



Town of Pincher Creek
Municipal Development and Subdivision Authority

Wednesday, September 17, 2025, | 10:00 a.m.
Council Chambers
962 St. John Avenue and Virtual via Teams

Attendance: W. Oliver, B. McGillivray, B. Wright, M. Metheral, S. Nodge

With Regrets: N/A

Staff: K. Kozak, Planning and Development Officer, L. Goss, Manager of Legislative Services, A. McGladdery, Administrative Assistant

Oldman River Regional Services Commission: S. Harty, Senior Planner, K. Theriault, Assistant Planner

1. Call to Order

W. Oliver called the meeting to order at 10:00 a.m.

2. Agenda Approval

M. Metheral:

Moved to approve the September 17, 2025, agenda as presented.

CARRIED MDSA 25-99

3. Minutes of August 20, 2025 MDSA Meeting

B. McGillivray:

Moved to approve the Minutes for August 20, 2025, as presented.

CARRIED MDSA 25-100

4. Applications

M. Metheral:

That the Municipal Development and Subdivision Authority agree to move into a closed session at 10:08 a.m. with the Manager of Legislative Services, Administrative Assistant, Planning and Development Officer, Senior Planner, and Assistant Planner.

CARRIED MDSA 25-101

B. Wright:

That the Municipal Development and Subdivision Authority agree to revert to an open session at 10:30 a.m.

CARRIED MDSA 25-102

4.1 25-D0060 – 931 West Avenue, Residential – R1; Short-term Rental Type 2 (Year-round with maximum of four (4) guests)

B. Wright:

That the Municipal Development and Subdivision Authority approve Development Permit Application No. 25-D0060 – Travis & Japhia Epp; Plan 32910 Lot 302; 931 West Avenue; Designated Residential – R1; Discretionary Use: Short-term Rental Type 2 subject to the following conditions:

1. The development complies with the Town of Pincher Creek Land Use Bylaw No. 1639-25 and amendments thereto;
2. The Applicant shall contact Park Enterprise (1-800-621-5440) to ensure the dwelling unit complies with the applicable requirements of the National Building Code – Alberta Edition, particularly regarding fire safety;
3. The landowner shall provide the contact information that is kept current for the manager of the Short-term Rental while in use, to the adjacent landowners and the Designated Officer prior to the business operating;
4. The Applicant must apply for and maintain a current yearly Town of Pincher Creek Business License from the municipality related to the Short-term Rental;
5. The development shall comply with all Town Bylaws which include but not limited to the Business License Bylaw, Garbage Utility Bylaw, Noise Bylaw, Nuisance and Untidy Premises Bylaw;
6. The Applicant shall obtain any and all necessary permits and approvals, from any and all other regulatory bodies which may have jurisdiction over the Use;
7. The yard of the property shall be enclosed and fenced to keep pets contained on-site;
8. The maximum nightly occupancy related to the Short-term Rental must be no more than four (4) people;
9. The sleeping areas shall be limited to the two (2) bedrooms;

10. The Applicant shall provide, identify, and maintain two (2) parking spaces on site;
11. The Applicant shall disclose their Business License Number in all online postings and advertisements. The Business License must also be posted and visible inside the dwelling to rental guests;
12. The Applicant must post in an area that visible to the eye, inside the dwelling, the name and phone number of the person managing the Short-term Rental while in use;
13. The Applicant shall keep and maintain, or have kept and maintained by a company or individual identified in the development permit application, a guest record/register that shall be reasonably available for inspection by the designated officer;
14. The advertising related to the Short-term Rental shall not displayed until after a development permit is issued;
15. The Signage of the name of the Short-term Rental shall only be displayed as allowed for in this bylaw and includes:
 - (i) one window signage, no larger than 0.4 m² (4 sq. ft.), or
 - (ii) up to one freestanding sign no more than 1.5 m (5 ft.) above ground or sidewalk grade and shall not be more than 0.4 m² (4 ft.²) in area,
 - (iii) any signage associated with a Short-term Rental, must be made of a material that is complementary to the principal dwelling, and
 - (iv) not be directly illuminated in any way;
16. The Applicant shall be responsible for complying with Alberta Government requirements relating to the provincial tourism levy on accommodation;
17. The Applicant shall be required to have valid insurance coverage for the dwelling or dwelling unit being used as a commercial rental accommodation property;
18. The Applicant shall comply with any requirements and obligations relating to the Public Health Act, Housing Regulation as applicable;
19. The exterior appearance of a dwelling approved as a Short-term Rental shall not be altered, renovated, or changed to make the residential dwelling significantly stand-out or be readily recognized or identified as a

commercial accommodation rental unit except where limited signage may be approved as provided for in this bylaw;

20. Any changes or additions to this permit may require new development permit application;
21. Failure to comply with the conditions of this permit may result in the permit being cancelled, suspended, or modified.

CARRIED MDSA 25-103

4.2 25-D0061 – 1104 Beverley McLachlin Drive, Residential – R1; Short-term Rental Type 2 (Year-round with maximum of six (6) guests)

B. McGillivray:

That the Municipal Development and Subdivision Authority approve Development Permit Application No. 25-D0061 – Travis & Japhia Epp; Plan 1728F Lot 12; 1104 Beverley McLachlin Drive; Designated Residential – R1; Discretionary Use: Short-term Rental Type 2 subject to the following conditions:

1. The development complies with the Town of Pincher Creek Land Use Bylaw No. 1639-25 and amendments thereto;
2. The Applicant shall contact Park Enterprise (1-800-621-5440) to ensure the dwelling unit complies with the applicable requirements of the National Building Code – Alberta Edition, particularly regarding fire safety;
3. The landowner shall provide the contact information that is kept current for the manager of the Short-term Rental while in use, to the adjacent landowners and the Designated Officer prior to the business operating;
4. The Applicant must apply for and maintain a current yearly Town of Pincher Creek Business License from the municipality related to the Short-term Rental;
5. The development shall comply with all Town Bylaws which include but not limited to the Business License Bylaw, Garbage Utility Bylaw, Noise Bylaw, Nuisance and Untidy Premises Bylaw;
6. The Applicant shall obtain any and all necessary permits and approvals, from any and all other regulatory bodies which may have jurisdiction over the Use;
7. The yard of the property shall be enclosed and fenced to keep pets contained on-site;

8. The maximum nightly occupancy related to the Short-term Rental must be no more than six (6) people;
9. The sleeping areas shall be limited to the three (3) bedrooms;
10. The Applicant shall provide, identify, and maintain four (4) parking spaces on site;
11. The Applicant shall disclose their Business License Number in all online postings and advertisements. The Business License must also be posted and visible inside the dwelling to rental guests;
12. The Applicant must post in an area that visible to the eye, inside the dwelling, the name and phone number of the person managing the Short-term Rental while in use;
13. The Applicant shall keep and maintain, or have kept and maintained by a company or individual identified in the development permit application, a guest record/register that shall be reasonably available for inspection by the designated officer;
14. The advertising related to the Short-term Rental shall not displayed until after a development permit is issued;
15. The Signage of the name of the Short-term Rental shall only be displayed as allowed for in this bylaw and includes:
 - (i) one window signage, no larger than 0.4 m² (4 sq. ft.), or
 - (ii) up to one freestanding sign no more than 1.5 m (5 ft.) above ground or sidewalk grade and shall not be more than 0.4 m² (4 ft.²) in area,
 - (iii) any signage associated with a Short-term Rental, must be made of a material that is complementary to the principal dwelling, and
 - (iv) not be directly illuminated in any way;
16. The Applicant shall be responsible for complying with Alberta Government requirements relating to the provincial tourism levy on accommodation;
17. The Applicant shall be required to have valid insurance coverage for the dwelling or dwelling unit being used as a commercial rental accommodation property;

18. The Applicant shall comply with any requirements and obligations relating to the Public Health Act, Housing Regulation as applicable;
19. The exterior appearance of a dwelling approved as a Short-term Rental shall not be altered, renovated, or changed to make the residential dwelling significantly stand-out or be readily recognized or identified as a commercial accommodation rental unit except where limited signage may be approved as provided for in this bylaw;
20. Any changes or additions to this permit may require new development permit application;
21. Failure to comply with the conditions of this permit may result in the permit being cancelled, suspended, or modified.

CARRIED MDSA 25-104

4.3 25-D0062 – 751 Edna Street, Residential – R1; Short-term Rental Type 2 (Year-round with maximum of five (5) guests)

M. Metheral:

That the Municipal Development and Subdivision Authority approve Development Permit Application No. 25-D0062 – Travis & Japhia Epp; Plan 7410529 Block 1 Lots 4&5; 751 Edna Street; Designated Residential – R1; Discretionary Use: Short-term Rental Type 2 subject to the following conditions:

1. The development complies with the Town of Pincher Creek Land Use Bylaw No. 1639-25 and amendments thereto;
2. The Applicant shall contact Park Enterprise (1-800-621-5440) to ensure the dwelling unit complies with the applicable requirements of the National Building Code – Alberta Edition, particularly regarding fire safety;
3. The landowner shall provide the contact information that is kept current for the manager of the Short-term Rental while in use, to the adjacent landowners and the Designated Officer prior to the business operating;
4. The Applicant must apply for and maintain a current yearly Town of Pincher Creek Business License from the municipality related to the Short-term Rental;
5. The development shall comply with all Town Bylaws which include but not limited to the Business License Bylaw, Garbage Utility Bylaw, Noise Bylaw, Nuisance and Untidy Premises Bylaw;

6. The Applicant shall obtain any and all necessary permits and approvals, from any and all other regulatory bodies which may have jurisdiction over the Use;
7. The yard of the property shall be enclosed and fenced to keep pets contained on-site;
8. The maximum nightly occupancy related to the Short-term Rental must be no more than five (5) people;
9. The sleeping areas shall be limited to the three (3) bedrooms;
10. The Applicant shall provide, identify, and maintain three (3) parking spaces on site;
11. The Applicant shall disclose their Business License Number in all online postings and advertisements. The Business License must also be posted and visible inside the dwelling to rental guests;
12. The Applicant must post in an area that visible to the eye, inside the dwelling, the name and phone number of the person managing the Short-term Rental while in use;
13. The Applicant shall keep and maintain, or have kept and maintained by a company or individual identified in the development permit application, a guest record/register that shall be reasonably available for inspection by the designated officer;
14. The advertising related to the Short-term Rental shall not displayed until after a development permit is issued;
15. The Signage of the name of the Short-term Rental shall only be displayed as allowed for in this bylaw and includes:
 - (i) one window signage, no larger than 0.4 m² (4 sq. ft.), or
 - (ii) up to one freestanding sign no more than 1.5 m (5 ft.) above ground or sidewalk grade and shall not be more than 0.4 m² (4 ft.²) in area,
 - (iii) any signage associated with a Short-term Rental, must be made of a material that is complementary to the principal dwelling, and
 - (iv) not be directly illuminated in any way;
16. The Applicant shall be responsible for complying with Alberta Government requirements relating to the provincial tourism levy on accommodation;

17. The Applicant shall be required to have valid insurance coverage for the dwelling or dwelling unit being used as a commercial rental accommodation property;
18. The Applicant shall comply with any requirements and obligations relating to the Public Health Act, Housing Regulation as applicable;
19. The exterior appearance of a dwelling approved as a Short-term Rental shall not be altered, renovated, or changed to make the residential dwelling significantly stand-out or be readily recognized or identified as a commercial accommodation rental unit except where limited signage may be approved as provided for in this bylaw;
20. Any changes or additions to this permit may require new development permit application;
21. Failure to comply with the conditions of this permit may result in the permit being cancelled, suspended, or modified.

CARRIED MDSA 25-105

4.4 25-D0079 – Unit 2, 1115 Deer Avenue, General Industrial Warehousing – I1; Welding and Metal Fabrication Shop

S. Nodge:

That the Municipal Development and Subdivision Authority approve Development Permit Application No. 25-D0079 – Eric Kay; Plan 7910843 Block 3 Lot 4; 1115 Deer Avenue; Designated General Industrial Warehousing – I1; Discretionary Use: Welding and Metal Fabrication Shop subject to the following conditions:

1. The development complies with the Town of Pincher Creek Land Use Bylaw No. 1639-25 and amendments thereto excepting the following waiver granted by the Municipal Development and Subdivision Authority on September 17, 2025
 - a. The application fee of \$150.00 is waved;
2. The development is to conform to the development permit received on August 14, 2025, and the attached approved plan;
3. The Applicant shall provide, identify, and maintain three (3) parking spaces on site;
4. The property shall be kept in a neat and orderly condition, and all

external storage is to be contained within the property line and no encroachment into the reserve lands or adjacent properties;

5. A valid Town of Pincher Creek business license shall be secured and held in good standing;
6. The Applicant shall obtain any and all necessary permits and approvals, from any and all other regulatory bodies which may have jurisdiction over the Use;
7. The Applicant shall secure all required Alberta Building, Safety and Fire Code permits, inspection, and final reports;
8. All work shall be performed in compliance with the current Town of Pincher Creek Engineering Standards, found at <http://pinchercreek.ca/town/development.php>;
9. A separate sign permit will be required prior to placement of a sign in accordance with the Sign Bylaw No. 1536 standards in Land Use Bylaw No. 1639-25;
10. Any intensification of use shall require a new development permit;
11. Failure to comply with this permit may result in the permit being cancelled, suspended, or modified.

CARRIED MDSA 25-106

4.5 25-D0080 – Unit C-1072 Main Street, General Industrial Warehousing – I1; Retail Warehouse 668.9 m² (7200 ft²) and Automotive Sales, Rentals and Services with Waiver to Parking

B. McGillivray:

That the Municipal Development and Subdivision Authority approve Development Permit Application No. 25-D0080 – Stacy Dutton; Plan 9512538 Block 5 Lot 7; Unit C-1072 Main Street; Designated General Industrial Warehousing – I1; Permitted Uses: Similar Use to a Retail Warehouse 668.9 m² (7200 ft²)(Second Hand Store) and Automotive Sales, Rentals and Service (Auto Detailing) subject to the following conditions:

1. The development complies with the Town of Pincher Creek Land Use Bylaw No. 1639-25 and amendments excepting the following granted by the Municipal Development and Subdivision Authority on September 17, 2025:

- a. The required parking spaces is 27. The approved parking spaces is 17;
2. The development is to conform to the development permit applications dated August 26, 2025, and the attached approved floor plan;
3. A valid Town of Pincher Creek business license shall be secured and held in good standing;
4. The Applicant shall obtain any and all necessary permits and approvals, from any and all other regulatory bodies which may have jurisdiction over the Use;
5. Should any renovations be required, the Applicant shall secure all required Alberta Building, Safety and Fire Code permits, inspections, and final reports;
6. The Two Barrier-Free and Parking Signs are permitted in accordance with provincial regulations and Safety Code standards,
7. There shall be no offensive noise, vibration, electrical, dust, odours, heat, glare or other nuisance produced outside of the property boundary, to the satisfaction of the designated officer;
8. They shall be no vehicles stored on the property linked to the Auto Detailing business;
9. No harmful chemicals or materials shall be stored on the property;
10. The Applicant shall provide the location of the garbage collection related to the business to Operations at opsadmin@pinchercreek.ca;
11. The Applicant shall submit to the Town of Pincer Creek a Sign Permit Application for consideration prior to placement of a sign on the property or building;
12. Any intensification of the uses may require a new development permit;
13. Failure to comply with this permit may result in the permit being cancelled, suspended, or modified.

CARRIED MDSA 25-107

5. Permitted Issued Applications

25-D0074 – 340 Victoria Crescent – Residential – R1 – Permitted Use: Accessory Building (92.88 m² (1000 ft²) Detached Garage)

25-D0076 – 556 Charlotte Street – Residential – R1 – Permitted Use: Single Detached Dwelling with Waiver to Driveway Width

25-D0077 – 949 Kettles Street – Comprehensive Mixed-Use- C3 – Permitted Use: Accessory Structure (3.05 m x 2.44 m Deck)

B. Wright:

Moved acceptance of the approved applications as presented.

CARRIED MDSA 25-108

6. Adjournment

B. McGillivray:

That this meeting of the Municipal Development and Subdivision Authority be adjourned at 10:35 a.m.

CARRIED MDSA 25-109

Next Meeting Date: Wednesday, October 15, 2025



W. Oliver, Chairperson

 for:

Konrad Dunbar, CAO
Town of Pincher Creek

