

TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION
Civic Cultural Center – 5018 Waghorn Street
Tuesday, June 24, 2025 at 6:15 p.m.

AGENDA

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 Treaty Six Land Acknowledgement - Blackfalds Municipal Planning Commission acknowledges that we are on Treaty 6 territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.
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3. BUSINESS

- 3.1 Approval of Minutes from February 24, 2025
 - 3.2 Application 107-25 – Change of Use – Daycare Major
-

4. CONFIDENTIAL

None

5. ADJOURNMENT

MINUTES

MEMBERS PRESENT

Jim Sands – Chairperson, Town of Blackfalds Councillor
Brenda Dennis – Vice Chairperson, Town of Blackfalds Councillor
Jamie Hoover – Town of Blackfalds Mayor
Kara Hubbard, Member at Large
Alex Garcia, Member at Large

OTHERS ATTENDING

Billie Scott, Development Officer II

REGRETS

None

WELCOME AND CALL TO ORDER

Chairperson Sands welcomed all attending and called the Municipal Planning Commission Meeting to order at 6:16 p.m.

APPROVAL OF AGENDA

4/25 Member Dennis moved that the Municipal Planning Commission approve the agenda as presented.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

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

BUSINESS

Approval of Minutes

5/25 Member Hoover moved that the Municipal Planning Commission approve the Minutes from January 28, 2025, as amended.

CARRIED UNANIMOUSLY

Application 12-25 – Change of Use – Daycare Major
4914 Broadway Avenue (Lot 10 7 11, Block 13, Plan 3446HW)

Administration provided background information on the proposed development.

The Board held a general discussion regarding parking and raised concerns about employee parking. Administration informed the Board that there would be a shortage of two stalls but highlighted that the Downtown Revitalization Plan promotes on-street parking and that there are also 2 public parking lots available.

6/25 **MOVED** by Member Garcia that the Municipal Planning Commission **APPROVE** the application for Change of Use – Daycare. Major as presented in Development Permit 12-25, located at 4914 Broadway Avenue (Lot 10 & 11, Block 13, Plan 3446HW) and 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.

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. *Final approval **may** be required from Alberta Health Services (AHS) prior to operation of the approved use. Contact Alberta Health Services for more information. Please forward a copy of approval to the Town of Blackfalds Planning & Development Department, if applicable.*
4. *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.*
5. *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.*
6. *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.*
7. *The Town of Blackfalds now requires that a dual check valve for backflow prevention be installed for all residential and/or commercial properties.*

CARRIED UNANIMOUSLY

ADJOURNMENT

Chairperson Sands adjourned the Municipal Planning Commission Meeting at 6:31 p.m.

Jim Sands, Chairperson

Billie Scott, Recording Secretary/Development Officer II

**TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION MEETING
Tuesday, June 24, 2025**

TO: Municipal Planning Commission

PREPARED BY Billie Scott, Development Officer II

PRESENTED BY Billie Scott, Development Officer II

DEVELOPMENT: Development Permit 107-25

- Change of Use – Daycare, Major

ADDRESS: 5101 Broadway Avenue (Lot 17 & 18, Plan RN17 (XV11))

ZONING: Commercial Central District (C-1)

SUMMARY:

The applicant has submitted a Development Permit application to establish a Daycare, Major at 5101 Broadway Avenue, intended for childcare services.

This property is located in the Commercial Central District (C-1) land use district, which supports various smaller commercial activities. This land use district aims to create a vibrant, pedestrian-friendly environment while promoting organized redevelopment in line with the Downtown Revitalization Plan and accommodating a limited range of compatible uses.

Administration supports this application.

BACKGROUND:

The Planning Department has received an application for a Development Permit to repurpose a building for use as a Daycare, Major, which is a Discretionary Use within the C-1 District. The building has previously hosted a Liquor Store.

The proposed daycare aims to offer childcare services for up to 89 children, ranging in age from 0 months to 6 years, and will employ approx 14 staff members. Its operating hours are planned from 6:45 am to 6:00 pm, Monday through Friday and closed on Statutory Holidays.

As this development is a discretionary use in the Commercial Central District, the Municipal Planning Commission serves as the approving authority.

This application has been referred to adjacent landowners for comment. To date no responses have been received.

POLICY:

Downtown Revitalization Plan

Town of Blackfalds Land Use By-law 1268/22 and amendments thereto:

- Section 2.2 – Development Authority and Decisions on Development Permit Applications
- Section 3.20 Parking and Loading Standards
- Section 6.9 – Commercial Central District (C-1)

ANALYSIS:

Administration has reviewed the application, taking into account the C-1 District requirements outlined in the Land Use Bylaw and the Downtown Revitalization Plan. The proposed change of use is classified as a Discretionary Use, meaning it may be permitted following a thorough evaluation of its impact on the surrounding area, as determined by the Development Authority. The intent of the Commercial Central zone is to support a diverse range of smaller commercial activities while promoting an attractive, active, and pedestrian-friendly environment.

The site can accommodate twelve parking stalls at the front of the property, but it falls short by two parking stalls. However, the Land Use Bylaw for development in the Commercial Central District (C-1) states that where in the opinion of the Development Authority, it is impractical to provide all required parking due to factors such as lot shape, building configuration, adjacent building orientation, or economic viability, they may reduce or waive the parking stall requirements. Given that the proposed use is located in the C-1 district and can provide twelve parking stalls, with on-street parking encouraged as part of the Downtown Revitalization Plan, and supported by two nearby public parking lots, it is recommended that the Commission approve the Change of Use application for a Daycare Major.

RECOMMENDATION:

That the Municipal Planning Commission APPROVE the application for Change of Use – Daycare Major as presented in Development Permit 107-25, located at 5101 Broadway Avenue (Lot 17 & 18, Plan RN17 (XV11)) and 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. 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. Twelve on-site parking stalls must be provided for client use.

NOTES

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2. *The yellow Development Permit card must be displayed during the duration of development*
3. *Final approval **may** be required from Alberta Health Services (AHS) prior to operation of the approved use. Contact Alberta Health Services for more information. Please forward a copy of approval to the Town of Blackfalds Planning & Development Department, if applicable.*
4. *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.*
5. *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.*
6. *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.*
7. *The Town of Blackfalds now requires that a dual check valve for backflow prevention be installed for all residential and/or commercial properties.*

ALTERNATIVES

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



Billie Scott
Development Officer II

Attachments:

1. Development Permit Application;
2. Floor Plan;
3. Site Plan;
4. Subject Property and Adjacent Landowners Referral Map;

Development Permit #: 107-25

Application Date: May 16, 2025



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

Access to Information Act, Section 20(1)

DEVELOPMENT

Proposed Land Use:

Change in Use Change in Occupancy Other: _____

Date to Be Occupied: June 01, 2025

Civic Address of Property: 5101 Broadway Ave Blackfalds Alberta

Lot: 17 1/2 Block: _____ Plan: XV IY (R27) Land Use District: C-1

Existing Use: Retail

Proposed Use: Childcare Service (Daycare) 100,000 sq ft

Number of Parking Stalls (parking plan required): _____

Variance Required: Reason for variance: _____

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

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/online.aspx>
Abandoned Wells - Abandoned Well Map Viewer: <https://extmapviewer.aer.ca/ABERAbandonedWells/index.html>
Pipeline/Well Locations - Regulatory Assurance: <https://regulatorassurance.alberta.ca/dras?id=public-notice>



**Town of Blackfalds
DEVELOPMENT PERMIT APPLICATION
CHANGE IN USE / OCCUPANCY
NON-RESIDENTIAL**

Box 220, 5018 Waghorn Street
Blackfalds, AB T0J1 0J0
Ph: 403.885.9679
Fax: 403.600.0045
permits@blackfalds.ca
www.blackfalds.ca

Development Permit #: 107-25

Application Date: May 16, 2025



Detailed description of intended use and/or occupancy of the building (include extra paper if needed):
 TENANT IMPROVEMENT INTERIOR ALTERATIONS. ADDING WASHROOMS, KITCHEN.

- NOTES:**
1. This Application constitutes part of the permit.
 2. Every Development Application shall be completed and submitted in accordance with the current Town of Blackfalds 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): Harpinder Singh Dhunna
 Permit Applicant Signature(s): [Signature]
 Landowner Name(s): Gurjant Singh
 Landowner Signature(s): [Signature]

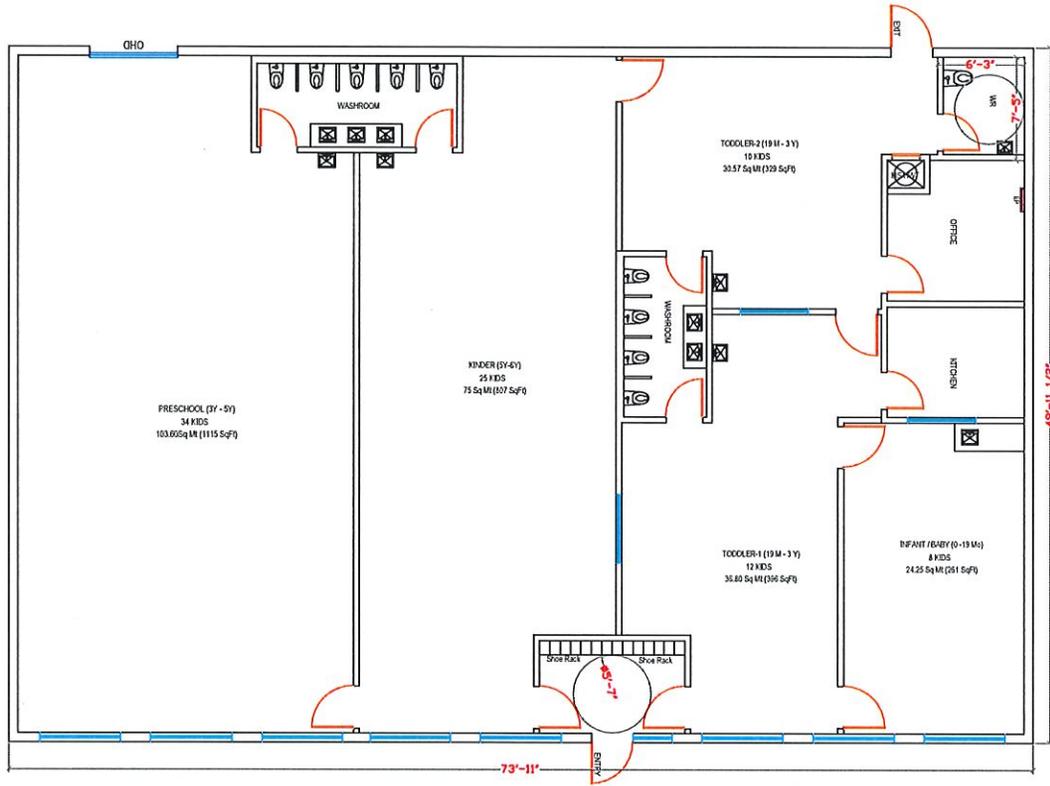
BELOW FOR OFFICE USE ONLY

Lot: 175 1/2 Block: _____ Plan: XVII (RM17) Land Use District: C-1 Tax Roll #: 006720
 Variance Requested (if applicable): MPC Development Officer

Development Permit Fee: (1-61-00-520)	\$ <u>300.00</u>	MPC Date: _____
TOTAL:	\$ _____	SDAB Date: _____
		Notification Date: _____

Receipt #: _____ Date Application Deemed Complete: _____

Personal information collected on this form will be used for issuance of permits, property assessment, and/or safety codes compliance monitoring and verification. This information is collected under the authority of the *Municipal Government Act*, the *Safety Codes Act* and the current Land Use Bylaw in force, as well as Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of the Act. Applicant names and the nature of permits issued may be made publicly available. Questions regarding the collection and/or use of this information may be directed to the Records Management & FOIP Coordinator at foip@blackfalds.com or by phone at 403.885.6370.



RECEIVED
MAY 20 2025



GENERAL NOTES:

Plans by Dhunna Associates Inc. It is the responsibility of the owner and builder to verify all dimensions and structure before proceeding with construction, to report all errors or omissions to the designer. Failure to report this information will absolve Dhunna Associates Inc. of all responsibility associated with the construction of this project.

1- MAY 15, 2025
ISSUED FOR DP

DHUNNA ASSOCIATES INC.
SINGHH.69@GMAIL.COM
780 920 2004

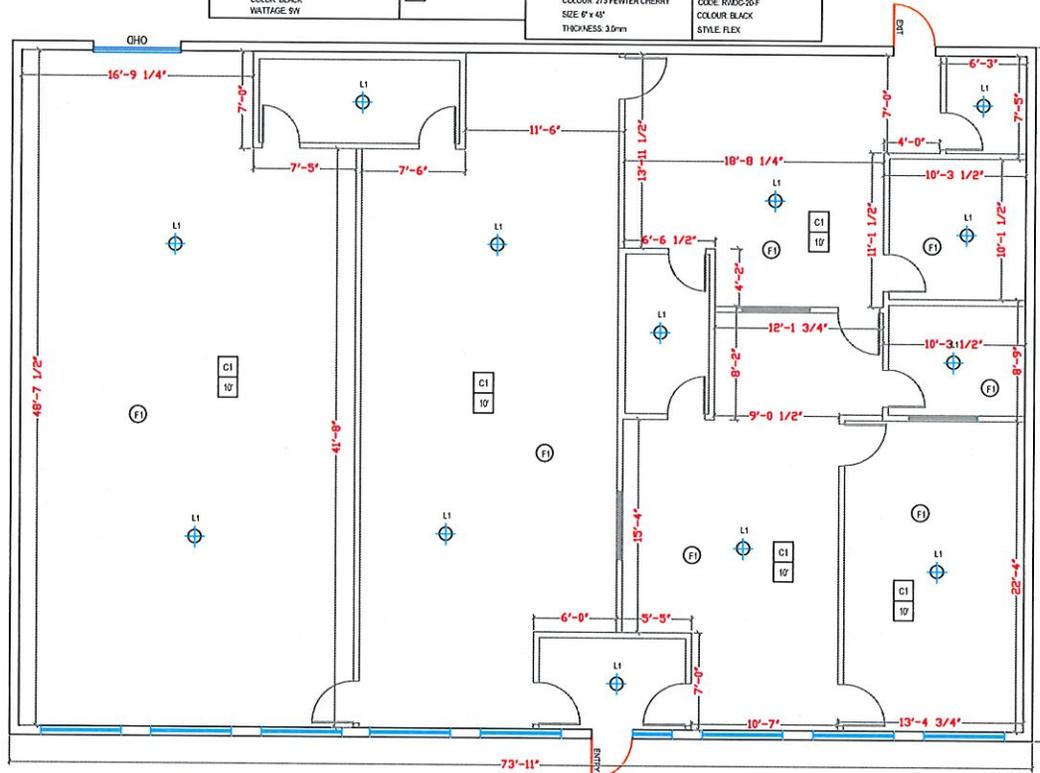
5101 BROADWAY AVE
BLACKFALDS

DAYCARE @
BLACKFALDS
3690 SqFt

FLOOR PLAN
SCALE: 1/8"=1'-0"

A-1

LIGHTING SCHEDULE	CEILING TYPES	FLOOR SCHEDULE
LIGHTING TYPE 1: 4" LED POT LIGHT MANUFACTURER: MOR ELECTRIC SERIES: RAZOR SERIES TYPE: RZR-400-9W-4K-ELK COLOR: BLACK WATTAGE: 9W L1	CEILING TYPE 3: TBAR DOWNWALL CEILING TAPE, MID AND PAINT C1 10	FLOORING TYPE 1: L.V.T. MANUFACTURER: ROPPE DISTRIBUTOR: FRIMCO COLOUR: 275 FEWTER CHERRY SIZE: 6" x 48" THICKNESS: 3.0mm F1
		4" RUBBER BASE MANUFACTURER: JOHNSONITE COLLECTION: PERCEPTIONS CODE: RMDC20-F COLOUR: BLACK STYLE: FLEX



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ISSUED FOR DP

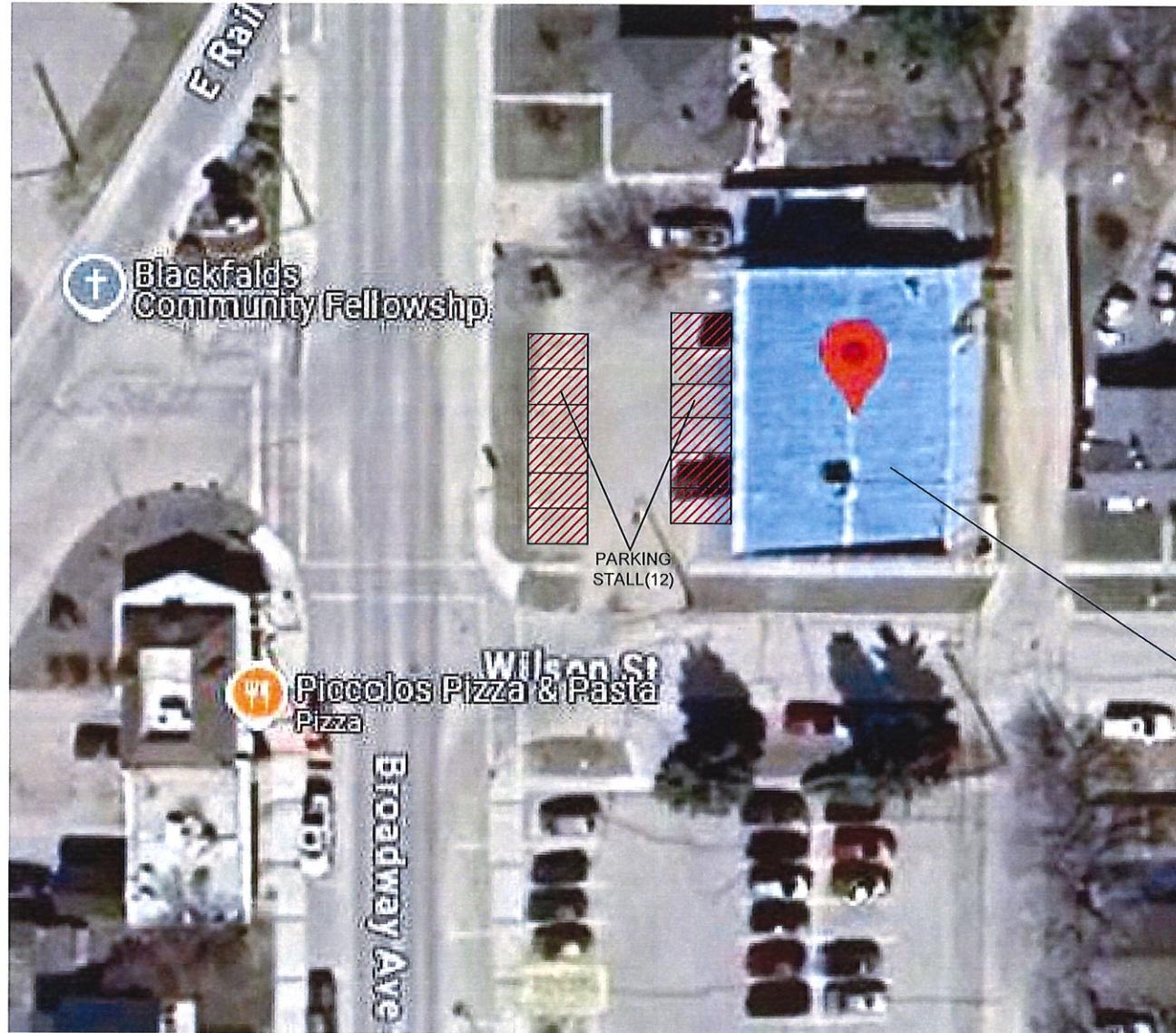
DHUNNA ASSOCIATES INC.
SINGHH.69@GMAIL.COM
780 920 2004

5101 BROADWAY AVE
BLACKFALDS

DAYCARE @
BLACKFALDS
3690 SqFt

REFLECTED
CEILING PLAN
SCALE: 1/8"=1'-0"

A-3



RECEIVED
MAY 20 2025

PROPOSED
DAYCARE



GENERAL NOTES:

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builder to verify all dimensions and
structure before proceeding with
construction, to report all errors or
omissions to the designer. Failure to report
this information will absolve Dhunna
Associates Inc. of all responsibility
associated with the construction of this
project.

1- MAY 15, 2025
ISSUED FOR DP

DHUNNA ASSOCIATES INC.

SINGHH.69@GMAIL.COM
780 920 2004

5101 BROADWAY AVE
BLACKFALDS

DAYCARE @
BLACKFALDS
3690 SqFt

SITE PLAN

A-0



Permit 107-25

- Change of Use – Daycare, Major

Notification Addresses ★

Subject property – 5101 Broadway Avenue ★