

**MEMBERS PRESENT**

Jim Sands – Chairperson, Town of Blackfalds Councillor  
Shane Hanson – Town of Blackfalds Councillor  
Jennifer Kirk – Member at Large  
Alex Garcia – Member at Large

**OTHERS ATTENDING**

Billie Parisien, Development Officer II

**REGRETS**

Ryan Brown – Vice Chairperson, Town of Blackfalds Councillor

**WELCOME AND CALL TO ORDER**

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

**APPROVAL OF AGENDA**

**28/26** Member Hanson moved that the Municipal Planning Commission approve the Agenda for September 17, 2026 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**

**3.1 Approval of Minutes**

**29/26** Member Kirk moved that the Municipal Planning Commission approve the Minutes from July 16, 2026, as presented

**CARRIED UNANIMOUSLY**

**3.2 Approval of Amended Minutes for April 16, May 21, and June 18, 2026**

**30/26** Member Garcia moved that the Municipal Planning Commission approve the Amended Minutes from April 16, 2026, May 21, 2026 and June 18, 2026, as presented

**CARRIED UNANIMOUSLY**

**3.3 Follow-up Report on Notice of Motion**

Administration presented a follow-up report on Notice of Motion for information.

**31/26** Member Hanson moved that the Notice of Motion Report be accepted as information.

**CARRIED UNANIMOUSLY**

**3.4 Development Permit Application 196-26 – Rear Yard Variance  
15 Plumtree Crescent (Lot 16, Block 5, Plan, 032 5303)**

Administration provided background information on the proposed development.

After some discussion, the following motion was put forward:

**32/26** Moved by Member Kirk that the Municipal Planning Commission approved the application for a variance of the Rear Yard Setback to for an existing Accessory Building (detached garage) as presented in Development Permit 196-26 located at 15 Plumtree Crescent (Lot 16, Block 5, Plan 032 5303), 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 1.88 m.

**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**

**3.5 Development Permit Application 208-26 – Home Based Business 3**  
**101 Coachman Way (Lot 89, Block 21, Plan, 142 2032)**

Administration provided background information on the proposed development.

After some discussion, the following motion was put forward:

**33/26**

Moved by Member Garcia that the Municipal Planning Commission approve the application for a Home Based Business 3 as presented in Development Permit 208-26, located at 101 Coachman Way (Lot 89, Block 21, Plan 142 2032), 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**

**MINUTES**

- 
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 Base Business.
  7. Any change in use or intensification of the use of the Home Base 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****3.6 Dismantling of Municipal Planning Commission Report**

Administration presented a report regarding the proposed dismantling of the Municipal Planning Commission for information.

**34/26**

Member Hanson moved that the Dismantling of the Municipal Planning Commission Report be accepted as information.

**CARRIED UNANIMOUSLY****ADJOURNMENT**

Chairperson Sands adjourned the Municipal Planning Commission Meeting at 6:22 p.m.



Jim Sands, Chairperson



Billie Parisien, Recording Secretary/  
Development Officer II

