



Town of Pincher Creek
Municipal Development and Subdivision Authority

Wednesday, July 15, 2026, | 10:00 a.m.
Council Chambers
962 St. John Avenue and Virtual via Teams

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

S. Nodge:

Moved to approve the July 15, 2026, agenda as presented.

CARRIED MDSA 26-060

3. Adoption of Minutes

3.1 Minutes of June 17, 2026 Regular MDSA Meeting

B. McGillivray:

Moved to approve the Minutes for June 17, 2026, Regular MDSA Meeting as presented.

CARRIED MDSA 26-061

4. Applications

Maivis Engelhardt spoke on application 26-D0045

P. Taylor:

That the Municipal Development and Subdivision Authority agree to move into a closed session at 10:13 a.m. with the Planning and Development Officer, Legislative Services Manager, Senior Planner, Assistant Planner and Administrative Assistant.

CARRIED MDSA 26-062

B. McGillivray:

That the Municipal Development and Subdivision Authority agree to revert to an open session at 10:23 a.m.

CARRIED MDSA 26-063

4.1 26-D0045 – 444 Main Street, Residential – R1; Short-term Rental Type 2 (maximum of four (4) guests)

P. Taylor:

That the Municipal Development and Subdivision Authority approve the Development Permit Application No. 26-D0045 – Kyle Kettles; Plan 7510198 Block 2 Lot 12; 444 Main Street; Designated Residential – R1; Discretionary Use: Short-term Rental Type 2 (Maximum for (4) Guest) 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 June 1, 2026;
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. Prior to the placement of the Fire Pit, the applicant shall obtain a Fire Permit from Emergency Services, and must provide a copy to the Town;
8. The development shall comply with all Town Bylaws which include but not limited to the Business License Bylaw, Garbage Utility Bylaw, Noise Bylaw,

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. 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 four (4);
12. The sleeping areas shall be limited to the two (2) bedrooms;
13. The Applicant shall provide, identify, and maintain two (2) parking space on site;
14. 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;
15. 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;
16. The Applicant shall keep and maintain, or have kept and maintained by the company or individual identified in the development permit application, a guest record/register that shall be reasonably available for inspection by the designated officer;
17. The Signage of the name of he 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 ft²), 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 ft²) 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 a 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 intensification of the business may require a new development permit;
24. Failure to comply with the conditions of this permit may result in the permit being cancelled, suspended, or modified.

CARRIED MDSA 26-064

4.2 26-D0049 – 1197 James Avenue, Residential – R1; Short-term Rental Type 2 (maximum of four (4) guests) within Recreational Vehicle

B. McGillivray:

That the Municipal Development and Subdivision Authority Refuse the Development Permit Application No.26-D0049 – Vojtech Vyhnak; Plan 7710064 Block B Lot 1; 1197 James Avenue; Designated Residential – R1; Discretionary Use: Short-term Rental Type 2 for the following reasons:

1. Recreational Vehicles (RVs) used as residential dwellings are a Prohibited Use within the Residential – R1 Land Use District,
2. The Land Use Bylaw defines Short-term Rentals as a dwelling unit. (including a house, apartment, multi-unit dwelling, or individual room) and does not include Recreational Vehicles (RVs), and
3. The Municipal Development and Subdivision Authority does not have the authority to waive the prohibition of Recreational Vehicles (RVs) used as dwelling units in the Residential – R1 Land Use District within the Land Use Bylaw.

CARRIED MDSA 26-065

5. Permitted Issued Applications

26-D0047 – 503 Charlotte Street – Residential – R1 – Permitted Use: Home Occupation Class 1 (Micro bakery)

S. Boese:

Moved acceptance of the approved applications as presented.

CARRIED MDSA 26-066

6. Adjournment

B. McGillivray:

That this meeting of the Municipal Development and Subdivision Authority be adjourned at 10:31 a.m.

CARRIED MDSA 26-067

Next Meeting Date: Wednesday, August 19, 2026



W. Oliver, Chairperson



For:
Konrad Dunbar, CAO
Town of Pincher Creek

