

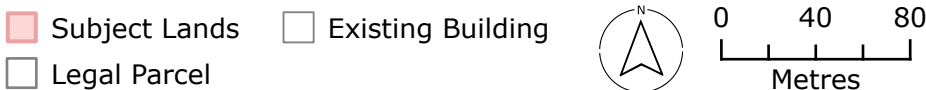
Proposed Discretionary Use

MUNICIPAL ADDRESS

5008 48 Street
Lloydminster, AB

Date: 09/10/2026

File No.: 26-6342



Tell Us What You Think

Please submit any comments, concerns, or support surrounding this proposed development in writing to Planning Services no later than **10/01/2026** to be considered prior to a decision being made.

When submitting please include the following:

Your full name,
Your Municipal Address,
Reasoning supporting or opposing the development, and
Application number

Comments can be submitted by email to:
permits@lloydminster.ca

Or in person at:
City of Lloydminster Operations Centre
6623 52 Street
Lloydminster, AB, T9V 3T8

This notification is sent to all property owners within 200 m of the address listed to inform nearby residents that Planning Services has received an application for a **Discretionary Use** proposed at the indicated address.

Application Information

Proposed Use:

Community Support Centre, Minor

Application No.: 26-6342

Application Details:

(For full details, follow the QR Code below)

- No Overnight Stays, long-term stays or transitional housing
- No Warming Shelter
- Soup/kitchen at minimum twice a week
- Group Therapy & Individual Counselling
- Life skills & employment readiness training
- Access to showers, lockers & laundry

Definition:

Land Use Bylaw 05-2025 defines a Community Support Centre Minor as a Development where the principal use is to provide social services addressing the needs of people whose well-being may be at risk, on an outpatient basis only. Overnight accommodation is not permitted at any time. This use is generally sponsored or supervised by a public authority or non-profit agency and may include the provision for food services, counselling, group meetings, or day shelter for the short term. This use does not include short term or permanent residency, health care facilities or safe consumption space.

Applications are reviewed based on the provisions of **Land Use Bylaw 05-2025** along with any planning related concerns submitted.

For more information, contact Planning Services using the contact details below; or scan the QR Code for our website, scroll to *Public Notices, View Current Applications* and look for *Application No.:* 26-6342.



lloydminster.ca/development

Discretionary Use or Variance Application

What type of application are you applying for?

Discretionary Use - Community Support Centre Minor at 5008 48 Street

For a Discretionary Use Application, please describe the Use you are looking to apply for and why you think the proposed location complements your proposed use?

We are looking to allow discretionary use, community centre minor. For services for the unhoused, food support, free clothing, access to a social worker, counselling.

Property Address for the Variance or Discretionary Use will be applied

5008 48 st

Lot Number:

1-2

Block Number:

3

Plan Number:

LXXXVI

Tax Roll Number

21100190000

Land Use District (Zoning)

DTN

First Name

[REDACTED]

Last Name

[REDACTED]

Business Name (If Applicable)

[REDACTED]

Address Line 1

[REDACTED]

City

[REDACTED]

Province

[REDACTED]

Postal Code

[REDACTED]

Primary Telephone Number

[REDACTED]

E-mail address

[REDACTED]

Discretionary Use or Variance Application

Are you listed as the Registered Landowner on the Land Title?

No

I understand that this is only an application and submission of this application does not mean this approval is guaranteed approval and fees are non-refundable

Yes

I understand that Discretionary Use and/or Variance Applications include public referrals and advertising as part of the review process and a decision can take anywhere from 4-8 weeks

Yes

I consent to receiving notifications & correspondence regarding this application via email unless otherwise specified by the applicant in writing.

Yes

i. Floor Plan

- o Floor plan should show all rooms and Uses of each room on all levels. Show offices, dwelling units, washrooms/showers, communal and private spaces.
- o Indicate on the floor plan if the spaces are existing, or if they will be completed as part of a renovation project.

ii. Fire Safety Plan

- o Show exits, windows, doors, water mains, fire hydrants etc.

iii. Parking Plan

- o Identify staff parking and client parking options onsite or leased stalls

The proposed building does not require dedicated parking because it is designed to serve a population that does not rely on personal vehicles. The primary users of the space—including individuals accessing services—typically face financial and social barriers that make vehicle ownership unlikely. As a result, parking infrastructure would be underutilized and would not reflect the actual needs of the community being served.

Instead, the building prioritizes accessibility through alternative means of transportation. It is intended to be located within close proximity to community services, and essential amenities such as grocery stores, healthcare, and social supports. This allows residents and visitors to navigate their daily needs without reliance on private vehicles. Additionally, many individuals in transitional housing benefit from walkable environments that reduce transportation costs and increase independence.

iv. Good Neighbour Commitment Plan (Provide as Much detail as possible relating to:)

- a. Services provided/offered and who can access these services - including but not limited to: Anyone can access services - meals, food support, showers, laundry, lockers, clothing, harm reduction, connection to services and substance use treatment, group therapy, individual counselling, Tasked for Success (life skills training, employment readiness training), transportation, peer support,

i. Health Services (counselling, detox, mental health, addiction support, life skills programming, employment services, residential treatment facility etc.) Group therapy, individual counselling, connection to services, addiction supports, Tasked for Success (life skills programming, employment readiness training)

ii. Transitional Housing N/A

iii. Warming Shelter (provide details on months, days, hours etc.) N/A

iv. Religious Assembly N/A

v. Long term stays N/A

vi. Short term stays

vii. Food bank Food rescue via Second Harvest and Cobbs bakery

viii. Soup Kitchen/food services Meals provided at least twice per week, Thursdays and Sundays. May serve meals on other days depending on donation availability

ix. Day shelter Individuals experiences mental health issues or substance use disorder are welcome to come to our resource centre and access services

X. Night shelter No sleeping accommodations

XI. Showering facilities showers available for drop in use

xii. Safe Consumption Spaces This is not a safe consumption site, no substance use allowed in or around property

xiii. Sleeping facilities No sleeping accommodations

XIV. Temporary Cots N/A

b. Supportive housing description and terms and conditions (who, what for, for how long, for how many etc.):

i. permanent N/A

ii. transitional N/A

iii. Youth N/A

IV. seniors N/A

etc.

c. Number of dwelling units offered for supportive housing N/A

i. Number of residents in each dwelling unit N/A

ii. Amenities in each dwelling unit (private bath, kitchen, # of bedrooms) N/A

d. Staffing and hours

i. Proposed Number of employees two full time employees, one part time employee plus volunteers

ii. Hours of operation (regular office hours or 24/7) Monday/Tuesday closed Wednesday, Friday, Saturday, Sunday 9am-5pm, Thursday 1pm-9pm

iii. Staffing hours (regular office hours or 24/7). How many staff at one time at peak and non-peak times? two full time employees at all times, one part time employee during peak hours and one-two volunteers daily, two-three volunteers during meal services

iv. Designated contacts (during regular office and non-office hours Designated contacts
On-Call phone for after hours

v. Staffing capabilities is operation manager and will manage employees/volunteers and is a professional recruiter that will manage hiring and onboarding of employees/volunteers

e. Occupancy Load/Capacity

i. Maximum Occupancy Load of the building

ii. Anticipated/proposed number of patrons at one time up to 70 individuals at one time, anticipated average to be <30 individuals at one time

iii. Proposed increases to occupancy load where there might be an event, meeting or other Use N/A

iv. General Operations Capacity with and without Warming Shelter use

Operations. up to 70 individuals at one time, anticipated average to be <30 individuals at one time, no warming shelter

v. Detailed occupancy capacity summer vs winter normal operations <30 individuals at one time summer and winter

f. Building access

i. building open to everyone Building open to everyone during open hours

ii. key fobs N/A

iii. sign in procedures Daily sign in sheets to keep track of individuals accessing services

iv. appointment based. Appointment based services such as detox/treatment applications, case work (income support, application follow ups, intake with tasked for success) g. Conflict Resolution/Disturbances and Incident Procedures

i. Process for acknowledging and resolving issues that might arise

follow a trauma-informed, client-centered approach to addressing issues as they arise.

Process:

1. Immediate Acknowledgment

- Staff will acknowledge concerns in a calm, respectful, and non-confrontational manner.
- Priority is given to safety for all individuals involved.

2. Assessment

- Staff assess the situation (risk level, urgency, individuals involved).
- Determine whether de-escalation, mediation, or external support is required.

3. De-escalation

- Trained staff use verbal de-escalation techniques.
- Clients are offered space, support, and options to regulate emotions.

4. Documentation

- All incidents are documented in an internal reporting system.
- Patterns are monitored to improve prevention strategies.

5. Follow-Up

- When appropriate, follow-up conversations or support plans are created.
- Referrals to additional services (mental health, addiction support, etc.) may be provided.

ii. Incident procedures for loitering and disturbances. (Building occupies 100% of the site, will they be gathering outside for smoke breaks or other purposes, how are they going to keep customers within their site The centre will encourage indoor engagement by providing:

- Comfortable waiting areas
- Programming and services throughout the day
- Outdoor presence will be actively monitored by staff

Procedures:

1. Smoking and Outdoor Breaks

- Smoking must be 5m from all doors and windows that open

2. Loitering Prevention

- Staff will regularly monitor entrances/exits.
- Individuals lingering outside will be respectfully redirected indoors or asked to move along.

3. Disturbance Response

- Staff will intervene early using de-escalation.

- If behavior escalates, individuals may be asked to leave the premises.
- If necessary, local outreach teams or emergency services will be contacted.

1. Patron Expectations

- Treat staff, volunteers, and other clients with respect
- Use services for their intended purpose
- Follow all centre policies and guidelines
- Remain within designated areas

2. Code of conduct

The resource centre operates under a clear Code of Conduct grounded in dignity, respect, and safety.

i. Expectations

- Respectful communication at all times
- No harassment, discrimination, or violence
- Compliance with staff direction

ii. Behaviour Protocols

- No aggressive or threatening behavior
- No substance use on-site
- No illegal activity

iii. Consequences

- Verbal warning
- Temporary removal from the space
- Suspension of services (short-term or long-term depending on severity)
- Involvement of external services if safety is at risk

All consequences will be applied fairly and consistently, with consideration of individual circumstances.

i. Security protocols

i. Will there be security on site - permanent/part-time, office hours only or

24/7 **No security on site, we have built rapport and trust with the patrons we do not believe that we need security as the patrons have historically treated us with respect**

ii. Detail the security measures that will be provided for the clients,

staffing, and the public **To ensure safety for clients, staff, and the public, the centre will implement:**

- Controlled access entry points
- Staff presence at reception during all operating hours
- Surveillance cameras in common areas
- Incident reporting and tracking system
- Staff training in:
 - Crisis intervention
 - Non-violent communication
 - Trauma-informed care
- Clear visibility throughout the space to reduce hidden or unsafe areas

iii. Disputes/conflict resolution plans/protocols The centre prioritizes restorative and trauma-informed approaches to conflict.

Steps:

1. Early Intervention
 - Staff identify tension early and intervene before escalation.
2. Mediation
 - Neutral staff facilitate conversations between involved parties.
 - Focus on understanding, accountability, and resolution.
3. Supportive Approach
 - Clients are offered emotional support and space if needed.
 - Underlying issues (mental health, stress, trauma) are acknowledged.
4. Escalation (if required)
 - If conflict cannot be resolved safely:
 - Individuals may be separated or asked to leave
 - Security or external supports may be engaged
5. Documentation and Review
 - Incidents are documented and reviewed to improve future responses.

j. Property Management and maintenance

i. General property maintenance procedures The resource centre is committed to maintaining a clean, safe, and welcoming environment for clients, staff, and the surrounding community.

Procedures:

- Daily cleaning of all interior spaces including washrooms, common areas, and program rooms
- Routine maintenance of building systems (HVAC, plumbing, electrical) through scheduled inspections
- Immediate response to maintenance issues that impact safety or accessibility
- Seasonal maintenance (snow removal, ice control, weatherproofing)
- Regular upkeep to ensure compliance with municipal bylaws and public health standards

A designated staff member or contracted service provider will oversee ongoing maintenance and ensure timely completion of all tasks.

ii. Building and grounds inspection plans/procedures Regular inspections will be conducted to proactively identify and address safety or maintenance concerns.

Inspection Plan:

- Daily Walkthroughs:
 - Staff will inspect entrances, exits, washrooms, and common areas for hazards or cleanliness issues
- Weekly Inspections:
 - Review of building condition, lighting, fixtures, and safety equipment
- Monthly Inspections:
 - Comprehensive review of structural elements, systems, and security features
- Incident-Based Inspections:
 - Immediate inspection following any reported damage, vandalism, or safety concern

All inspections will be documented, and any issues will be addressed promptly.

iii. Garbage, recycling and debris protocols and cleanup plans The centre will implement strict waste management practices to maintain cleanliness and minimize community impact.

Protocols:

- Clearly labeled garbage and recycling bins placed throughout the facility
- Daily removal of interior waste
- Scheduled pickup coordinated with private waste services
- Immediate cleanup of debris in and around the building perimeter
- Staff monitoring of entrances and surrounding areas to prevent accumulation of waste

Cleanup Plan:

- Staff will conduct routine exterior checks throughout the day
- Any litter or debris will be promptly removed
- Additional cleanups will be conducted following peak service hours

iv. Hazardous Waste Collection and Management Plan (needles, excrement etc.) Recognizing the needs of the population served, the resource centre will implement a safe and responsible hazardous waste management plan.

Scope of Hazardous Waste:

- Sharps (e.g., needles)
- Human waste (e.g., excrement)

- Biohazard materials

Procedures:

1. Safe Disposal Infrastructure
 - Installation of secure sharps disposal containers in designated areas
 - Availability of biohazard waste bins where appropriate
2. Staff Training
 - Staff will be trained in safe handling, reporting, and disposal procedures
 - Use of personal protective equipment (PPE) when dealing with hazardous materials
3. Collection and Disposal
 - Hazardous waste will be handled according to public health guidelines
 - Partner with licensed waste management services for proper disposal
4. Outdoor Safety Checks
 - Routine exterior inspections to identify and safely remove hazardous materials
 - Use of proper tools (e.g., tongs, sharps containers) for collection
5. Emergency Response
 - Immediate containment and cleanup of hazardous materials
 - Incident documentation and follow-up

k. Impact Mitigation Plan for neighbours

i. Noise management The resource centre is committed to minimizing noise impacts on surrounding properties and maintaining a respectful presence within the community.

Strategies:

- Program activities will be conducted indoors
- Staff will actively monitor noise levels in common areas and near entrances
- Clients will be reminded of expectations regarding respectful noise levels when entering and exiting the building
- Any amplified sound (e.g., events) will be limited and controlled

Response to Concerns:

- Noise complaints will be addressed promptly
- Staff will investigate and take corrective action as needed
- Repeated issues will result in reinforcement of expectations or consequences for those involved

ii. Outdoor space management Although the building occupies 100% of the site, the resource centre will actively manage its exterior interface to reduce community impact.

Approach:

- Staff presence near entrances to monitor activity throughout operating hours

- Clear signage outlining expectations for behavior outside the building
- Encouragement of clients to remain indoors unless entering or exiting the facility

Outdoor Conduct Expectations:

- No congregating near entrances or neighbouring properties
- No littering or disruptive behavior
- Respect for nearby residents, businesses, and public spaces

Monitoring:

- Regular exterior walkthroughs conducted by staff
- Immediate response to any developing issues

iii. Policies and procedures to maintain loitering and disturbances with adjacent properties The centre recognizes the importance of maintaining positive relationships with neighbouring properties and will implement proactive and responsive measures.

Preventative Measures:

- Clear communication of expectations to all clients upon entry
- Staff engagement with clients to encourage appropriate use of space

Intervention Procedures:

1. Early Engagement

- Staff will approach individuals loitering or causing disturbances in a calm and respectful manner
- Individuals will be redirected indoors or asked to move along

2. Escalation

- If behavior continues, individuals may be asked to leave the premises
- Temporary service restrictions may be applied if necessary

3. Community Collaboration

- Open communication channels with neighbouring residents and businesses
- Prompt response to complaints or concerns
- Willingness to adjust practices based on community feedback

4. External Support (if required)

- In situations involving safety risks, appropriate external services may be contacted

I. Reporting Tools and communication methods (include proposed timelines)

i. Metrics for tracking success (calls or complaints received, resolved, etc.) The resource centre will track key indicators to evaluate effectiveness, safety, and community impact.

Metrics include:

- Number of community complaints received
- Number of complaints resolved and resolution timelines
- Types of incidents (e.g., noise, loitering, disturbances)
- Frequency of staff interventions
- Client engagement (daily attendance, program participation)
- Referrals to external services
- Positive community feedback and partnerships established

Data will be reviewed regularly to identify trends and inform improvements.

ii. Internal reviews The centre will conduct ongoing internal reviews to ensure policies and procedures are effective.

Process:

- Monthly review of incident reports and complaints
- Staff meetings to discuss challenges and successes
- Evaluation of safety protocols and operational procedures
- Identification of gaps and areas for improvement

iii. Community Feedback updates Community input is essential to maintaining a positive neighbourhood presence.

Approach:

- Collect feedback from residents, businesses, and service users
- Track recurring concerns and suggestions
- Provide updates on how feedback has informed changes

iv. Plan Revisions/updates

Commitments:

- Annual comprehensive review of all policies and procedures
- Updates made in response to data trends, incidents, or community concerns
- Adjustments aligned with best practices and regulatory requirements

V. Reports to municipal partners that can be shared with community The resource centre will maintain transparency through regular reporting.

Reports may include:

- Summary of incidents and responses
- Complaint tracking and resolution outcomes
- Program usage and service impact
- Updates on safety and community relations initiatives

Reports will be shared with municipal partners and made available to the community when appropriate.

Vi. Community meetings Community meetings will be held at least twice per year
Additional meetings may be scheduled if concerns arise

Meetings will provide opportunities for open dialogue, updates, and feedback

VII. Newsletters or email updates Quarterly newsletters or email updates will be distributed
Content will include:

- Program updates
- Community impact highlights
- Policy or operational changes

Viii. Website updates The centre's website will be regularly updated with:

- Policies and procedures
- Contact information
- Service offerings
- Community updates

ix. Notice board updates On-site notice boards will display:

- Code of conduct
- Community updates
- Contact information for concerns or complaints

x. Social media updates Social media platforms will be used to:

- Share updates and announcements
- Promote programs and services
- Communicate important notices to the public

xi. Check-ins with neighbours, if so, how often Staff or leadership will conduct regular check-ins
with neighbouring properties
Frequency:

- Informal check-ins: monthly
- More formal engagement: quarterly or as needed

xii. Methods for receiving concerns/complaints Community members can submit concerns
through multiple accessible channels:

- Phone line during operating hours
- Dedicated email address
- Online form via the website

- In-person communication with staff

xiii. Response time commitments for concerns/complaints **The resource centre is committed to timely responses:**

- Acknowledgment of complaints within **24 hours**
- Initial response or action within **1–3 business days**
- Ongoing communication until the issue is resolved

Urgent concerns will be addressed immediately.

xiv. Methods for communicating contact information and policy updates **The centre will ensure transparency and accessibility of information through:**

- Posting contact details on-site, online, and in all communications
- Sharing policy updates via:
 - Website
 - Social media
 - Email/newsletters
 - Community meetings
- Clear signage at the building entrance with contact information for concerns

m. Proposed community involvement and partnerships

i. Participation in events and community clean-ups **Downtown clean ups once per month, ran by volunteers with assistance from the unhoused**

ii. Volunteering **Volunteerism for the unhoused and the community - many unhoused individuals have already expressed interest in volunteering to assist with building maintenance and building renovations. Will provide ongoing volunteer opportunities for the unhoused**

iii. Partnerships with other organizations **Confirmed partnership with Lloydminster Native Friendship Centre, will utilize other organizations programs such as sober living at Residents in Recovery, Homebase, Bea Fischer, Libby Young etc.**

v. Safe Environment Assessment (Subsection 13.40 of Land Use Bylaw)

1. Intended to promote public safety through creation of safe environments
2. Elements include but may not be limited to:

i. Clear site lines between public and private spaces

ii. Security lighting in strategic locations **lighting at all doorways and street lights around the building**

iii. Identify public and private spaces through walkways, signs, landscaping
Etc. **All outside of the building is public property, will not allow loitering**

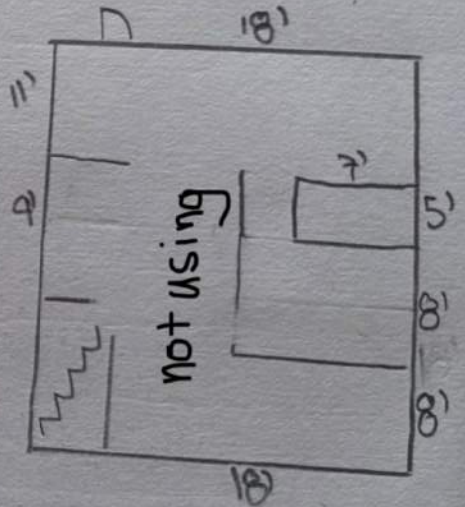
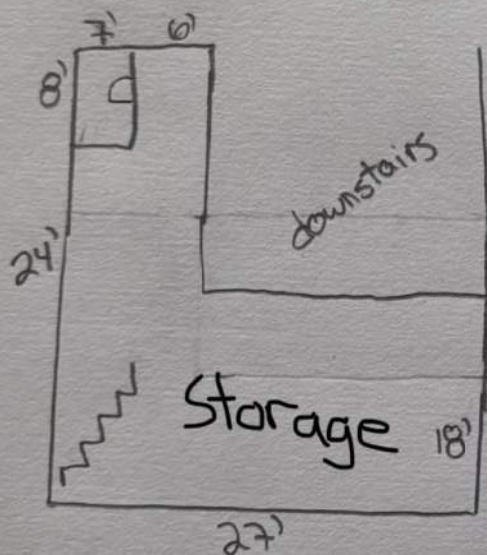
iv. Consideration of Crime Prevention Through Environmental Design (CPTED) principals
<https://cptedcanada.com/cpted-principles/>

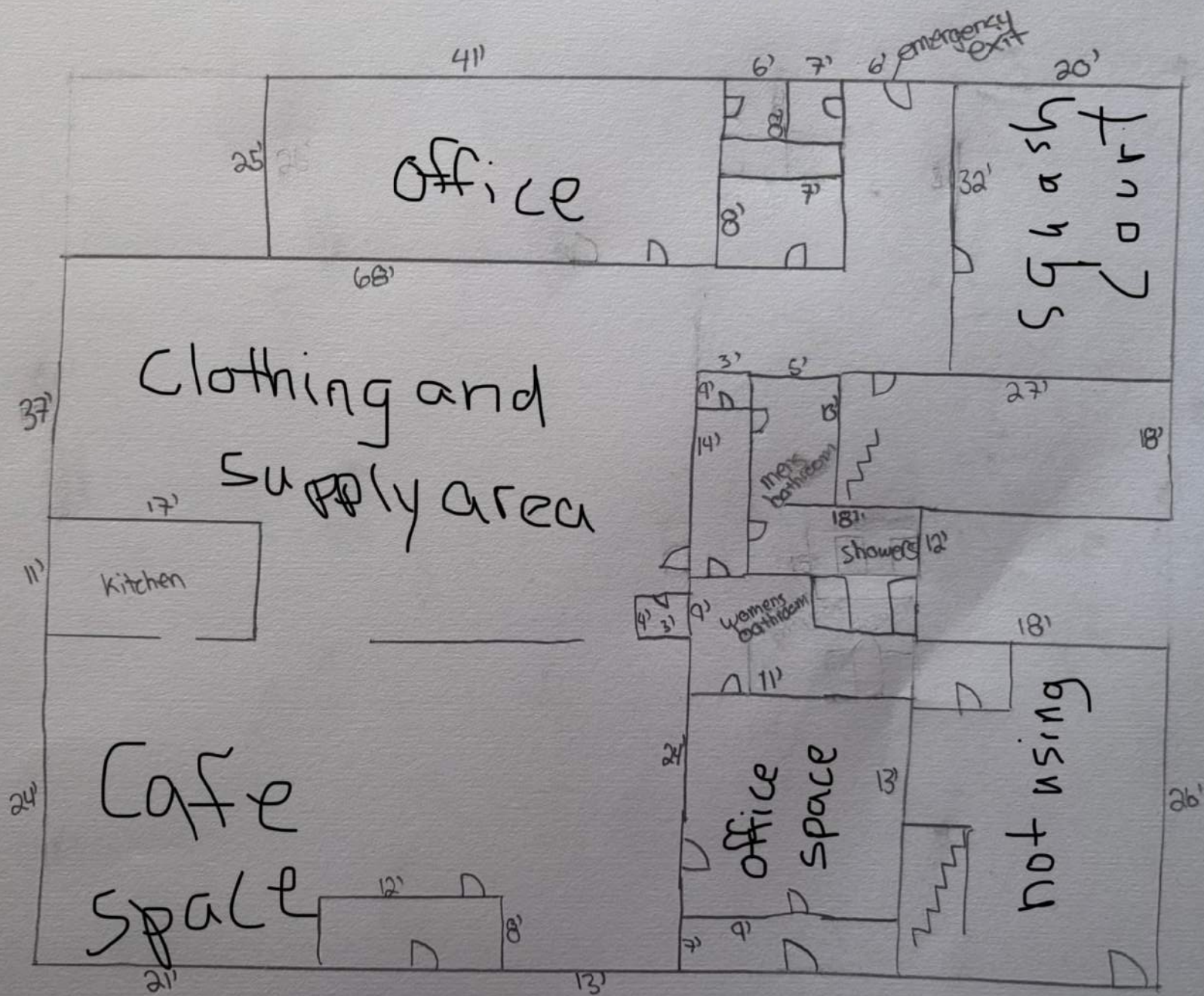
v. Assessment shall be prepared by a qualified professional such as landscape architect or urban designer and shall include:

vi. Site overview, building access points, parking areas, pedestrian circulation and landscaping

- vii. Security details - lighting, site lines entrapments areas
- viii. Design recommendations to mitigate concerns

upstairs







Landowner Authorization Form

Landowner Information

Name(s):	Contact Name:
Contact Email:	Contact Phone:
Contact Mailing Address:	Date (MM/DD/YY):

To Whom it May Concern,

With regards to 5008 48 st Lloydminster AB
property address

please be advised that I, _____
full name

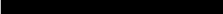
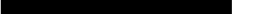
- ☒ am the owner of the above mentioned property and that I authorize
- ☐ am an officer or director of the owner(s) of the above mentioned property and that I am authorized by the owner to authorize

_____ and/or its _____
agent or company name applicant, consultant, contractor (if applicable)

to apply for any and all	Discretionary Use
	permit type

for the above mentioned property.

I further agree to immediately notify the City of Lloydminster, in writing, of any changes regarding the above information.

<u>08/24/26</u>	
date signed	signature of landowner
	
	name of landowner (printed)

Collection and Use of Personal Information: The personal information being collected on this form is for the purposes of processing and acting upon this application in accordance with the *Municipal Government Act* and is protected by the privacy provisions of the *Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*. The City will not share your personal information for purposes outside of those stated without your permission in writing, unless there is a specific exemption stated in the *Municipal Government Act*.