



Town of Pincher Creek

Municipal Development and Subdivision Authority

Wednesday, June 17, 2026, | 10:00 a.m.

Council Chambers

962 St. John Avenue and Virtual via Teams

Attendance: W. Oliver, S. Boese, S. Nodge, P. Taylor

With Regrets: B. McGillivray

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

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

1. Call to Order

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

2. Agenda Approval

P. Taylor:

Moved to approve the June 17, 2026, agenda as presented.

CARRIED MDSA 26-049

3. Adoption of Minutes

3.1 Minutes of May 20, 2026 Regular MDSA Meeting

S. Boese:

Moved to approve the Minutes for May 20, 2026, Regular MDSA Meeting as presented.

CARRIED MDSA 26-050

Lisa Skierka spoke on application 26-D0040

4. Applications

P. Taylor:

That the Municipal Development and Subdivision Authority agree to move into a closed session at 10:19 a.m. with the Planning and Development Officer, Legislative Services Manager, Senior Planner, Assistant Planner and Administrative Assistant.

CARRIED MDSA 26-051

P. Taylor:

That the Municipal Development and Subdivision Authority agree to revert to an open session at 11:06 a.m.

CARRIED MDSA 26-052

4.1 26-D0032 -1102 Huckleberry Court, Country Residential – R3; Short-term Rental Type 2 (maximum of two (2) guests) and existing Accessory Dwelling Unit (ADU) Attached

S. Nodge:

That the Municipal Development and Subdivision Authority approve the Development Permit Application No. 26-D0032 – Lyle Regehr; Plan 9812173 Block 2 Lot 8; 1102 Huckleberry Court; Designated Country Residential – R3; Discretionary Use: Short-term Rental Type 2 and Permitted: Accessory Dwelling Unit (ADU) Attached subject to the following conditions:

General:

1. The development complies with the Town of Pincher Creek Land Use Bylaw No. 1639-25 and amendments;
2. The development is to conform to the Development Permit Application stamp dated April 29, 2026, and attached approved plan;
3. 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;
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. Any changes to this permit may require new development permit application;
6. Failure to comply with the conditions of this permit may result in the permit being cancelled, suspended, or modified;

Short-term Rental Type 2:

7. 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;
8. 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;

9. The Applicant must apply for and maintain a current yearly municipal Business License from the municipality related to the Short-term Rental;
10. If pets are permitted, the yard of the property shall be enclosed and fenced to keep pets contained on-site;
11. The maximum nightly occupancy related to the Short-term Rental must be no more than two (2);
12. The sleeping areas shall be limited to the 1 (1) bedroom;
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 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;
17. 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;
18. 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;
19. The Applicant shall comply with any requirements and obligations relating to the Public Health Act, Housing Regulation as applicable;

20. 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;
21. 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;

Accessory Dwelling Unit (ADU) Attached:

22. 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;
23. The Applicant shall provide, identify, and maintain four (4) parking space on site.

INFORMATIVE NOTE: The applicant is advised that a Restrictive Covenant Agreement registered against title may restrict development on the property to one dwelling unit per lot. Approval of this Development Permit does not waive, amend, discharge, or otherwise affect any restrictive covenant, easement, or other encumbrance registered against title. The owner remains responsible for obtaining any approvals or releases that may be required.

CARRIED MDSA 26-053

**4.2 26-D0036 – 673 Main Street, Downtown/Retail Commercial – C1;
Hosting events and crafts to an existing personal services business,
retail sales, and waiver for two parking spaces**

P. Taylor:

That the Municipal Development and Subdivision Authority approve Development Permit Application No.26-D0036 – Charee Kirkness; Plan 460B Lot 99; 673 Main Street; Designated Downtown/Retail Commercial – C1; Discretionary Use: Similar Use to a Specialty Manufacturing/Cottage Industry Use (hosting events and crafts) and Retail Store 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 June 17, 2026:
 - a. The minimum number of parking stalls required is three (3). The approved number of parking stalls to be provided is one (1);
2. The development is to conform to the development permit applications dated May 13, 2026, and approved plan;

3. A valid Town of Pincher Creek business license shall be secured and held in good standing;
4. The maximum number of guests attending events or craft lessons shall not exceed ten (10);
5. The hours for hosting of events or craft lessons shall not exceed the hours of the noise bylaw;
6. The hosting of events or craft lessons shall not create nuisance by way of noise, dust, vibration, odour, smoke, glare, traffic, or other impacts that would interfere with the quiet enjoyment of neighbouring properties;
7. A separate Sign Permit shall be obtained prior to the installation or placement of any signage, in accordance with the Sign Bylaw within Land Use Bylaw No. 1639-25;
8. There shall be no harmful chemicals or materials stored on the property related to the businesses;
9. 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;
10. Should any renovations be required, the Owner/Applicant shall secure and comply with all required Alberta Building, Safety and Fire Code permits;
11. The Applicant shall provide the location of the garbage collection related to the business to the Operations at opsadmin@pinchercreek.ca;
12. Any intensification of use shall require a new development permit;
13. Failure to comply with this permit may result in the permit being cancelled, suspended, or modified.

CARRIED MDSA 26-054

4.3 26-D0040 – 1106 Chief Mountain Avenue, Highway/Comprehensive Commercial – C2; Outdoor Storage of Equipment

S. Boese:

That the Municipal Development and Subdivision Authority approve Development Permit Application No. 26-D0040 – Lisa Skierka; Plan 2010937 Block 6 Lot 7; 1106 Chief Mountain Avenue; Designated Highway/Comprehensive Commercial – C2; Discretionary Use: Similar Use to Equipment, Sales, Rentals, and Service (Outdoor Storage of Equipment) 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 stamp dated May 21, 2026;

3. This approval is temporary and expires on July 30, 2028, and may be considered for renewal upon application to the Town for an additional 12 months. The application fee for the extension will be waived;
4. Upon expiry of the temporary permit, all equipment and supplies shall be removed from the site;
5. A valid Town of Pincher Creek Business License shall be secured and held in good standing;
6. The Applicant shall obtain a permit from the Ministry of Transportation and Economic Corridors (IF REQUIRED). The application can be submitted through the RPATH portal at <https://roadsideplanning.alberta.ca>;
7. Terms of the Mutual Access Easement Agreement dated July 3, 2019, with United Farmers of Alberta Co-operative Ltd. shall be adhered to;
8. The access to the property shall be off Chief Mountain Avenue;
9. The storage shall be limited to equipment, vehicles, materials, and supplies directly associated with the approved business operation;
10. The site shall be maintained to prevent excessive dust, mud tracking, vibration, or noise impacts on adjacent properties;
11. No dismantling, salvage, or long-term storage of inoperable equipment shall occur onsite unless otherwise approved;
12. Outdoor storage shall not occur within required setbacks or easement areas;
13. Secondary containment must be provided where fuels, oils, lubricants, or liquid chemicals are stored;
14. Spill kits shall be maintained onsite;
15. No hazardous waste, contaminated materials, or refuse shall be stored onsite except in accordance with provincial regulations;
16. Washing or steam cleaning of equipment shall not occur onsite unless a designated wash facility with appropriate drainage, oil-water separation, and all required municipal and provincial approvals has been obtained;
17. Any site lighting shall be directed away from adjacent properties and public roadways;
18. The operation shall comply with all applicable provincial and federal regulatory requirements, including the Alberta Environmental Protection and Enhancement Act, Alberta Energy Regulator, Alberta Environment and Protected Areas, and all Town of Pincher Creek Bylaws;
19. Heavy equipment parking and maneuvering areas shall be contained onsite;

20. The property shall be maintained in a clean and orderly manner free of debris;
21. The applicant shall obtain all required approvals and permits from applicable agencies prior to commencing operations;
22. Any intensification of use shall require a new development permit; and
23. Failure to comply with this permit may result in the permit being cancelled, suspended, or modified.

INFORMATIVE NOTE: If a more permanent use is required, the landowner may submit for consideration an Application for Amendment to the Land Use Bylaw to allow 'Outdoor Equipment Storage' within the Highway/Comprehensive Commercial – C2 land use district

CARRIED MDSA 26-055

4.4 26-D0042 – 1305 Veterans Street, Highway/Comprehensive Commercial – C2; Wash bay area within an existing building to connect to municipal sanitary services

P. Taylor:

That the Municipal Development and Subdivision Authority approve Development Permit Application No. 26-D0042 – Attachment World Inc.; NW-23-6-30-W4M; 1305 Veterans Street; Designated Highway/Comprehensive Commercial – C2; Discretionary Use: Accessory Use to the Principal Use (Equipment sales, Rentals, and Service) (was bay area within an existing building to connect to municipal sanitary services) 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 approval is limited to the wash bay improvements;
3. The development is to conform to the approved plan attached;
4. All work shall be performed in compliance with the current Town of Pincher Creek Engineering Standards, found at <http://pinchercreek.ca/town/development.php>;
5. The Applicant shall obtain a permit from the Ministry of Transportation and Economic Corridors (if required). The application can be submitted through the RPATH portal at <https://roadsideplanning.alberta.ca>;
6. Work completed by the Developer on municipal infrastructure (water service, sewer service, roadway, gutter, curb, sidewalk, etc) requires the

Developer to enter into a Development Agreement with the municipality and use a contractor suitable to the CAO. The Development Agreement shall include warranty and securities as outlined by the Engineering Standards;

7. All work and repairs on municipal infrastructure shall be completed to the satisfaction of the CAO or designate;
8. Costs for infrastructure upgrades/improvements to be completed by the municipality shall be paid in advance by the Developer. Contact the Operations Manager to determine an estimate and schedule for the upgrades/improvements;
9. All wash water shall be directed to an approved sanitary sewer system, oil-water separator, holding tank, or other approved disposal system;
10. No untreated wash water, contaminants, or sediment shall be discharged to a storm sewer, drainage course, or adjacent lands;
11. Storage and handling of detergents, chemicals, fuels, and other hazardous materials shall comply with applicable environmental regulations;
12. Spill containment measures shall be maintained on-site;
13. Developer is responsible for all costs related to cleaning of debris and/or mud tracking on municipal roads during construction activities;
14. The site shall be maintained in a neat and orderly manner and free of excessive debris, mud, and standing water;
15. The wash bay shall remain accessory and incidental to the Equipment sales, Rentals, and Service Use and shall not operate as a standalone commercial vehicle wash unless otherwise approved by the Development Authority;
16. Any intensification of use shall require a new development permit; and
17. Failure to comply with this permit may result in the permit being cancelled, suspended, or modified.

CARRIED MDSA 26-056

4.5 2026-0-058 – Oldman River Regional Services Commission (ORRSC) – Resolution for Subdivision – Lot 7, Plan 3590H within NW1/4 23-6-30-W4M

S. Boese:

That the Municipal Development and Subdivision Authority approve Residential Subdivision Application of Lot 7, Plan 3590H within NW1/4 23-6-30-W4M (Certificate of Title No. 141 107 150), to split a 66' (20.16 m) by 99' (30.24 m) title and create two equal lots subdivided along a common party wall/property line, resulting in lots 33' (10.08 m) wide by 99' (30.24 m) in length respectively, for semi-detached residential use; subject to the following conditions:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to the Town of Pincher Creek.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with the Town of Pincher Creek if servicing was not addressed through a Development Permit stage. The agreement may be registered concurrently with the final plan against the title(s) being created at the discretion of the Subdivision Authority.
3. That a plan of survey as prepared by an Alberta Land Surveyor to subdivide the semi-detached (duplex) along the common shared party wall as approved, be provided for final endorsement. The dwelling foundation must be in place and surveyed to confirm the party wall location corresponds to the subdivision approval, prior to final endorsement. A copy of the Party Wall Agreement must be provided to the Subdivision Authority.
4. The former older dwelling must be removed from the lot and the foundation for the semi-detached put in place prior to endorsement of the subdivision. Confirmation of such shall be provided by the applicant to the satisfaction of the Subdivision Authority, in the form of the provision of a surveyor's sketch.
5. The older rear shed that is located in the middle of the lot must be removed/relocated prior to final endorsement so there is no resulting encroachment between the two lots shared property line for the semi-detached dwelling. If relocated on either subdivided lot, the shed must be in full compliance with the setback requirements of the land use bylaw. Confirmation of such shall be provided by the applicant to the satisfaction of the Subdivision Authority.

CARRIED MDSA 26-057

4.6 26-D0012 – Discussion – Floodplain – 1178 Bighorn Avenue

K. Kozak informed the MDSA that the conditions on the permit have been satisfied.

5. Permitted Issued Applications

26-D0034 – 1050 Corner Mountain Street – Highway/Comprehensive Commercial – C2 – Permitted Use: Replacement of Fascia Sign

26-D0035 – 803 Main Street – Downtown/Retail Commercial – C1 – Permitted Use: Personal Service added to Retail Store

26-D0038 – 844 Kettles Street – Residential – R1 – Permitted Use: Addition to permitted use (74.32 m2 (800 ft2) addition to existing single-detached dwelling)

26-D0041 – 1088 MacLeod Street – General Industrial and Warehousing – I1 – Permitted Use: 267.9 m2 (2884 ft2) addition to the existing 1184.5 m2 (12,750 ft2) building

26-D0043 – 909 Poplar Avenue – Residential – R1 – Permitted Use: Addition to permitted use Home Occupation Class 1 (Consulting)

26-D0044 – 712 McDougall Street – Residential – R1 – Permitted Use: Accessory Dwelling Unit – Attached (Basement Suite)

S. Nodge:

Moved acceptance of the approved applications as presented.

CARRIED MDSA 26-058

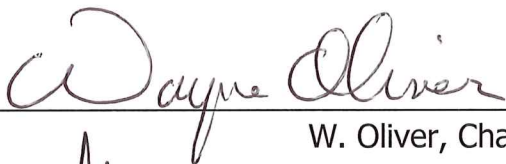
6. Adjournment

P. Taylor:

That this meeting of the Municipal Development and Subdivision Authority be adjourned at 11:11 a.m.

CARRIED MDSA 26-059

Next Meeting Date: Wednesday, July 15, 2026



W. Oliver, Chairperson



for: Konrad Dunbar, CAO
Town of Pincher Creek