

**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION**  
Civic Cultural Center – 5018 Waghorn Street  
Thursday, April 16, 2026 at 6:00 p.m.

## **AGENDA**

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**1. WELCOME AND CALL TO ORDER**

- 1.1 Welcome to the Municipal Planning Commission. We like to remind members of the public in the gallery during meetings to adhere to the conduct set forth in Part 20 of the Council Procedural Bylaw.
- 1.2 Call to Order
- 1.3 Approval of Agenda

**2. LAND ACKNOWLEDGEMENT**

- 2.1 *In the spirit of Truth and Reconciliation, the Town of Blackfalds acknowledges that we are on Treaty 6 territory, the ancestral lands of Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (Denay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, Inuit, and non-status peoples whose footsteps have marked these lands since time immemorial. We recognize the inherent relationships Indigenous communities have with this land and its creatures and commit to supporting reconciliation and healing. We honour the resilience, culture, and contributions of Indigenous peoples, past and present. As we gather, we pledge to listen, learn, and take meaningful action toward a future based on mutual respect and understanding as we continue on our journey of truth and healing. We recognize that reconciliation is not a single act but a lifelong journey—one that requires accountability, humility, and the centering of Indigenous voices.*

**3. BUSINESS**

- 3.1 Approval of Minutes from March 19, 2026
- 3.2 Application 39-26 – Rear Yard Variance

**4. CONFIDENTIAL**

None

**5. ADJOURNMENT**

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**MINUTES**

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**MEMBERS PRESENT**

Jim Sands – Chairperson, Town of Blackfalds Councillor  
Ryan Brown – Vice Chairperson, Town of Blackfalds Councillor  
Shane Hanson – Town of Blackfalds Councillor  
Jennifer Kirk – Member at Large

**OTHERS ATTENDING**

Jolene Tejkl, Town of Blackfalds, Planning and Development Manager  
Alex Garcia – Member at Large (*arrived at 6:20 p.m. but did not participate in the meeting. The member remained in the gallery and did not join the Commission table or take part in any discussion or voting*)  
Tyler Nowochin  
Perry Watson

**REGRETS**

None

**WELCOME AND CALL TO ORDER**

Chairperson Sands welcomed all attending and called the Municipal Planning Commission Meeting to order at 6:00 p.m.

**APPROVAL OF AGENDA**

7/26 Member Hanson moved that the Municipal Planning Commission approve the agenda as presented.

**CARRIED UNANIMOUSLY**

**TREATY SIX LAND ACKNOWLEDGEMENT**

Chairperson Sands read the Land Acknowledgement to recognize that the Town of Blackfalds is on Treaty Six territory.

**BUSINESS**

**Approval of Minutes**

8/26 Member Kirk identified amendments needed to the draft minutes from the February 19, 2026 meeting and moved that the Municipal Planning Commission approve the Minutes from February 19, 2026 as amended.

**CARRIED UNANIMOUSLY**

**Application 26-26 – Accessory Use**  
**4910 Broadway Avenue (Lot 7-9 Block 13 Plan 3446 HW)**

Administration provided background information on the proposed development.

After some discussion, the following motion was put forward:

9/26 Moved by Member Kirk that the Municipal Planning Commission approve the application for Accessory Use to allow temporary storage of goods for a time period of two (2) years expiring March 19, 2028, as presented in Development Permit 26-26, located at 4910 Broadway Avenue (Lot 7-9 Block 13 Plan 3446 HW), subject to the following conditions being met to the satisfaction of the Development Officer:

**CONDITIONS**

1. Development must commence within one (1) calendar year of the issuance of the Development Permit. Failure to commence development within the one (1) year will cause this Development Permit to expire.

**General Development Conditions**

2. The proposed development shall be undertaken and completed in accordance with the approved plans.

**MINUTES**

3. Unless specifically exempted from the requirements to obtain a Development Permit, all signs, including relocation, enlargement, or modification to a sign, require a separate development permit.
4. The proposed development will **expire March 19, 2028**, and the use shall terminate, and temporary development must be removed.
5. The applicant shall provide screening to the satisfaction of the Development Authority.

**NOTES**

1. *Prior to occupancy a fire inspection must be completed by the Town of Blackfalds Fire Department. Please call 403.885.4144 to schedule an inspection time.*
2. *The yellow Development Permit card must be displayed during the duration of development.*
3. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations affecting such development.*
4. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*
5. *Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site. No loose construction material is to be stored or accumulated on a construction site unless it is not capable of being blown around.*

**CARRIED UNANIMOUSLY**

**Application 27-26 – Landscaping Sales and Service**  
**4610 East Railway Street (Lot 3 Plan 012 0234)**

Administration provided background information on the proposed development.

After some discussion, the following motion was put forward:

**10/26**

Moved by Member Hanson that the Municipal Planning Commission approve the application for a Landscaping Sales and Service, as presented in Development Permit 27-26, located at 4610 East Railway Street (Lot 3 Plan 012 0234), subject to the following conditions being met to the satisfaction of the Development Officer:

**CONDITIONS**

1. Development must commence within one (1) calendar year of the issuance of the Development Permit. Failure to commence development within the one (1) year will cause this Development Permit to expire.

**General Development Conditions**

2. The proposed development shall be undertaken and completed in accordance with the approved plans.
3. The applicant shall provide screening to the satisfaction of the Development Authority.
4. The applicant is responsible for ensuring that no development or portion thereof shall be located over municipal lands, rights-of-way and/or easements.
5. The applicant shall provide a letter of credit or other form of security equal to 100% of the estimated landscaping and paving (and associated concrete work) costs to ensure that landscaping, paving and concrete are accordance with the Land Use Bylaw and approved plans by **no later than May 19, 2026**. Any changes to the plans shall require approval of the Development Authority.
6. Landscaping is to be complete by the end of the first full growing season following completion of construction. Landscaping security refund of 50% is received upon

**MINUTES**

completion of the approved landscaping. Prior to receiving any additional refunds, the developer must satisfactorily complete a one (1) year maintenance period where no deficiencies exist. It is the responsibility of the developer to contact the Director of Infrastructure and Planning Services to request a final inspection.

7. All landscaped areas shall be designed to facilitate effective surface drainage This includes a minimum of 300.0mm (11.81in) of topsoil to facilitate growth.
8. The applicant shall repair or reinstate, or to pay for the repair or reinstatement, to original Condition, any public property, Street furniture, curbing, boulevard Landscaping and tree planting or any other property owned by the Town which is damaged, destroyed or otherwise harmed by Development or construction upon the site.

**Ongoing Conditions:**

9. Where access is gained directly from a paved road, driveways and parking areas shall be hard surfaced.

**NOTES**

1. *Prior to occupancy a fire inspection must be completed by the Town of Blackfalds Fire Department. Please call 403.885.4144 to schedule an inspection time.*
2. *The yellow Development Permit card must be displayed during the duration of development.*
3. *Unless specifically exempted from the requirements to obtain a Development Permit, all signs, including relocation, enlargement, or modification to a sign, require a separate development permit.*
4. *Paving securities are retained for one (1) year following completion of paving (and associated concrete works). Prior to receiving a refund and where no deficiencies exist, it is the responsibility of the developer to contact the Engineering Services Manager to request a final inspection.*
5. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations affecting such development.*
6. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*
7. *Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site. No loose construction material is to be stored or accumulated on a construction site unless it is not capable of being blown around.*

**CARRIED UNANIMOUSLY**

**Application 29-26 – Retail, General with Accessory Use**  
**4907 Broadway Avenue (Lot 8-10 Plan RN 17)**

Administration provided background information on the proposed development.

After some discussion, the following motion was put forward:

**11/26**

Moved by Member Brown that the Municipal Planning Commission approve the application for the Retail, General with Accessory Use, as presented in Development Permit 29-26, located at 4907 Broadway Avenue (Lot 8-10 Plan RN 17), subject to the following conditions being met to the satisfaction of the Development Officer:

**CONDITIONS**

1. Development must commence within one (1) calendar year of the issuance of the Development Permit. Failure to commence development within the one (1) year will cause this Development Permit to expire.

**MINUTES**

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**General Development Conditions**

2. The proposed development shall be undertaken and completed in accordance with the approved plans.
3. The applicant is responsible for ensuring that no development or portion thereof shall be located over municipal lands, rights-of-way, and/or easements.
4. The applicant shall provide screening from adjacent buildings and public roadways to the satisfaction of the Development Authority.
5. The applicant shall provide solid a 6-foot fence at the rear of the property to provide for screening adjacent buildings and public roadways to the satisfaction of the Development Authority.
6. Any change or use intensification of the approved use shall require review of current Development Permit and may require a separate approval

**NOTES**

1. *A fire inspection must be completed by the Town of Blackfalds Fire Department. Please call 403.885.4144 to schedule an inspection time.*
2. *Unless specifically exempted from the requirements to obtain a Development Permit, all signs, including relocation, enlargement, or modification to a sign, require a separate development permit.*
3. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations affecting such development.*
4. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Chairperson Sands adjourned the Municipal Planning Commission Meeting at 6:45 p.m.

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Jim Sands, Chairperson

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Jolene Tejkl, Recording Secretary/Planning &  
Development Manager

TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION MEETING  
April 16, 2026

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**TO:** Municipal Planning Commission

**PREPARED BY** Jolene Tejkl, Planning & Development Manager

**PRESENTED BY** **Preston Weran, Director of Infrastructure & Planning Services**

**DEVELOPMENT:** Development Permit Application 39-26  
• *Rear Yard Variance*

**ADDRESS:** 138 Ava Crescent (Lot 16 Block 10 Plan 162 0173)

**DISTRICT:** Residential Multi Dwelling District (R-2)

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**SUMMARY:**

This Development Permit Application is to bring an existing detached garage into compliance with the Land Use Bylaw (LUB) rear yard setback by issuing a variance to the regulations. The existing garage is located in between the Town's either/or setback from rear yards and is not causing any challenges to adjacent landowners or to the safe travel on the rear lane.

As such, the recommendation is to approve the application subject to conditions.

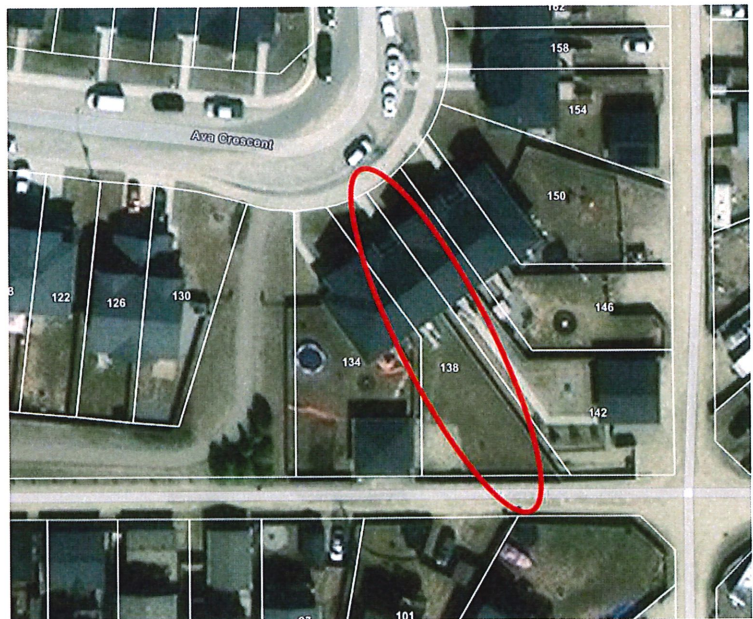
**BACKGROUND:**

The application before the Commission is for a rear yard setback variance for an existing detached garage located at 138 Ava Crescent, in the Aspen Lakes West community.

This required variance was identified when a Certificate of Compliance was requested for the property, and the submitted survey showed the garage has been built 1.20 m from the rear property line. The LUB requires accessory buildings such as detached garages to be either 1.0 m or 6.0 m in length.

**ANALYSIS:**

The intent behind this either/or regulation is an attempt to avoid vehicular over-hang in the lane. Either the driveway is 1.0 m in length, which is too short to fit a vehicle, or 6.0 m in length to fully encompass a vehicle parking on it. In this application, the garage is located 1.2 m so it is in between this either/or setback regulation.



The subject lot is located within a predominately residential area of the Town. The subject lot, along with the properties to the north, east, and west are all designated Residential Multi Dwelling District (R-2) under the Town's LUB. The properties to the south are all designated Residential Single Dwelling Small Lot District (R-1S).

Notification of the proposed variance to the rear yard setback was sent to adjacent landowners; no comments or concerns have been submitted to date. A copy of the map showing the landowners who received notification is attached to this report.

The Department has assessed this application and has determined that the variance request is minor in nature and is unlikely to negatively impact adjacent landowners or the travelling public. If allowing the garage to remain in its current location does result in vehicles being parked on the driveway and impeding traffic flow, there are enforcement mechanisms under the Town's Traffic Bylaw 1232/19 that can be used to rectify the situation.

**RECOMMENDATION:**

That the Municipal Planning Commission approve the application for a rear yard variance for an existing detached garage as presented in Development Permit 39-26, located at 138 Ava Crescent (Lot 16 Block 10 Plan 162 0173), subject to the following conditions being met to the satisfaction of the Development Officer:

**CONDITIONS**

1. The applicant shall ensure that the rear yard setback for the existing detached garage does not exceed 1.20 m.

**NOTES**

1. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations affecting such development.*
2. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act, take such actions as necessary to ensure that the provisions are complied with.*

**ALTERNATIVES**

- A. Refer the application to administration to more information
- B. Deny the application, citing reasons for its refusal.



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Jolene Tejkl, RPP MCIP  
Planning & Development Manager

**Attachments:**

1. Development Permit Application
2. Site Plan
3. Adjacent Landowners Referral Map

Development Permit #: 39-26 Application Date: MARCH 5, 2026

**To Be Completed By Applicant:**

Do you have a Business License with the Town of Blackfalds?  Yes  No  
Permit Being Applied for By:  Land Owner  Applicant/Contractor

X Landowner Name(s): ATIA Section 20(4)(h)(i)  
Mailing Address: ATIA Section 20(1)  
City: Blackfalds Prov: AB Postal Code: ATIA Section 20(1)  
Phone: ATIA Section 20(1) Alt Phone: -  
Email Address: ATIA Section 20(1)  
Preferred Method of Correspondence:  Email  Mail  Phone

(Same as Landowner)  
Applicant/Contractor Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Preferred Method of Correspondence:  Email  Mail  Phone

**PROJECT INFORMATION**

**Proposed Land Use** (\*please note that one (1) Development Permit Application is required per lot / title):  
 SFD  Deck (covered/uncovered)  Addition  Accessory Suite  Accessory Building (garage/shed)  
 Duplex  Four Plex  Manufactured/Modular Home  Demolition  Moved in Building  
 Apartments  Stacked Rowhouse  Row Housing  
 Other: Variance request

Approximate Value of Development: \$ 0  
(Building Materials and Labour)  
Civic Address of Property to be Developed: 138 Ave Crescent  
Lot: 16 Block: 10 Plan: 1620173 Land Use District: R-2

Existing Land Use: \_\_\_\_\_  
Number of Storeys: \_\_\_\_\_ Height (avg. from ground level to peak): \_\_\_\_\_  
Lot Area: \_\_\_\_\_ Uncovered Deck Construction Included: If yes, size: \_\_\_\_\_  sq m  sq ft  
Total Parcel Coverage: \_\_\_\_\_ % (include any deck(s), garage(s) – attached or detached, accessory building(s), verandahs, etc.)  
Yard Setbacks - Front Yard: \_\_\_\_\_ Left Side Yard: \_\_\_\_\_  
Right Side Yard: \_\_\_\_\_ Rear Yard: \_\_\_\_\_

Number of off-street parking stalls: \_\_\_\_\_ (location and size must be shown in the site/plot plan)  
**Primary Building:**  sq. meters  sq. feet  
Main Floor: \_\_\_\_\_ Upper Floor: \_\_\_\_\_ Basement: \_\_\_\_\_ Attached Garage: \_\_\_\_\_  
**Accessory Building(s):**  sq. meters  sq. feet  
Shed: \_\_\_\_\_ Detached Garage: \_\_\_\_\_  
**Accessory Suite Information (if applicable):**  Existing Suite  New Suite  
**Accessory Suite Total Floor Area:**  sq. meters  sq. feet  
Basement Floor (Accessory Suite): \_\_\_\_\_

**Variance Required:** Reason for variance: rear setback variance of 0.20m  
Proposed Commencement Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

Is the property the subject of a license, permit, approval, or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy and Utilities Board or Alberta Utilities Commission? Yes  No

Development Permit #: 291-26

Application Date: March 5, 2026

If yes, please describe: \_\_\_\_\_

Is the property the subject of the application the subject of a license, permit, approval, or other authorization granted by the Minister or granted under any Act the Minister is responsible for under s.16 of the Government Organization Act?  
Yes  No

If yes, please describe: \_\_\_\_\_

Is the subject property immediately adjacent to the County boundary? Yes  No

If yes, please describe: \_\_\_\_\_

*\*The Minister is responsible for the following acts: AB Land Stewardship Act, Environmental Protection Act, Public Lands Act, Surveys Act, Water Act.*

**RESOURCES:**  
Water Act & Environmental Protection and Enhancement Act Approvals - Alberta Energy Regulator: <https://aww.alberta.ca/ApprovalViewer.aspx>  
Historic Sites/Resources (requires an account) - Online Permitting and Clearance (OPAC): <https://www.opac.alberta.ca/Login.aspx>  
Abandoned Wells - Abandoned Well Map Viewer: <https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>  
Pipeline/Well Locations - Regulatory Assurance: <https://regulatoryassurance.alberta.ca/dras?id=public-notice>

Detailed description of work and/or intended use or occupancy of the building (include extra paper if needed):  
rear yard setback variance for existing detached garage (0.20m 20%  
- should be 1.0m or 6.0m (shown as 1.0m))

- NOTES:**
1. This Application constitutes part of the permit.
  2. Every Development Application shall be completed and submitted in accordance with the Town of Blackfalds current Land Use Bylaw in force.
  3. Failure to comply with this form fully and lack of the required information and plans may cause delays in processing this Development Application.
  4. An Application for a Development Permit shall, at the option of the applicant, be deemed to be refused when the decision of the Development Authority is not made within forty (40) days of receipt of the Application.
  5. Any questions related to the collection and use of this permit information should be referred to the Planning and Development Department at 403.885.9679.

**A DEVELOPMENT PERMIT COMES INTO EFFECT:**

- a. if it is issued by the Development Authority, twenty-one (21) days after the date of decision.
- b. if it is issued by Town Council with respect to a development in a Direct Control District, upon the date of its issue, or
- c. if an appeal is made, on the date that the appeal is finally determined.

A development permit remains in effect for twelve (12) months from the date of its issue and thereafter is null and void unless an extension has been requested and approved. A time extension request must be received a minimum of one (1) month prior to expiry.

I hereby make application for a Development Permit under the provisions of the Town of Blackfalds current Land Use Bylaw in force in accordance with the plans and supporting information submitted herewith and which form part of this application and will abide by all conditions of approval. By submitting this application I hereby allow right of entry for inspection purposes.

Permit Applicant Name(s): ATIA Section 20(4)(h)(i)

Permit Applicant Signature(s): ATIA Section 20(1)

Landowner Name(s): \_\_\_\_\_

Landowner Signature(s): \_\_\_\_\_

**FOR OFFICE USE ONLY**

Lot: 16 Block: 10 Plan: 168 0173 Land Use District: R-2 Tax Roll #: 045040

Variance Requested (if applicable):  MPC  Development Officer

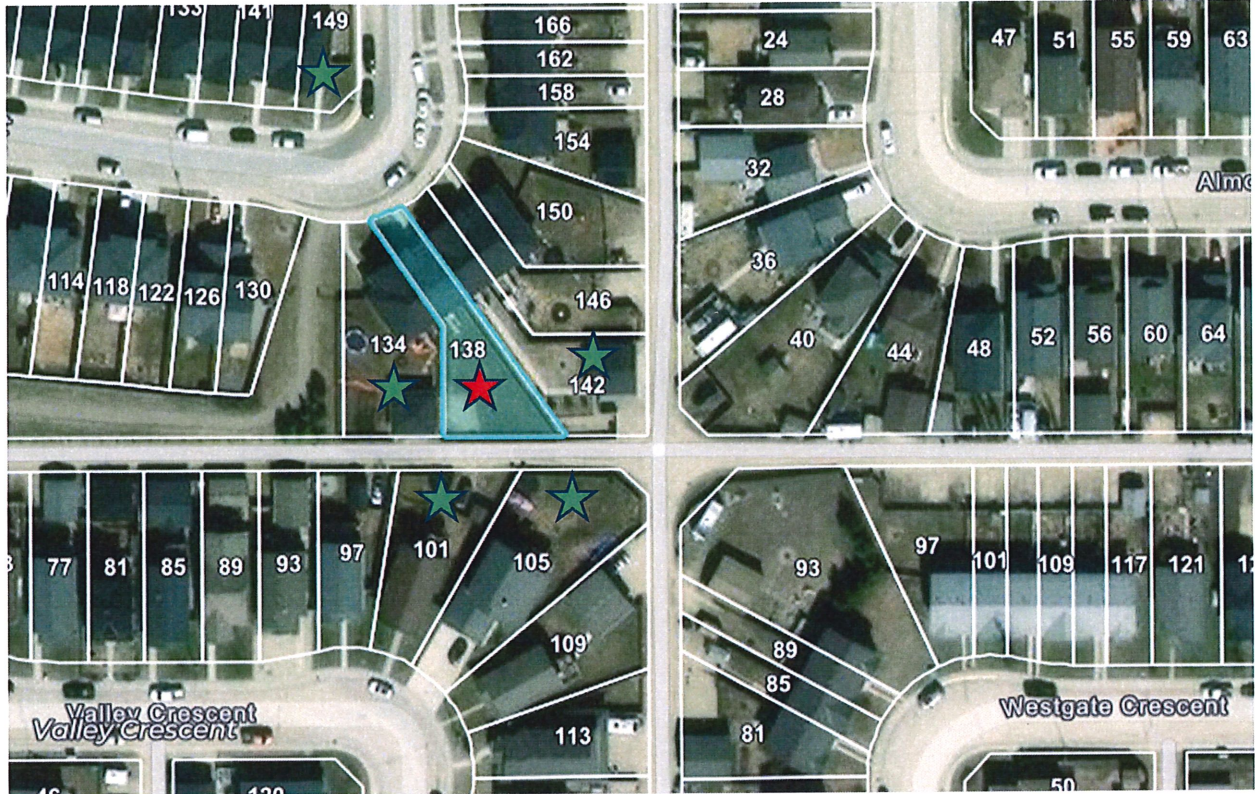
**IF DEMOLITION PERMIT - COPIES SENT TO:**  Utility Department  Tax Department

Development Permit Fee: (1-61-00-520)	\$ <u>150</u>	MPC Date: <u>Tent April 16, 2026</u>
<b>TOTAL:</b> *Double the permit fee is charged for submitted permits where the work has already started or is complete.	\$ <u>150</u>	SDAB Date: _____
		Notification Date: <u>March 6, 2026</u>

Receipt #: 670365 Date Application Deemed Complete: March 6, 2026

Personal information provided as part of this application will be used for issuance of permits, property assessment, and/or safety codes compliance monitoring and verification. The information is collected under the authority of the *Municipal Government Act*, the *Safety Codes Act* and the *Land Use Bylaw* currently in force, as well as Section 4(c) of the *Protection of Privacy Act* and will be protected under Part 1 of the *Protection of Privacy Act*. As mandated in the *Access to Information Act*, applicant names and the nature of permits issued may be made publicly available. Questions or concerns regarding the collection and/or use of this information may be directed to the Information Governance Coordinator at [access@blackfalds.ca](mailto:access@blackfalds.ca) or by phone at 403.885.6370.





Permit 39-26 – Subject Property – 138 Ava Crescent ★

Notification Addresses ★

- Rear yard relaxation for existing detached garage
  - Should be 1.0m or 6.0m (shown as 1.20m)