



# MUNICIPAL PLANNING COMMISSION MINUTES

**July 7, 2023**

**Town of Claresholm – Council Chambers**

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

**Staff:** Tara VanDellen – Development Services Manager  
Tracy Stewart – Development Assistant

**Public:** Walid Bakhit and Jason Cayetano

**Regrets:** Jeff Kerr – Member-at-Large (Vice Chairperson)

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**8:59 a.m.**

**Call to Order /Adoption of Agenda**

**Motion to adopt the  
Agenda by  
Councilor Meister**

**Seconded by  
Doug Priestley**

**CARRIED**

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**Adoption of Minutes**

- April 21, 2023

**Motion to adopt the  
Meeting Minutes by  
Councilor Carlson**

**Seconded by  
Doug Priestley**

**CARRIED**

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**Item 1: ACTION**

**DEVELOPMENT PERMIT**

File: D2023.022  
Applicant: 1692810 Alberta Ltd.  
Owner: 1692810 Alberta Ltd.  
Legal: Lot 8, Block 2, Plan 0310714  
Regarding: Addition & change in use from Food  
Processing Facility, Major to Abattoir

**Motion to approve with  
conditions by  
Councilor Carlson**

**Seconded by  
Doug Priestley**

**CONDITIONS(s):**

**CARRIED**

1. *The applicant shall obtain all relevant **Safety Code Permits (Building, Plumbing, Gas, Electrical)***
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Town of Claresholm – Council Chambers

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- and approvals based on current-dated construction drawings that are endorsed by a professional engineer where required.*
2. *The applicant shall obtain all relevant provincial and federal approvals, including but not limited to approval from the Canadian Food Inspection Agency and provide copies to the Town of Claresholm Development Department.*
  3. *Applicants 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.*
  4. *The applicant shall obtain an Alberta One Call prior to any digging. 1-800-242-3447.*
  5. *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525 and Policy PLDE0409, Planning and Development Fees, the applicant shall provide either:  
a) *An irrevocable letter of credit, or*  
b) *A deposit,*  
*In the amount of \$1,500 to the Town of Claresholm to cover the costs of any damage to municipal property and/or infrastructure and as security to ensure that the applicant adheres to the conditions of the permit.**
  6. *All animals are to be unloaded and held for processing inside only.*
  7. *Any signs will require a separate sign permit application.*
  8. *Any further changes to issued permits or site plans require prior approval by the Town of Claresholm before proceeding with any changes.*
  9. *Any damage to infrastructure during construction (water shut off, sidewalks, etc.) is the responsibility of the applicant to cover the costs of remedy.*
  10. *Any contractors or tradespersons require a valid Town of Claresholm business license prior to proceeding with any work.*

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**Item 2: ACTION**

**HOME OCCUPATION**

File: D2023.046  
Applicant: Jacob Peddle  
Owner: John Nielson  
Address: 216 53 Avenue E  
Legal: Lot 4, Block 118, Plan 7511032  
Regarding: Landscaping and lawn care services

**Motion to approve with  
conditions by  
Doug Priestley**

**Seconded by  
Councilor Carlson**

**CARRIED**

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July 7, 2023

Town of Claresholm – Council Chambers

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**CONDITION(S) –**

1. The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525.
2. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations shall not involve the display or storage of goods and equipment upon or inside the premises in such a manner that these items are exposed to public view.
3. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations must be renewed annually and may be subject to periodic reviews and may be revoked if the Municipal Planning Commission determines that the use has become detrimental to the residential character and amenities of the neighborhood.
4. Please note that the home occupation development permit will lapse/expire if a business license is not obtained within 1 year from the date of approval, or subsequently, if the business license is not purchased annually.
5. Any intensifications of use or additional vehicles/employees will require a new application.
6. Any trailer and business vehicles must be parked solely on property (driveway/shed) and not block any adjacent driveways or properties.

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**Item 3:**

**In Camera – Advice from officials, FOIP Section 24**

**Motion to go in camera at  
9:19 am by Councilor  
Meister**

**Seconded by Doug Priestley**

**Motion to come out of in  
camera at 10:15 am by  
Councilor Carlson**

**Seconded by Councilor  
Meister**

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10:16 a.m.

Motion to adjourn by  
Doug Priestley  
CARRIED

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