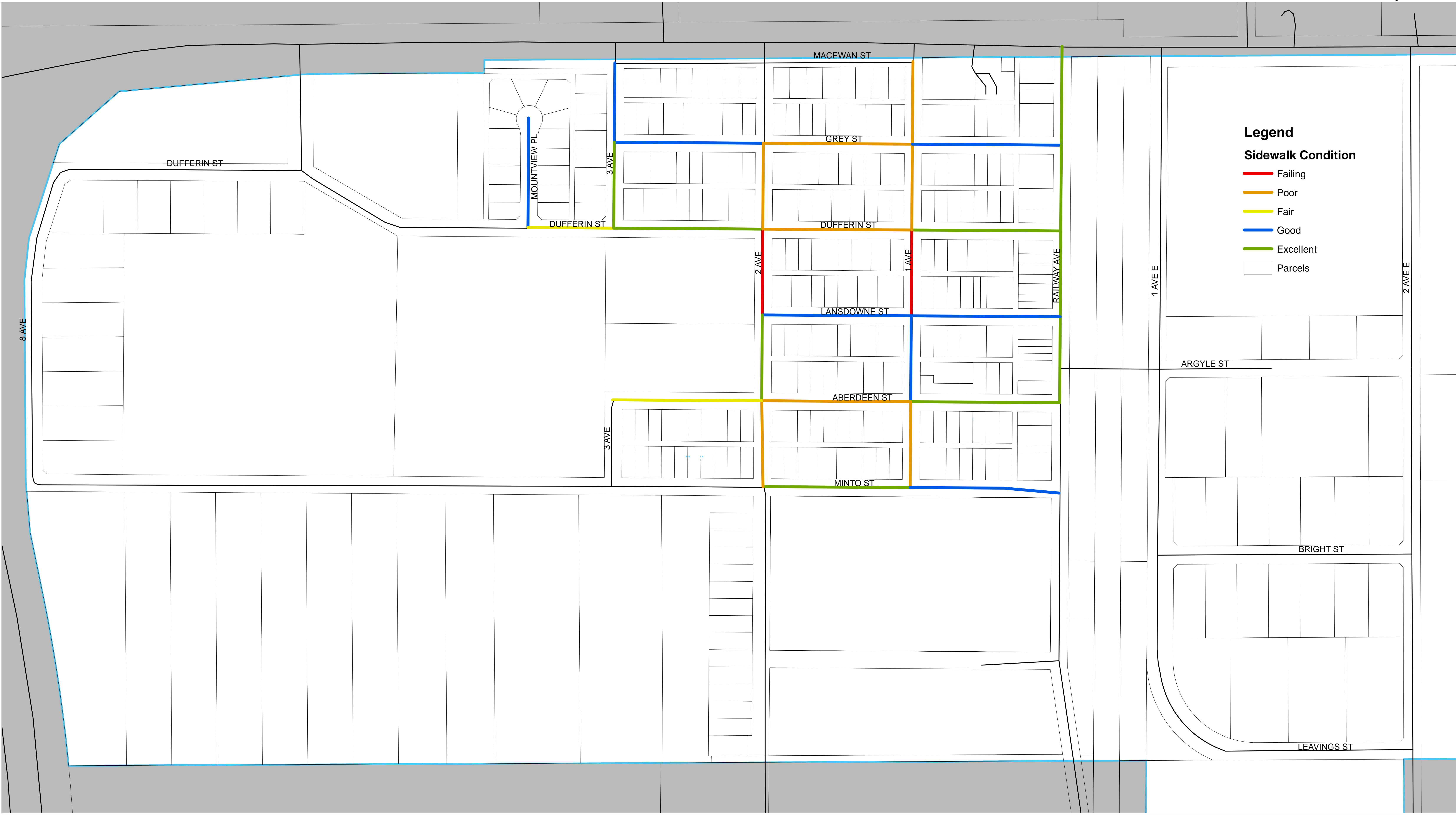
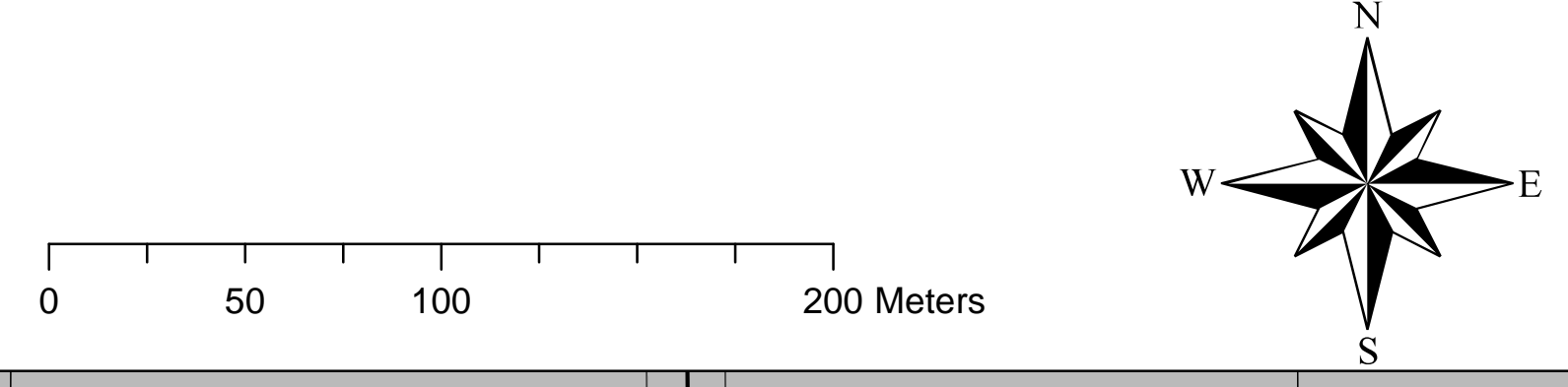
# Road Conditions

0 50 100 200 Meters





# Sidewalk Conditions



**Legend**

**Sidewalk Condition**

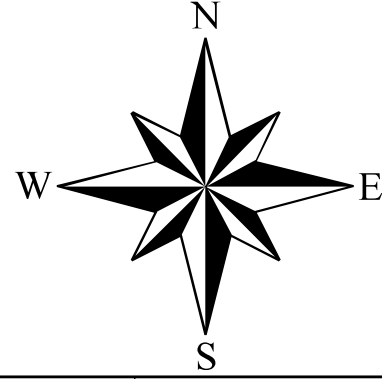
- Failing
- Poor
- Fair
- Good
- Excellent
- Parcels





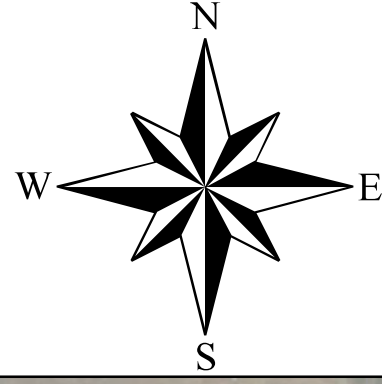
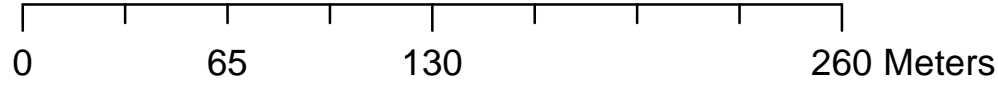
# Alley Conditions

0 50 100 200 Meters





Waste Water



**Legend**

Lift\_Station

**Condition Issue Locations**

- Broken Pipe
- Pipe Cracking
- Pipe Deformation
- Pipe Joint Displacement
- Ponding Due to Sag in the Pipe

**Manhole Condition**

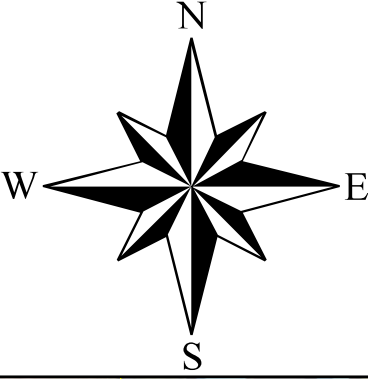
- Good
- Fair
- Poor
- Not Assessed

**Condition**

- Excellent
- Good
- Fair
- Poor
- Forcemain









## Community Peace Officers

CPO Andrea Young

CPO Adam Schneider

CPO Kelly Starling

Bylaw Complaint Line

1-403-625-2248



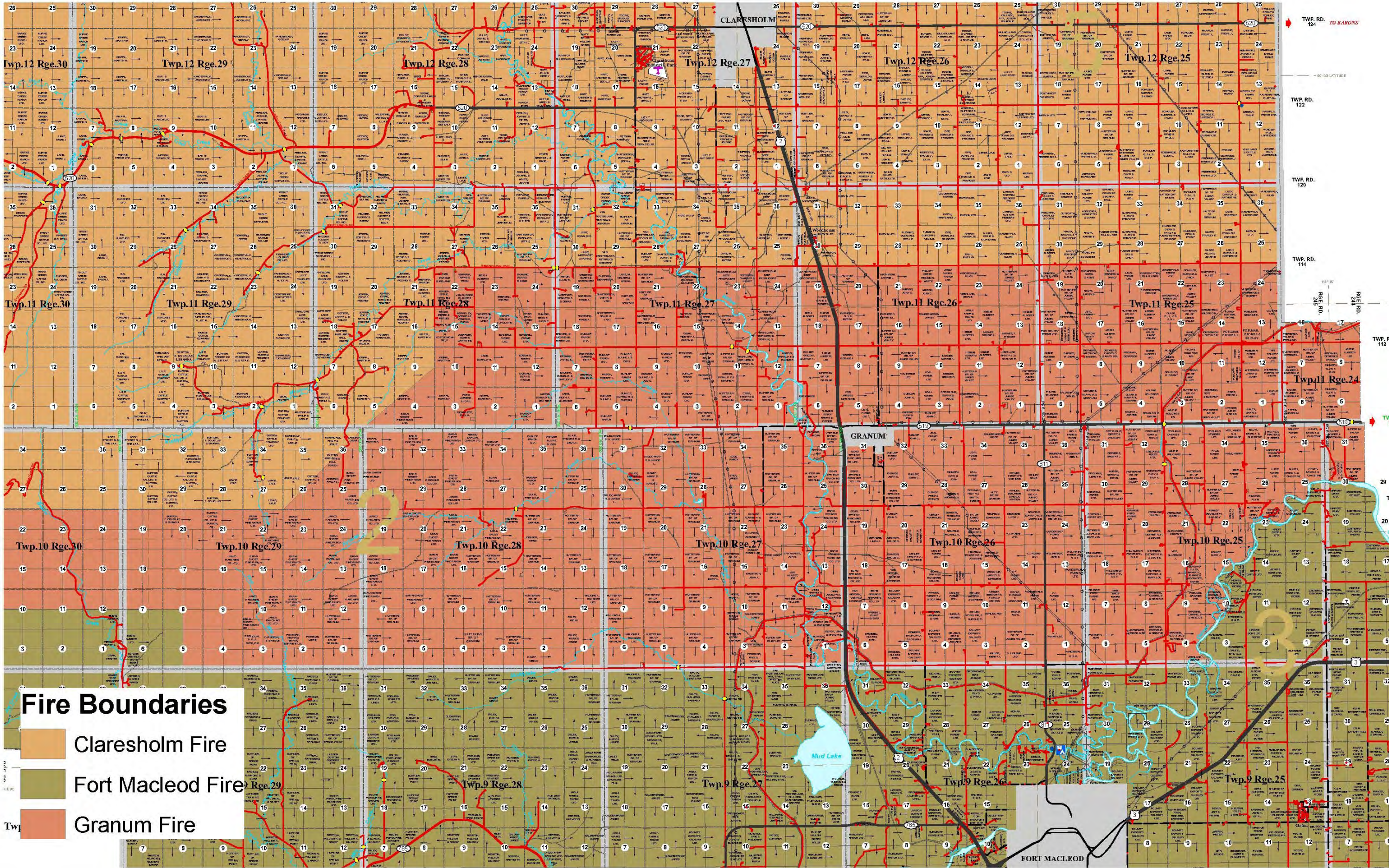
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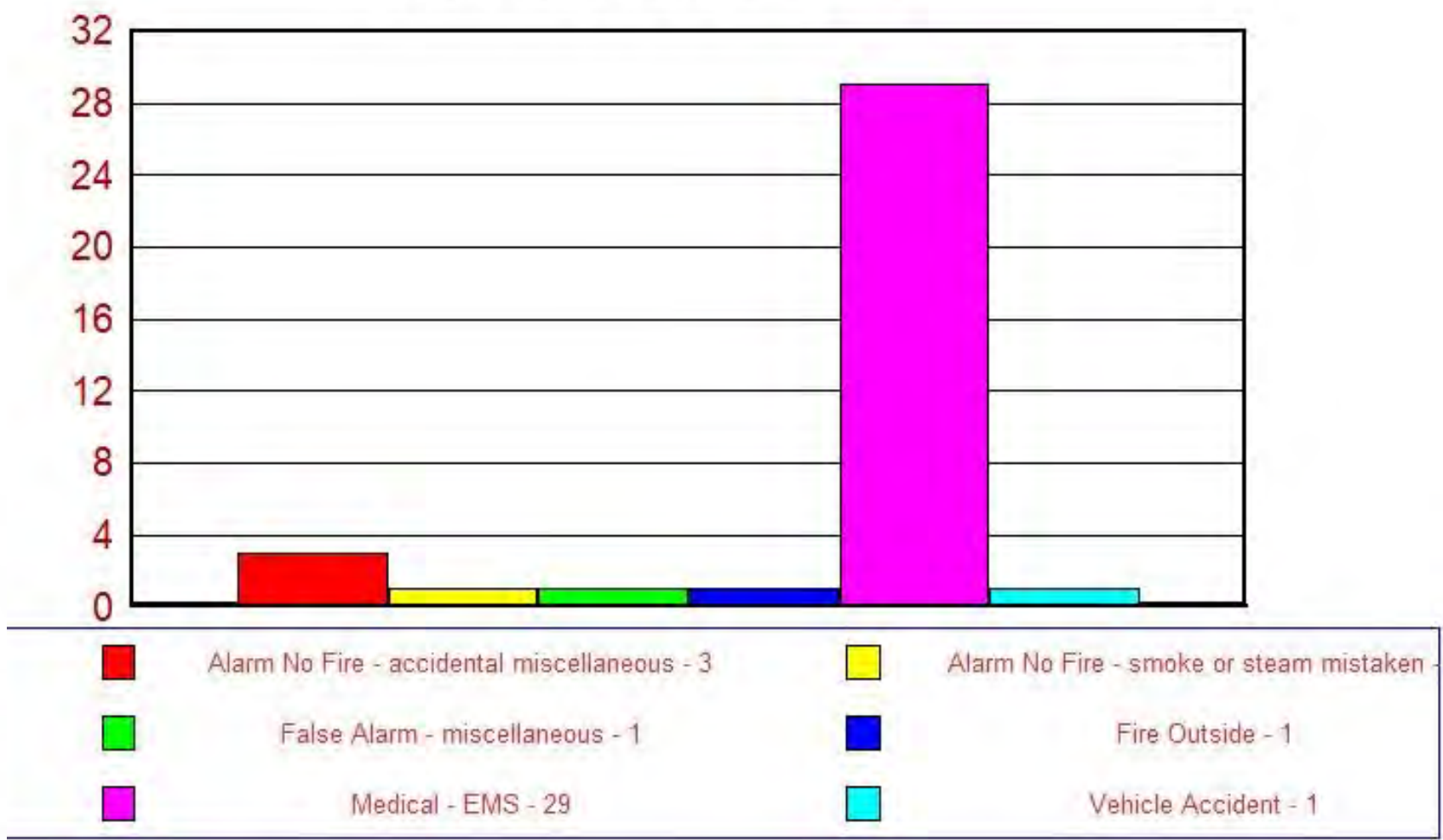
# Granum Fire Department

## Statistics

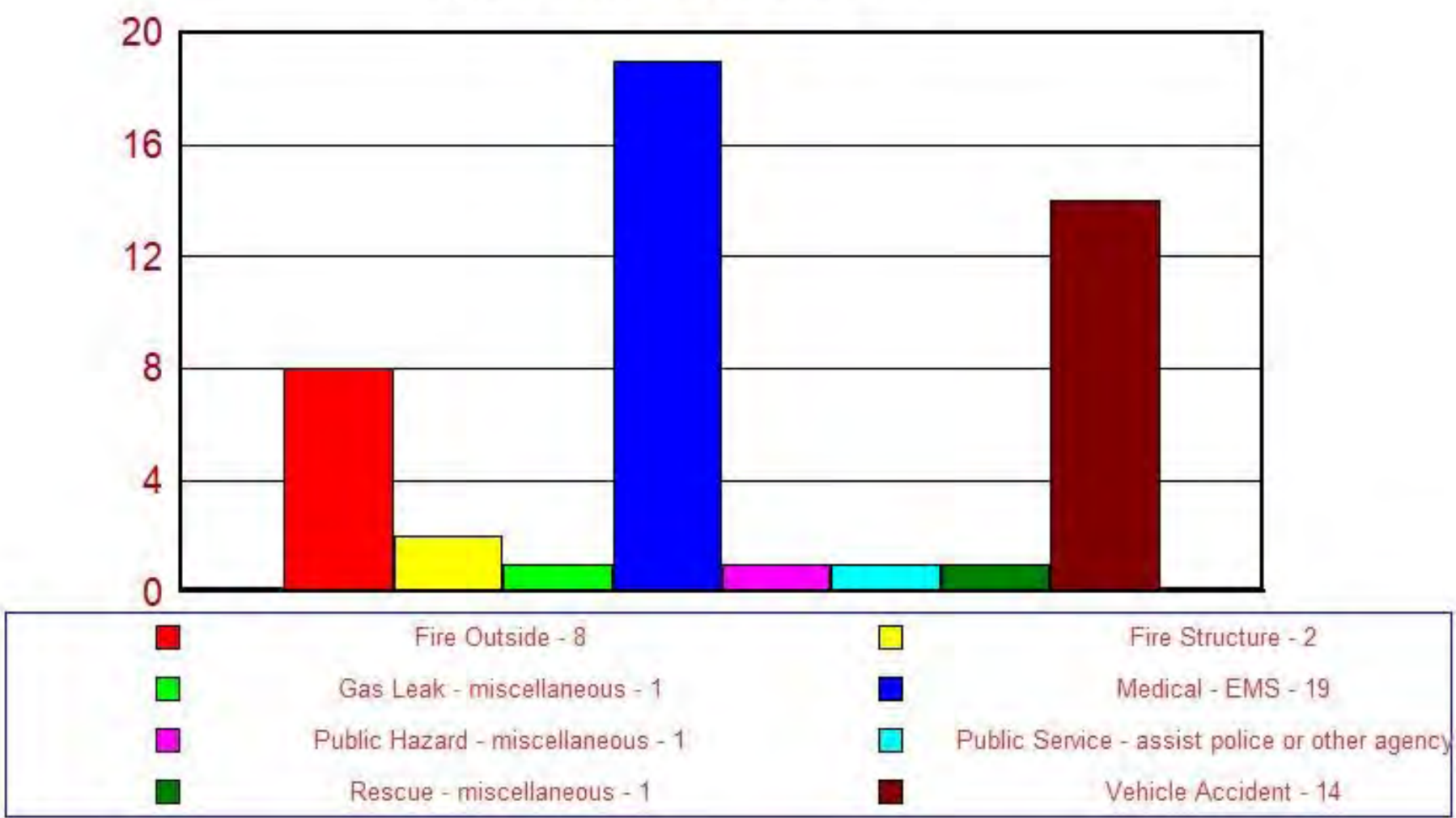


Granum Fire Departments response area is approximately 168,000 acres  
Averages between 70-80 calls a year

**IN GRANUM**  
From Jan 1 19 to Dec 31 19



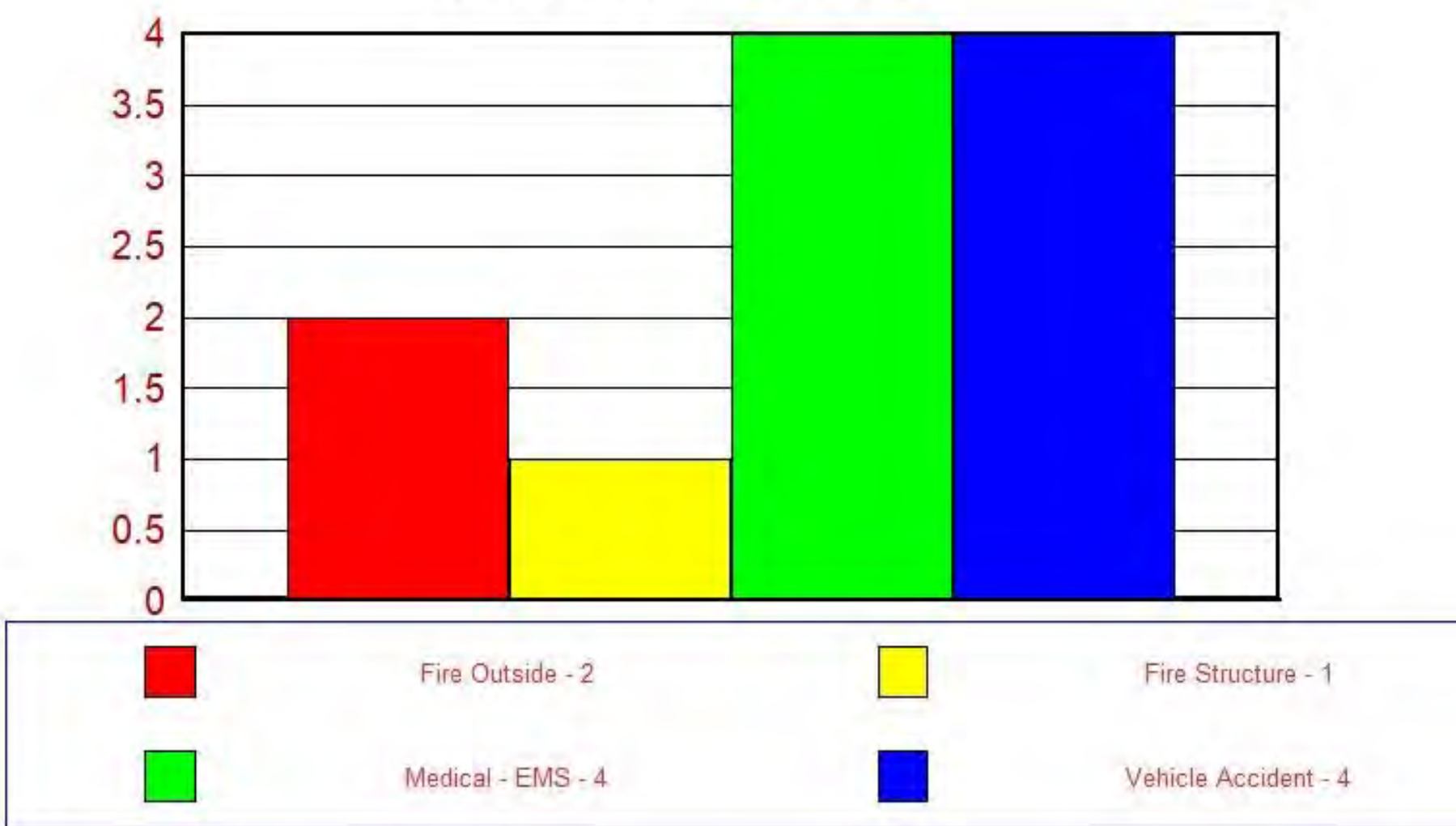
**OUTSIDE GRANUM**  
From Jan 1 19 to Dec 31 19



**IN GRANUM**  
From Jan 1 20 to Feb 20 20



**OUTSIDE GRANUM**  
From Jan 1 20 to Feb 20 20



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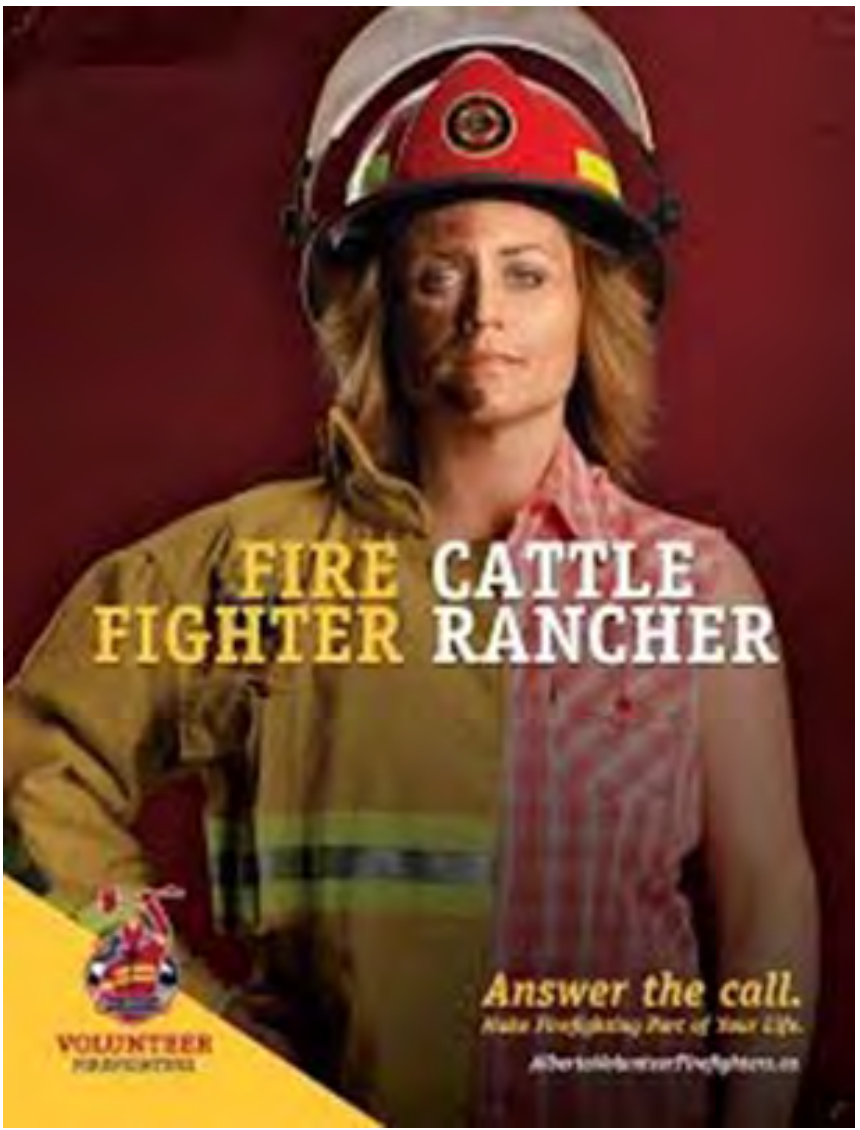
# Granum Fire Department



Welcome to the Granum Fire Department. We are a group of proud and passionate Volunteer Firefighters who work in partnership with the Municipal District of Willow Creek and the community at large to protect our citizens and their property and ensure a safe environment for all.

Our Firefighters are responsible for performing Fire Department duties related to various emergency situations such as fires, medical first response, motor vehicle accidents and rescue. Our Firefighters are responsible for the quick, efficient and safe performance of various duties under emergency conditions. Our Firefighters also participate in fire prevention and public safety activities, as well as routine maintenance of firefighting vehicles, equipment, and facilities.

The Granum Fire Department is seeking proud and passionate community members to join our team. If there is a FIRE within you to serve your community then join Granum Fire Department toady! Training, Gear, and uniforms provided.



Hamlet of Granum Dissolution Open House





# The Alberta Weed Control Act

## Prohibited Noxious Weed

Means a plant designated in accordance with the Weed Control Act regulations as a prohibited noxious weed and includes the plant's seeds. This weed designation can be

seen as regulatory support for an “Early Detection, Rapid Response” stage of invasive

plant management. Plants in this category are either not currently found in Alberta or are found in few locations such that eradication could be possible. Under the Weed Control Act a person has a responsibility to destroy a prohibited noxious weed.

## Noxious Weed

Means a plant designated in accordance with the Weed Control Act regulations as a noxious weed and includes the plant's seeds. This weed designation can be seen as regulatory support for a “containment” stage of invasive plant management. Plants listed in this category are considered too widely distributed to eradicate. Local authorities shall conduct control programs for these weeds as they have significant ecological or economic impact on lands within their municipality.

## Weed Inspectors

Weed inspectors are appointed across Alberta, at provincial and municipal level, as required by the Act. Inspectors may enter land or personal property to make inquiries, take samples or enforce a weed notice on the regulated species list, as identified in the regulations.

The Weed Control Act is available on line at the Alberta Queens Printer Website or from [www.agriculture.alberta.ca](http://www.agriculture.alberta.ca)

## Contacts

If you have questions or concerns regarding the Alberta Weed Control Act or for assistance with weed identification contact:

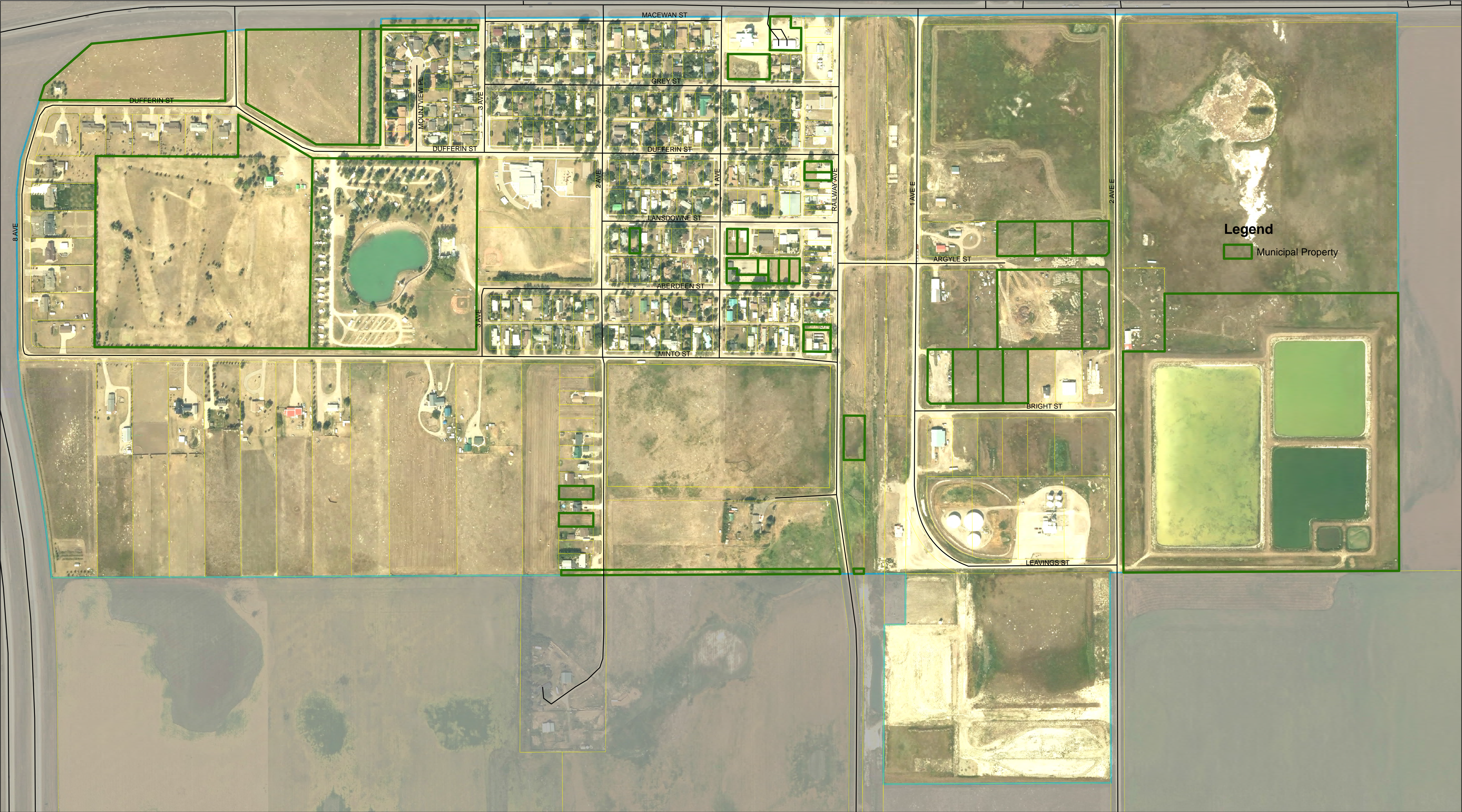
- The Alberta Ag-Info Centre Phone: 310-FARM or 310-3276
- Your local county or municipal Agricultural Fieldman or Weed Inspector
- The Alberta Invasive Species Council [www.abinvasives.ca/](http://www.abinvasives.ca/)
- Alberta Native Plant Council [www.anpc.ab.ca/](http://www.anpc.ab.ca/)



# Hamlet of Granum Dissolution Open House

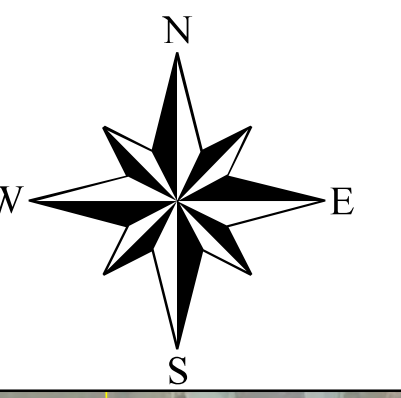
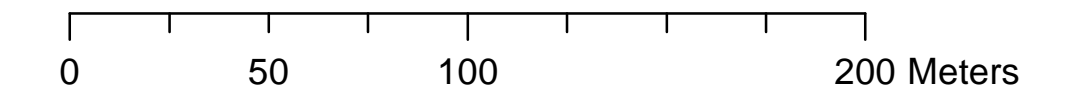








## Address Map



# Hamlet of Granum Dissolution Open House





# WHAT IS THE DIFFERENCE BETWEEN A DEVELOPMENT PERMIT AND A BUILDING PERMIT ?

Development Permits are issued by the Municipal District of Willow Creek. Development Permits required through the regulations of the Land Use Bylaw and any statutory plans may also impose conditions such as setback requirements, landscaping requirements and any additional requirements considered necessary.

Building Permits are issued by Superior Safety Codes Inc., an authorized Accredited Agency, providing inspections and safety code requirements for buildings and structures. Building permits and construction is regulated by the Safety Codes Act and Alberta Building Code to ensure all safety standards have been implemented. Depending on the development, additional permits may also be required such as:

- Electrical
- Gas
- Plumbing
- Private sewage



## Development Permits

MD of Willow Creek  
Office: (403) 625-3351

273129 Secondary Highway 520 West  
Box 550,  
Claresholm, AB T0L 0T0  
[www.mdwillowcreek.com](http://www.mdwillowcreek.com)



## Building Permits

Superior Safety Codes Inc.  
Lethbridge Office: (403) 320-0734  
Toll Free: 1 (877) 320-0734

422 North Mayor Magrath Drive  
Lethbridge, AB T1H 6H7  
[www.superiorsafetycodes.com](http://www.superiorsafetycodes.com)



# DEVELOPMENT PERMITS

Municipality requires development permits for most proposed developments, except as provided in Schedule 3 – no person shall commence a development unless a Development Permit has been issued in respect to the development. If in doubt, please contact the Development Dept.

## EXAMPLES OF DEVELOPMENTS REQUIRING DEVELOPMENT PERMITS:

- . New buildings
- . Accessory structures
- . Additions, renovations, structural repairs
- . Change in use, or intensity of use, of land or buildings
- . Excavation / stockpiling / out door storage
- . Home based business
- . Signage

The Land Use Bylaw (LUB) establishes land uses into permitted uses and discretionary uses. The Land Use Bylaw addresses the requirements for notification to those who may be affected by the issuance of a development permit.

Depending on the nature of the development proposal, open houses may be held prior to a public meeting.

Contact Planning and Development Services for information, application forms, guidance on planning/development requirements and process.



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## HOW TO OBTAIN A DEVELOPMENT PERMIT

All development applications shall be submitted to the Development Officers. Development Officer(s) may approve applications classified as 'permitted uses'. If the application is a discretionary use, the Development Officers will process and circulate public notification of the Municipal Planning Commission (MPC) meeting to be held for decision to be made by the MPC.

### Typical process:

- . Submit completed application (must include: contact info, proposed development, proposed use with details);
- . Supporting required documents (example: floor plans, site plan, land title, reports);
- . Prescribed development application fee(s); and
- . Any other information required by the Development Officers

Applicant will be notified if the application is deemed complete within 20 days of receiving the application. If the application is deemed in-complete, applicant will be notified with application returned and a letter stating the reasons. Once an application is deemed complete, the applicant is contacted to set up a date/time for a required site inspection. All proposed locations for proposed development should be marked/staked out prior to the site inspection.

Upon an approval from either the Municipal Planning Commission (MPC) or Development Officers, conditions may be applied to the Development Permit. Prior to construction or commencement development, the applicable conditions shall be complied with.

Examples of standard conditions that may be applied to **Development Permit**, such as:

- . **Safety Code Permits** shall be obtained from the accredited agency, [Superior Safety Codes Inc.](#) and copies submitted to the municipal district office.
- . Established setback requirements in accordance to the land use district
- . Additional approvals from Federal, Provincial agencies to be obtained.
- . Any other conditions the MPC or Development Officers may deem necessary.

Once a Development Permit has been issued, a Notice of Decision is circulated to those who may be affected by the issuance of a development permit.





# WHAT OPPORTUNITIES DO YOU SEE ?

- ❖ ECONOMIC DEVELOPMENT ?
- ❖ HEALTHY COMMUNITY?

## PUBLIC AND STAKEHOLDER PARTICIPATION

Any person, group or organization who may be affected by a proposed development is welcomed to provide input. Public and Stakeholder participation is important throughout the process of proposed planning development and amendments.

Participating early and often throughout the process keeps you involved and informed, consulted and heard. Being involved will help decision makers make informed decisions. By working together through the process, opportunities present themselves to achieve a common goal.



BUILD YOUR COMMUNITY !

ENGAGE AND STAY INVOLVED

BE A PART OF THE PROCESS

SHARE IDEAS AND YOUR KNOWLEDGE

BE A PART OF THE SOLUTIONS



**Hamlet of Granum Dissolution Open House**





**LAND USE BYLAW (LUB)**

A Land Use Bylaw is a requirement of the *Municipal Government Act (MGA)*. The LUB regulates the use and development of lands, buildings and structures.

The LUB outlines land use districts accommodating several types of land use with rules and regulations. The document is in support of the policies within statutory plans.

Each defined district identifies compatible land uses and activities, and provides standards for lot size, building type and height, building setbacks, site coverage, densities, parking, landscaping, signage and any other requirements for development. The implementation of these standards provides for the amenity and safety of the area, and keeping the location and development compatible with the area.

**AMENDMENTS**

Amendments can be made to text, maps or any other requirements of the document. Amendments can be made by the municipality or initiated by landowners, business or members of the public.

The Hamlet Land Use Bylaw No. 2018-05 will be the planning document until the receiving municipality has reviewed and incorporates the LUB into the receiving municipality’s Land Use Bylaw.

Public Hearings are required for new statutory plans and bylaws, or amendments to existing plans and bylaws.

Depending on the application and nature of an amendment, additional community meetings or open houses are sometimes required to allow public participation and valued input, prior to a decision being made by Council.

Notice of Public Hearings must be advertised in the local newspaper(s) for two consecutive weeks. Notices are also placed on the municipality’s website: [www.mdwillowcreek.com](http://www.mdwillowcreek.com)

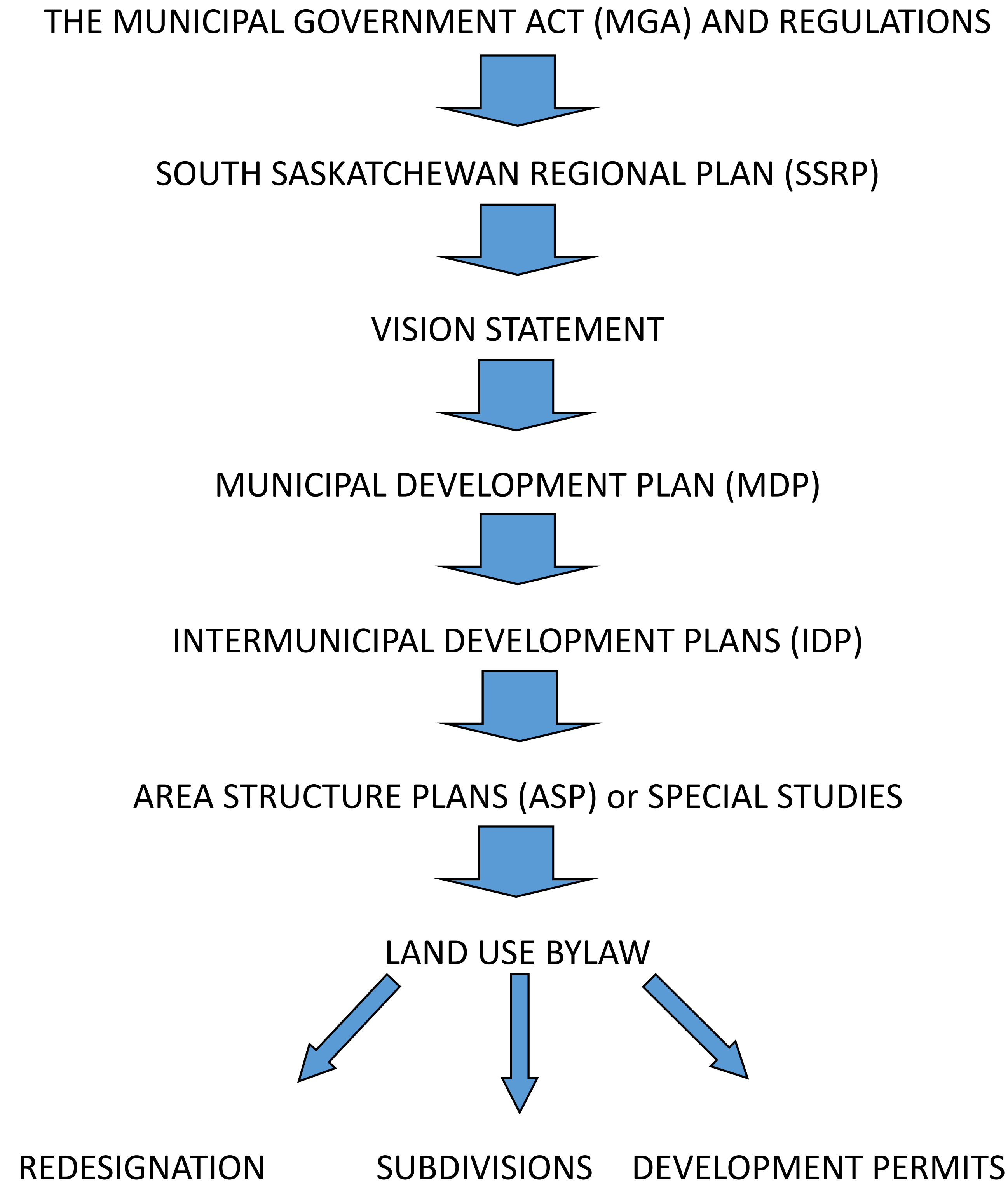
	Statutory Plans	Area Structure Plans	Land Use Bylaw	Land Redesignation
APPLICATION		*	*	*
LOCAL NEWSPAPER	*	*	*	*
WEBSITE	*	*	*	*
MAIL OUT	*	*	*	*
SIGN ON PROPERTY		*		*
PUBLIC PARTICIPATION	*	*	*	*
COMMUNITY MEETING / OPEN HOUSE	*	*	*	*
PUBLIC HEARING	*	*	*	*

ALL THE ABOVE ARE APPROVED BY THE MUNICIPALITY'S COUNCIL THROUGH BYLAW

- \* REQUIRED
- \* MAY BE REQUIRED, DEPENDING ON NATURE OF AMENDMENT(S)



**PLANNING FRAMEWORK**



PLANNING DOCUMENTS	MUNICIPAL DECISION AUTHORITY
STATUTORY PLANS AND BYLAWS	COUNCIL
MUNICIPAL DEVELOPMENT PLANS (MDP)	COUNCIL
AREA STRUCTURE PLANS (ASP)	COUNCIL
INTERMUNICIPAL DEVELOPMENT PLAN (IDP)	COUNCIL
LAND USE BYLAW (LUB)	COUNCIL
AMENDMENTS TO ABOVE DOCUMENTS	COUNCIL
SUBDIVISIONS	
Applications processed by:	SUBDIVISION AND DEVELOPMENT AUTHORITY -
Oldman River Regional Services Commission (ORRSC)	MUNICIPAL PLANNING COMMISSION (MPC)
<u>DEVELOPMENT APPLICATIONS:</u>	
PERMITTED USES	DEVELOPMENT MANAGER AND OFFICERS
DISCRETIONARY USES	MUNICIPAL PLANNING COMMISSION (MPC)
SUBDIVISION AND DEVELOPMENT PERMIT APPEALS	SUBDIVISION AND DEVELOPMENT APPEAL BOARD



# Zoning Map

0 65 130 260 Meters

