

MEMBERS PRESENT

Ryan Brown – Vice Chairperson, (*Acting Chair*) Town of Blackfalds Councillor
Jennifer Kirk – Member at Large
Shane Hanson – Town of Blackfalds Councillor

OTHERS ATTENDING

Jolene Tejkl, Planning & Development Manager
Candice Hilgersom, Acting Development Officer II

REGRETS

Alex Garcia – Member at Large
Jim Sands – Chairperson, Town of Blackfalds Councillor

WELCOME AND CALL TO ORDER

Chair Brown welcomed all attending, called the Municipal Planning Commission Meeting to order at 6:00 p.m. and indicated that member Jim Sands sent his regrets.

APPROVAL OF AGENDA

Addition of Business item 3.4. Proposed Land Use Bylaw Amendment to Residential Accessory Buildings and Driveways s

10/26

Member Kirk moved That the Municipal Planning Commission approve the Agenda as for May 21, 2026, amended.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

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

BUSINESS

3.1 Approval of Minutes

11/26

Member Kirk moved That the Municipal Planning Commission approve the Minutes from April 16, 2026, as presented.

CARRIED UNANIMOUSLY

3.2 Development Permit Application 52-26 – Rear Yard Variance
9 Woodbine Close (Lot 13 Block 12 Plan 062 2688)

Administration provided background information on the proposed development.

After some discussion, the following motion was put forward:

12/26

Moved by Member Hanson that the Municipal Planning Commission approve for a relaxation of the rear yard setback to allow for the construction of an Accessory Building (detached garage) as presented Development Permit 52-26, located at 9 Woodbine Close (Lot 13, Block 12, Plan 062 2688), 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 one (1) year will cause this Development Permit to expire.
2. The applicant shall ensure that the rear yard setback for the detached garage does not exceed 3.0 m.

MINUTES**Prior to Occupancy Conditions**

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

Development Conditions

4. The exterior of the building, including painting, shall be completed within one (1) calendar year from the date of approval.
5. Approved accessory buildings shall consider the principal building appearance to ensure compatibility and incorporate similar exterior colours and materials.
6. The applicant is responsible for ensuring that no development or portion thereof shall be located over municipal lands, road rights-of-ways or municipal easements.

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.*

CARRIED UNANIMOUSLY

**3.3 Development Permit Application 62-26 – Home Based Business 3
24 Cyprus Road (Lot 48 Block 5 Plan 072 6123)**

Administration provided background information on the proposed development.

After some discussion, the following motion was put forward:

13/26

Moved by Member Hanson that the Municipal Planning Commission approve the application for a Home Based Business 3 as presented in Development Permit 62-26, located at 24 Cyprus Road (Lot 48, Block 5, Plan 072 6123), 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 one (1) year will cause this Development Permit to expire.
2. The Development Permit shall be valid for the address identified in the permit.

Development Conditions

3. The proposed development shall be undertaken and completed in accordance with the approved plans.
4. A home based business 3 shall have a time limit of 3 years. Upon expiry of the original Development Permit, the Development Authority may consider granting approval with no time limit if the home based business 3 meets the regulations of the Land Use Bylaw.

Ongoing Conditions

5. The business shall not operate without a valid Development Permit or Business License issued by the Town.
6. No physical change to the exterior appearance of the dwelling shall be allowed as a result of the establishment of the home based business.

MINUTES

-
7. Any change in use or intensification of the use of the home based business shall require review of the current Development Permit and may require separate permit approval.

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. *Nothing in this permit or the Land Use Bylaw exempts a person to obtain a development permit as required by the Land Use Bylaw or to obtain any other permit, license or other authorization required by the Land Use Bylaw or any other Bylaw.*
3. *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.*
4. *If applicable, prior to issuance of a Business License the applicant shall provide sufficient evidence approving the proposed use from Alberta Health Services (AHS) satisfactory to the Development Authority.*

CARRIED UNANIMOUSLY

3.4 Proposed Land Use Bylaw Amendment to Residential Accessory Buildings and Driveways

Member Kirk introduced a potential Land Use Bylaw amendment to remove the current 1 m or 6 m setback requirements for Accessory Buildings when an Accessory Building will be accessed by a driveway. The Commission discussed how this current requirement is redundant and that many applications the Commission considers are variance requests due to this regulation.

After some discussion, the following motion was put forward:

14/26

Moved by Member Kirk That the Municipal Planning Commission recommend to Council that Council consider amendments to the Land Use Bylaw No. 1268.22 as follows:

1. Section 4.1.2(c)(i) be amended by deleting the phrase: *“except buildings having vehicle access, which are regulated by Section 3.20.”*
2. Section 3.20.6(a)(i)(ii) be deleted.
3. Section 3.20.6(b) be amended by deleting the phrase: *“Where no access by way of the Lane is provided to a Building, the Driveway.”*, and replacing it with: *“Driveways shall meet the minimum requirements for a parking stall as listed in this section.”*


CARRIED UNANIMOUSLY

ADJOURNMENT

Chair Brown adjourned the Municipal Planning Commission Meeting at 6:25 p.m.



Jim Sands, Chairperson



Jolene Tejkl, Recording Secretary/Planning & Development Manager