



# MUNICIPAL PLANNING COMMISSION MINUTES

**February 14, 2025**  
**Town of Claresholm – Council Chambers**

**Attendees:** Brad Schlossberger – Mayor (Chairperson)  
Jeff Kerr – Member-at-Large (Vice-Chairperson)  
Doug Priestley - Member-at-Large  
Kandice Meister – Council Member  
Kieth Carlson – Council Member

**Staff:** Tara Vandervalk – Development Services Manager  
Kattie Schlamp - ORRSC  
Tracy Stewart – Development Assistant

**Public:** Applicants – Adejare Popoola & Kalen Hastings  
List attached with additional attendees

---

<b>9:05 a.m.</b>	<b>Call to Order /Adoption of Agenda</b>	<b>Motion to adopt the Agenda by Councilor Meister</b>
		<b>Seconded by Jeff Kerr</b>
		<b>CARRIED</b>

---

<b>Adoption of Minutes</b>	<b>Motion to adopt the Meeting Minutes by Doug Priestley</b>
<ul style="list-style-type: none"><li>November 29, 2024</li></ul>	<b>Seconded by Councilor Carlson</b>
	<b>CARRIED</b>

---

<b>Item 1: ACTION</b>	<b>DEVELOPMENT PERMIT</b>	<b>Motion to go In Camera by Doug Priestley</b>
	File: D2025.005	<b>Seconded by Councilor Meister at 11:00 a.m.</b>
	Owners: Bluebay Behavioural Consulting Inc.	
	Address: 5202 5 Street E	
	Legal: Block A, Plan 6074HA	
	Regarding: Change in Use: Vacant to Assisted Living	<b>Motion to come out of In Camera by Councilor Carlson Seconded by Jeff Kerr at 11:38 a.m.</b>
	<b>CONDITIONS(s):</b>	
	1. Approval is granted for phase 1- the care of up to fifteen (15) youth (ages 12-17). Any intensification, including additional residents and/or a change in the age of	<b>CARRIED</b>

---



# MUNICIPAL PLANNING COMMISSION MINUTES

February 14, 2025  
Town of Claresholm – Council Chambers

---

- residents in the Assisted Living Facility will require a new approval.
2. The Applicant shall obtain all relevant Safety Code Permits and approvals from Superior Safety Codes Inc.
  3. The Applicant shall ensure that building materials and waste materials on the premises are removed or contained and secured in such a manner that prevents such material from being blown off or scattered from the property. All dumpsters and construction bins shall have lids always secured.
  4. The Applicant shall obtain an Alberta One Call prior to any digging. 1-800-242-3447.
  5. Any contractors or trades people are required to obtain a Town of Claresholm Business License. For more information, please contact the Town of Claresholm Administration Office 403-625-3381.
  6. As per the Town of Claresholm Servicing Standards for Municipal Improvements the applicant shall adhere to storm drainage system requirements and direct all storm water to the storm drains, as well as, the lot shall be graded to the standards set forth in the Servicing Standards for Municipal Improvements.
  7. Any changes to issued permits or site plans require prior approval by the Town of Claresholm before proceeding with any changes.
  8. Any proposed signs will require a separate application.
  9. Fencing will be required for the development along all sides of the property. The fencing must be six feet high and must create a privacy barrier between properties. The street front fence does not require privacy screening.
  10. The Applicant shall be responsible for inspection of current services to the building (on private property). If upgrades are required for servicing those are the responsibility of the owner. Contact the Director of Infrastructure Services, Jace McLean at 403-625-6636.

**1) Moved by Doug Priestly  
that the proposed  
Application meets the  
Assisted Living definition**

**Seconded by  
Jeff Kerr**

**CARRIED**

**2) Motion to approve  
with amended conditions by  
Councilor Meister**

**Seconded by  
Jeff Kerr**

**CARRIED**

---



# MUNICIPAL PLANNING COMMISSION MINUTES

**February 14, 2025**  
**Town of Claresholm – Council Chambers**

---

11. The Applicant shall be responsible to contact the Town of Claresholm Utility Department to make necessary arrangements for water meter inspection, and payment of applicable fees. Please contact Jason Hemmaway at 403-625-3381. If the water meter requires replacement, the installation and equipment fees are the responsibility of the owner.
12. The Applicant shall obtain any necessary approvals from other governing bodies (including but not limited to Alberta Health Services).
13. The Applicant shall ensure the building is secure and 24 hour 7 days per week security is in place as proposed within the application.
14. The Applicant is to prepare a neighborhood communication plan that provides contact information for operators of the proposed development and outlines how communication with neighbors will be carried out.

**Note:**

15. Please contact the Public Health Inspector to ensure any AHS requirements (for any required inspections/ if applicable) are completed and provided to the Town prior to the issuance of the business license. 1-587-779-3808.

---

**11:43 a.m.**

**Motion to adjourn by  
Councilor Carlson**

---