



**MINUTES OF THE MUNICIPAL PLANNING COMMISSION
HELD MAY 5, 2020 COMMENCING AT 6:00 P.M.
CITY OF COLD LAKE COUNCIL CHAMBERS**

PRESENT

Councillors:
Mayor Craig Copeland
Bob Buckle
Chris Vining
Duane Lay
Jurgen Grau
Kirk Soroka via telephone
Vicky Lefebvre

ALSO PRESENT

Howard Pinnock, General Manager Planning and Development
Brad Schultz, Planner
Fakharah Nazir, Development Officer
Denise Pollard, Recording Secretary

ABSENT

Applicant - Cold Lake Native Friendship Centre

CALL TO ORDER

Mayor Copeland called the meeting to order at 6:06p.m.

**ADOPTION OF
THE AGENDA**

Moved by B. Buckle that the Agenda be adopted as presented.

Carried Unanimously

**DISCLOSURE OF
INTEREST**

None.

**ADOPTION OF
THE MINUTES**

Moved by C. Vining that the minutes of the January 30, 2019 Municipal Planning Commission meeting be adopted as presented.

Carried Unanimously

OLD BUSINESS

None

NEW BUSINESS

DP #220030 Application for Temporary Use – Temporary Shelter

F. Nazir presented the application for Development Permit #220030 from the Cold Lake Native Friendship Centre for the Temporary Use of 4803 51 Street as a Temporary Shelter, which is a Discretionary Use within the C1 Downtown Commercial District.

Mayor Copeland opened the floor to questions:

V. Lefebvre asked if the shelter is subject to the current Covid-19 protocols.
B. Schultz advised that they are subject to all applicable legislation but it is outside of the City's jurisdiction to enforce.

B. Buckle inquired why the development permit fee was waived.
B. Schultz advised that management directed P&D to waive the \$150 fee.

V. Lefebvre asked what happens in 6 months if they don't find another location and noted that 180 days brings us to winter when construction typically doesn't occur and shelter will be more critical due to the cold.

B. Schultz advised that LUB section 3.6(8)(b) allows MPC to impose a condition limiting the length of time for which an approval is valid. In this case, the time line is intended to motivate the applicant to find a long term solution.

J. Grau asked if they can ask for an extension.
B. Schultz advised that:

- The applicant can apply for an extension to the permit if required; an extension would have to be approved by MPC.
- If they do not apply for an extension, but continue to use the premises as a shelter, after the 180 days, a stop order can be issued.
- An application has been received for the development of a new permanent temporary shelter; will be presented to MPC on May 13.

B. Buckle asked if feedback was received from the neighbouring properties.

F. Nazir advised that no feedback or comments were received.

C. Copeland asked if notices were sent to neighbouring properties.

F. Nazir advised that yes notices were sent on April 1 and again on April 27.

C. Vining inquired about the property being returned to its original condition at the end of the 180 days.

B. Schultz advised that this refers to any modifications or renovations they may undertake. At this time, the applicant is not doing any modifications or renovations at the Temporary location.

J. Grau asked how many occupants the temporary location can accommodate.

B. Schultz advised that 10 is the maximum occupancy.

J. Grau inquired if clients are inspected when they enter the shelter (i.e. bags checked for drugs, weapons, etc.)

B. Schultz advised that they are not familiar with the policies and procedures for receiving clients into the shelter; shelter operations are outside of the City's jurisdiction.

C. Copeland asked if the shelter was for both males and females.

B. Schultz clarified that it is Administration's understanding that this is a male only shelter.

Discussion ensued regarding socializing in in front of the Temporary Shelter and whether or not a condition can be imposed on the development permit to establish a social/smoking area at the back of the building.

B. Schultz advised that, yes, MPC can impose a condition requiring the applicant to establish a designated social/smoking area at the rear of the building.

D. Lay inquired if smoking was allowed inside the shelter and how many bedrooms there are.

B. Schultz advised that to their knowledge smoking is not allowed inside the shelter and that there are no bedrooms at the temporary location; cots are simply spaced out to accommodate up to a maximum of 10 people, there is a shared bathroom and a small office space.

MOTION

Moved by C. Vining that the Municipal Planning Commission approve development application 220030 subject to the following conditions:

1. Meeting all other requirements of the Land Use Bylaw 382-LU-10 as amended.
2. Meeting the requirements of the Current Alberta Building Code and Safety Codes Act.
3. Meeting all other requirements of the City of Cold Lake Engineering Standards.
4. Meeting the requirements of all other applicable legislation.
5. Meeting the requirements of the current Alberta Fire Code.
6. Any exterior signage will be permitted subject to approval of all architectural and structural plans for all signage by the Development Officer.
7. The Development of the Temporary Shelter authorized by this permit shall be valid for 180 days following the date of approval of this permit.
8. Following the expiry of the 180-day approval period referred to in (7.) above, the use of the premises as a Temporary Shelter shall cease and the property returned to its original condition.
9. The applicant must establish a designated social/smoking area at the rear of the building and discourage clients from congregating at the front of the property.

Carried Unanimously

ADJOURNMENT

Moved by V. Lefebvre that the meeting be adjourned, at this time being 6:32p.m.

Carried Unanimously

NEXT MEETING

May 13, 2020

CITY OF COLD LAKE



CHAIRPERSON



DESIGNATED OFFICER