



Town of Pincher Creek
Municipal Development and Subdivision Authority

Wednesday, October 15, 2025, | 10:00 a.m.
Council Chambers
962 St. John Avenue and Virtual via Teams

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

With Regrets: B. Wright

Staff: K. Kozak, Planning and Development Officer, A. McGladdery, Administrative Assistant, K. Ross, Director of Operations

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

1. Call to Order

W. Oliver called the meeting to order at 10:02 a.m.

2. Agenda Approval

M. Metheral:

Moved to approve the October 15, 2025, agenda as presented.

CARRIED MDSA 25-110

3. Minutes of September 17, 2025 MDSA Meeting

B. McGillivray:

Moved to approve the Minutes for September 17, 2025, as amended changing 4.3 to read 5 guests not 50 guests.

CARRIED MDSA 25-111

4. Applications

Rachel Weststrate spoke to application 25-D0089

Robert Weststrate spoke to application 25-D0089

Matthew Ebenal spoke to application 25-D0090

S. Nodge arrived at 10:22 a.m.

M. Metheral:

That the Municipal Development and Subdivision Authority agree to move into

a closed session at 10:24 a.m. with the Planning and Development Officer, Administrative Assistant, Director of Operations, and Senior Planner.

CARRIED MDSA 25-112

B. McGillivray:

That the Municipal Development and Subdivision Authority agree to revert to an open session at 10:44 a.m.

CARRIED MDSA 25-113

4.1 25-D0089 – 690 Florence Street, Residential – R1; 1.82 m (6 ft) fence within a portion of the front yard

B. McGillivray:

That the Municipal Development and Subdivision Authority approve Development Permit Application No. 25-D0089 – Robert Weststrate; Plan 32910 Lot 336; 690 Florence Street; Designated Residential – R1; Discretionary Use: fence within a portion of the front yard subject to the following conditions:

1. The development complies with the Town of Pincher Creek Land Use Bylaw No. 1639-25 and amendments thereto;
 - a. The minimum height of a fence within the front yard is 0.9 m (3 ft). The approved fence within a portion of the front yard is 1.82 m (6 ft) fence, with a 45 degree angle located at the north east corner portion of the property, which is approximately seven (7) feet back from the north property line;
2. The fence shall be sited, oriented and conform to the approved Plan, and shall be installed entirely within the confines of the legal property lines, and shall not be moved or enlarged except where authorized or directed through this permit approval;
3. The contractor commissioned for construction must have a valid Business License for the Town of Pincher Creek;
4. Applicant to have service locate completed prior to construction to ensure utility locations are acceptable;
5. All development shall be landscaped in a manner to prevent any surface run-off onto adjacent properties;

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 remove all garbage and waste at their own expense;
8. During construction, the site shall be maintained in a neat and orderly manner so as to ensure that neighbours are not directly impacted by construction activity. This includes parking of construction vehicles and storage of construction materials, debris, and topsoil. Any damage to neighbours' property, including fences, driveways, or landscaping that occurs due to this construction shall be repaired or replaced at the Applicants costs;
9. Any changes or additions to this permit shall require a new development permit application;
10. Failure to comply with the conditions of this permit may result in the permit being cancelled, suspended, or modified.

CARRIED MDSA 25-114

4.2 25-D0090 – 1061 Beverley McLachlin Drive, Residential – R1; Short-term Rental Type 2 (Year-round with maximum of four (4) guests)

S. Nodge:

That the Municipal Development and Subdivision Authority approve Development Permit Application No. 25-D0090 = Matthew & Lisa Ebenal; Plan 1728F Lot 19; 1061 Beverley McLachlin Drive; Designated Residential – R1; Discretionary Use: Short-term Rental Type 2, located in the lower suite of the dwelling 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 development is to conform to the Development Permit Application dated October 1, 2025, and attached approved plans;
3. 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;
4. The Applicant shall provide the name and phone number of the person who will be managing the Short-term Rental while in use to the Designated Officer prior to the business operating. The contact

information will be kept on file and used for compliance reasons; the Town is to be made aware of any changes related to the contact person;

5. The Applicant shall provide the name and phone number of the person who will be managing the Short-term Rental while in use to the Adjacent Landowners;
6. The Applicant must apply for and maintain a current yearly municipal Business License from the municipality related to the Short-term Rental;
7. 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;
8. 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;
9. The yard of the property shall be enclosed and fenced to keep pets contained on-site;
10. The maximum nightly occupancy related to the Short-term Rental must be no more than four (4) guests;
11. The sleeping areas shall be limited to the two (2) bedrooms;
12. The Applicant shall provide, identify, and maintain four (4), 2.7 x 6.1 m (8.8 x 20 ft) parking spaces on site;
13. 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;
14. 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;
15. 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;
16. The advertising related to the Short-term Rental shall not displayed until after a development permit is issued;

17. 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;
18. The Applicant shall be responsible for complying with Alberta Government requirements relating to the provincial tourism levy on accommodation. The Applicant will be required to show verification of compliance to the Designated Officer when requested;
19. The Applicant shall be required to have valid insurance coverage for the dwelling or dwelling unit being used as a commercial rental accommodation property. The Applicant will be required to show verification of such when requested by the Designated Officer;
20. The Applicant shall comply with any requirements and obligations relating to the Public Health Act, Housing Regulation as applicable;
21. 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;
22. The Short-term Rental shall not interfere with the rights of other neighbours and residents and owners and renters must adhere to the requirements of the Town of Pincher Creek Nuisance Bylaw;
23. Any changes to this permit or additions of a second Short-term Rental will require new development permit application;
24. Failure to comply with the conditions of this permit may result in the permit being cancelled, suspended, or modified.

CARRIED MDSA 25-115

5. Permitted Issued Applications

25-D0078 – 637 Charlotte Street – Public & Institutional – PI – Permitted Use: Accessory Building (Two 8.9 m2 (96 ft2 sheds)

25-D0081 – 617 Thistle Crescent – Residential – R1 – Permitted Use: Home Occupation – Class 1 Healthcare Consulting/Contracting Services)

25-D0083 – 1117 Briar Road – Residential – R1 – Permitted Uses: Dwelling (Single-Detached)

25-D0084 – 719/721 Main Street – Downtown/Retail Commercial – C1 – Permitted Use: Similar Use (Office similar to a Home Occupation – Class 1) (Contractor/Construction)

25-D0085 – 1348 Scott Avenue – Light Industrial – I2 – Permitted Use: Equipment Sales, Rental or Service (Parking of farm machinery for display)

M. Metheral:

Moved acceptance of the approved applications as presented.

CARRIED MDSA 25-116

6. Adjournment

M. Metheral:

That this meeting of the Municipal Development and Subdivision Authority be adjourned at 10:46 a.m.

CARRIED MDSA 25-117

Next Meeting Date: Wednesday, November 19, 2025



W. Oliver, Chairperson



for

Konrad Dunbar, CAO
Town of Pincher Creek