



Town of Pincher Creek

Municipal Development and Subdivision Authority

Wednesday, January 21, 2026, | 10:00 a.m.

Council Chambers

962 St. John Avenue and Virtual via Teams

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

Staff: K. Kozak, Planning and Development Officer, A. McGladdery, Administrative Assistant

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

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 January 21, 2026, agenda as presented.

CARRIED MDSA 26-001

3. 3.1 Minutes of December 17, 2025 Meeting

B. McGillivray:

Moved to approve the Minutes for December 17, 2025, Meeting as presented.

CARRIED MDSA 26-002

4. Applications

M. Metheral:

That the Municipal Development and Subdivision Authority agree to move into a closed session at 10:09 a.m. with the Planning and Development Officer, Administrative Assistant, Senior Planner and Assistant Planner.

CARRIED MDSA 26-003

B. McGillivray:

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

CARRIED MDSA 26-004

4.1 25-D0117 -403 Main Street, Residential – R1; Home Occupation – Class 2 (Computer Sales/Service PC3 Computers)

M. Metheral:

That the Municipal Development and Subdivision Authority approve Development Permit Application No. 25-D0117 – Claire McMaster; Plan 2752HR Block 1 Lot 24; 403 Main Street; Designated Residential – R1; Discretionary Use: Home Occupation – Class 2 (Computer Sales/Service PC3 Computers) 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 Home Occupation Permit Application dated December 2, 2025;
3. A valid Town of Pincher Creek business license shall be secured and held in good standing;
4. The days and hours of the Home Occupation – Class 2 business shall be Monday through Friday, 10:00 AM to 5:00 PM;
5. The Applicant shall provide and maintain three (3) parking spaces on site;
6. No outdoor storage is permitted in conjunction with the Home Occupation;
7. All business-related waste shall be disposed of in accordance with local and Provincial Legislation;
8. Should any renovations be required, the Applicant shall secure all required Alberta Building, Safety and Fire Code permits, inspection, and final reports;
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. Any intensification of use shall require a new development permit; and
11. Failure to comply with this permit may result in the permit being cancelled, suspended, or modified.

CARRIED MDSA 26-005

4.2 2025-0-176 -Oldman River Regional Services Commission (ORRSC) – Resolution for Subdivision – Lot 203, Plan 2661H within NW1/4 23-6-30-W4M

B. McGillivray:

That the Municipal Development and Subdivision Authority approve the Residential subdivision of Lot 203, Plan 2661H within NW1/4 23-6-30-W4M (Certificate of Title No. 241 130 980), to split a 66' (20.14 m) by 99' (30.17 m)

title and create two equal lots subdivided along a common party wall/property line, resulting in lots 33' (10.07 m) wide by 99' (30.17 m) in length respectively, for semi-detached residential use; be approved 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 which shall be registered concurrently with the final plan against the title(s) being created, if required for services.
3. That a legal party wall agreement shall be provided by the applicant in accordance with the Land Titles Act, to be registered concurrently with the final subdivision plan.
4. 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.
5. That any easement(s) as required by utility companies, or the municipality shall be established.

CARRIED MDSA 26-006

5. Permitted Issued Applications

25-D0107 – 933 Main Street – Comprehensive Mixed – Use – C3 – Permitted Use: Personal Services (Nails) & Retail Store

25-D0110 – 600 McDougall Street – Residential – R1 – Permitted Use: Home Occupation – Class 1 (Nail and Hand Care)

25-D0112 – 1014 Livingston Way – Residential – R1 – Permitted Use: Accessory Building (Detached Garage) with waivers for Building Height from 4.9 m (16ft) to 5.05 m (16.6 ft) and Lot Coverage from 10% to 10.7%

25-D0115 – 1001 Livingston Way – Residential – R1 – Permitted Use: Dwelling, Single-Detached with Attached Garage

25-D0118 – Plan 8211483 Block 5 Lot 1 – Residential – R1 – Permitted Use:
Dwelling, single-Detached with Attached Garage and Undeveloped Basement

25-D0119 – 1009 Waterton Avenue – Highway/Comprehensive Commercial – C2 -
Permitted Use: Sign (Two (2) Fascia Sign)

25-D0120 – 328 Victoria Crescent – Residential – R1 – Permitted Use: Home
Occupation – Class 1 (Digital Media Production/Graphic Design, UX Consulting)

M. Metheral:

Moved acceptance of the approved applications as presented.

CARRIED MDSA 26-007

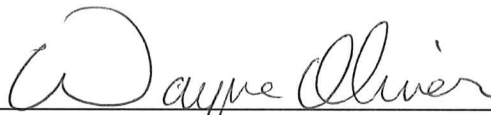
6. Adjournment

W. Oliver:

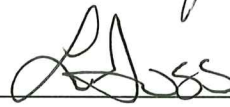
That this meeting of the Municipal Development and Subdivision Authority be
adjourned at 10:17 a.m.

CARRIED MDSA 26-008

Next Meeting Date: Wednesday, February 18, 2026



W. Oliver, Chairperson

 for:

Konrad Dunbar, CAO
Town of Pincher Creek