

MINUTES

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.

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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

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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.

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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

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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.



Jim Sands, Chairperson



Jolene Tejkl, Recording Secretary/Planning &
Development Manager