

Municipal District of Pincher Creek No. 9
MUNICIPAL PLANNING COMMISSION
MD of Pincher Creek Council Chambers
November 4th 2025
6:30 pm
Agenda

- 1. Adoption of Agenda**
- 2. New Business**
 - a. **Election of Chairperson**
 - b. **Election of Vice-Chairperson**
- 3. Minutes**
 - a. Meeting Minutes of October 7th, 2025
- 4. Closed Meeting Session**
- 5. Unfinished Business**
- 6. Development Permit Applications**
 - a. Development Permit Application No. 2025-52
Castle Mountain Resort
Lot 2, Plan 9711993 within Castle Mountain Resort
Accessory building that may consist of ski lockers, storage sheds of less than 10 m² (107.6 ft²) or similar temporary buildings and accessory structure (decks)
- 7. Development Reports**
 - a. Development Officer's Report
- Report for October 2025
- 8. New Business**
- 9. Correspondence**
- 10. Next Regular Meeting** – December 2nd, 2025
- 11. Adjournment**

**Meeting Minutes of the
Municipal Planning Commission
October 7th, 2025 6:30 pm
MD of Pincher Creek Council Chambers**

ATTENDANCE

Commission: Chairperson Jeff Hammond, Member at Large Laurie Klassen, Reeve Rick Lemire,
Councillors Tony Bruder, Jim Welsch, Dave Cox and John MacGarva

Staff: CAO Roland Milligan, Development Officer Laura McKinnon

Planning
Advisor: ORRSC, Senior Planner Gavin Scott, ORRSC, Assistant Planner Skylar Nikkel

Absent:

Chairperson Jeff Hammond called the meeting to order, the time being 6:35 pm.

1. ADOPTION OF AGENDA

Reeve Rick Lemire 25/050

Moved that the agenda for October 7th, 2025, be approved as amended.

Carried

2. ADOPTION OF MINUTES

Councillor John MacGarva 25/051

Moved that the Municipal Planning Commission Meeting Minutes for July 2nd, 2025 be approved as presented.

Carried

3. CLOSED MEETING SESSION

Member at Large Laurie Klassen 25/052

Moved that the Municipal Planning Commission close the meeting to the public, under the authority of the *Municipal Government Act*, Section 197(2.1), the time being 6:36 pm.

Carried

Councillor Jim Welsch 25/053

Moved that the Municipal Planning Commission open the meeting to the public, the time being 6:49 pm.

Carried

4. **UNFINISHED BUSINESS**

5. **DEVELOPMENT PERMIT APPLICATIONS**

- a. **Development Permit Application No. 2025-45**
Castle Mountain Resort
Lot 112, Block 3, Plan 0913558 within Castle Mountain Resort
Temporary – Modular Home – Staff Accommodation

Councillor Dave Cox

25/054

Moved that Development Permit No. 2025-45, for a Temporary Modular Home – Staff Accommodation, be approved subject to the following Condition(s):

1. That this development meets the minimum provisions as required in Land Use Bylaw 1349-23.
2. That this permit is valid for one year only until October 8, 2026.

- b. **Development Permit Application No. 2025-46**
Truwood Homes for Jordan Ramias
Lot 5, Block 1, Plan 0310751 within NW 13-7-3 W5
Single Detached Residence & Accessory Building (Variance)

Councillor John MacGarva

25/055

Moved that Development Permit No. 2025-46, for a Single Detached Residence and Accessory Building, be approved subject to the following Condition(s):

1. That this development meets the minimum provisions as required in Land Use Bylaw 1349-23.

Waivers(s):

1. That a 10m (32.8ft) Variance be granted from the Minimum Setback from Public Roadways of 30m (98.4ft) to the North for a setback of 20m (68ft) for the Single Detached Residence.
2. That a 22m (72ft) Variance be granted from the Minimum Setback from Public Roadways of 30m (98.4ft) to the North of a setback of 8m (26ft) for the Accessory Building.

6. **DEVELOPMENT REPORT**

- a. **Development Officer's Report**

Councillor Tony Bruder

25/056

Moved that the Development Officer's Report, for the period July, August & September 2025, be received as information.

Carried

MINUTES
Municipal Planning Commission (MPC)
Municipal District of Pincher Creek No. 9
October 7th 2025

7. **NEW BUSINESS**

8. **CORRESPONDENCE**

9. **NEXT MEETING** – November 4th, 2025; 6:30 pm.

10. **ADJOURNMENT**

Reeve Rick Lemire

25/057

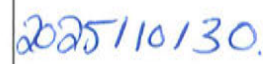
Moved that the meeting adjourn, the time being 6:58 pm.

Carried

Chairperson Jeff Hammond
Municipal Planning Commission

Development Officer
Laura McKinnon
Municipal Planning Commission

Recommendation to Municipal Planning Commission

TITLE: Applicant: Location: Division: Size of Parcel: Zoning: Development:	DEVELOPMENT PERMIT No. 2025-52 Castle Mountain Resort Lot 2, Plan 9711993 within Castle Mountain Resort 3 7.6 ha (18.95 Acres) Castle Mountain Resort Seasonal Residential (CMSR) Accessory building that may consist of ski lockers, storage sheds of less than 10m² (107.6ft²) or similar temporary buildings and decks	
PREPARED BY: Laura McKinnon		DATE: October 30, 2025
DEPARTMENT: Planning and Development		
Signature: 		ATTACHMENTS: 1. Development Permit Application 2025-52 2. Proposed Development Guidelines 3. GIS Aerial
APPROVALS:		
		 Roland Milligan
Department Director	Date	CAO
		 Date

RECOMMENDATION:

That Development Permit Application No. 2025-52, for 42 accessory buildings that may consist of ski lockers, storage sheds of less than 10m² (107.6ft²) or similar temporary buildings, and accessory structure (deck) be approved subject to the following Condition(s):

Condition(s):

1. That this development meets the minimum provisions required in Land Use Bylaw 1349-23.
2. That the applicant adhere to the conditions set forth within the required Alberta Transportation Roadside Development Permit, to be attached and form part of this permit.
3. That this development be constructed and operated as per the submitted and approved plans provide by Castle Mountain Resort.
4. That all current and future provincial approvals regarding this development be submitted to the Development Officer.
5. That RV Lot Leaseholders may only have one (1) enclosed addition, one (1) storage building and one (1) attached deck per lot.

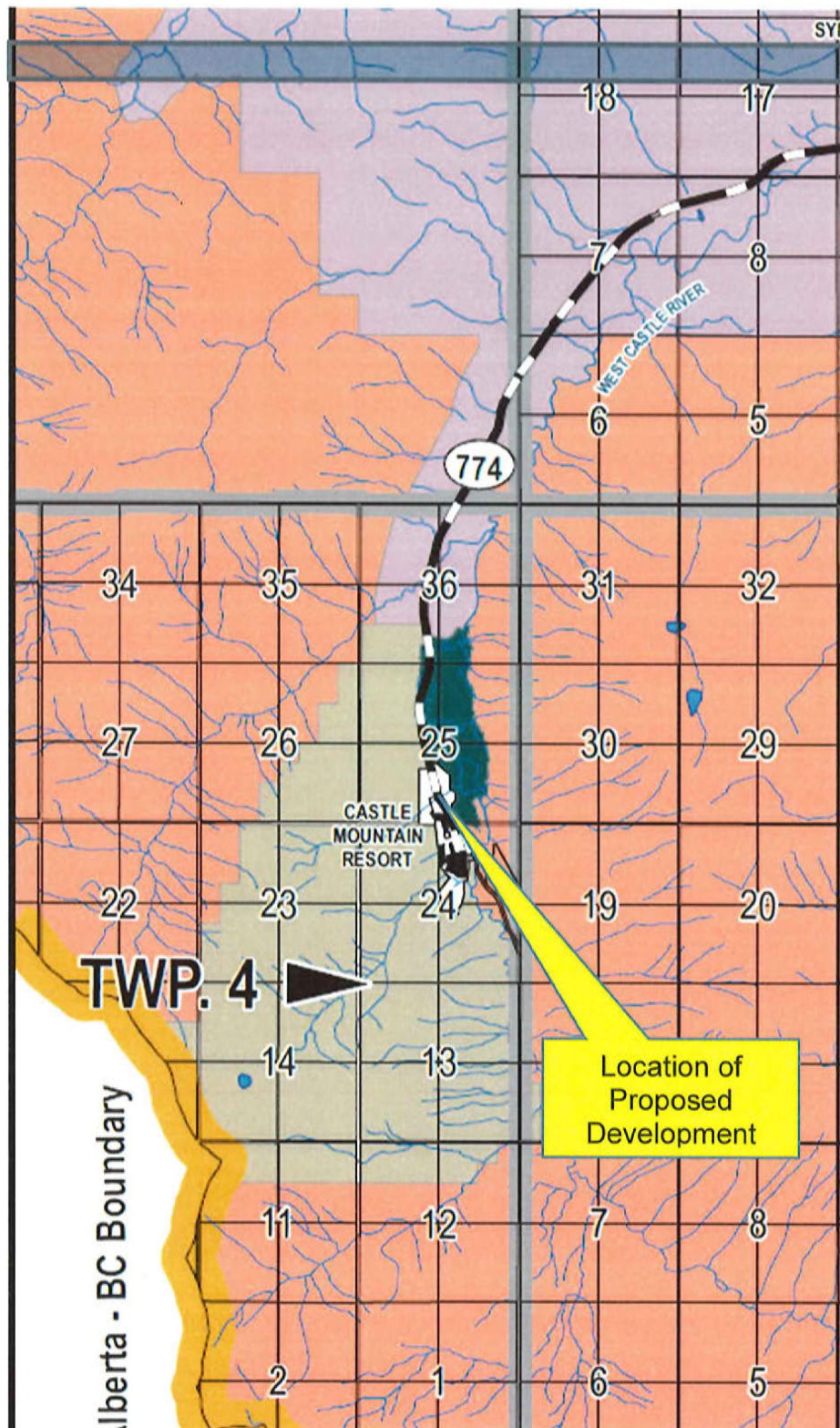
Recommendation to Municipal Planning Commission

BACKGROUND:

- On October 22, 2025, the MD accepted the Development Permit Application No. 2025-52 from applicant Castle Mountain Resort. (*Attachment No. 1*).
- This application is to allow for accessory buildings such as attached ski lockers/boot rooms, storage building and decks connected to RV's on a Castle Mountain Resort Seasonal Residential (CMSR) parcel.
- This application is being placed in front of the MPC because:
 - Within the Castle Mountain Resort Seasonal Residential (CMSR) Land Use District, a accessory building that may consist of ski lockers, storage sheds of less than 10m² (107.6ft²) or similar temporary buildings or decks is a Discretionary Use.
- The applicant is intending to permit individual RV lot leaseholders to build a ski locker/boot room, storage building and/or deck, to the specific guidelines provided by Castle Mountain Resort (*Attachment No. 2*).
 - The guidelines provide specifications for each of the proposed accessory buildings and structures.
 - Enclosed Addition (Ski locker/Boot room)
 - Storage Building (Wood shed/Equipment storage)
 - Attached deck
- The Development Committee for Castle Mountain Resort would be responsible for signing off on all requested developments by RV lot leaseholders.
- The application location has no adjacent landowners, as Castle Mountain Resort owns all surrounding parcels (*Attachment No. 3*).

Recommendation to Municipal Planning Commission

Location of Proposed Development





Municipal District of Pincher Creek

P.O. Box 279

Pincher Creek, AB T0K 1W0

Phone: 403.627.3130 • Fax: 403.627.5070

DEVELOPMENT PERMIT APPLICATION

All grey areas will be completed by the Planning Authority

DEVELOPMENT PERMIT APPLICATION NO. 2025-52

Date Application Received Oct. 22/25

PERMIT FEE \$100 Permitted
\$150 Discretionary

Date Application Accepted Oct 28/25

RECEIPT NO. _____

Tax Roll # _____

IMPORTANT: This information may also be shared with appropriate government / other agencies and may also be kept on file by those agencies. This information may also be used by and for any or all municipal programs and services. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions about the collection of this information, please contact the Municipal District of Pincher Creek No. 9

SECTION 1: GENERAL INFORMATION

Applicant: Castle Mountain Resort

Address: PO Box 610 Pincher Creek, Alberta

Telephone: 4036275101 Email: [REDACTED]

Owner of Land (if different from above): _____

Address: _____ Telephone: _____

Interest of Applicant (if not the owner): _____

SECTION 2: PROPOSED DEVELOPMENT

I/We hereby make application for a Development Permit under the provisions of Land Use Bylaw No. in accordance with the plans and supporting information submitted herewith and which forms part of this application.

A brief description of the proposed development is as follows:

RV Development - See attached.

Legal Description: Lot(s) _____

Block 2

Plan 9911497

Quarter Section 25

Estimated Commencement Date: November 3 2025

Estimated Completion Date: _____

SECTION 3: SITE REQUIREMENTSLand Use District: Castle M. Resort Seasonal Residential CMSR. Division: 3☐ Permitted Use ☒ Discretionary Use**Is the proposed development site within 100 metres of a swamp, gully, ravine, coulee, natural drainage course or floodplain?**☐ Yes ☒ No**Is the proposed development below a licenced dam?**☐ Yes ☒ No**Is the proposed development site situated on a slope?**☐ Yes ☒ No

If yes, approximately how many degrees of slope? _____ degrees

Has the applicant or a previous registered owner undertaken a slope stability study or geotechnical evaluation of the proposed development site?☐ Yes ☐ No ☐ Don't know ☒ Not required**Could the proposed development be impacted by a geographic feature or a waterbody?**☐ Yes ☐ No ☒ Don't think so

<u>PRINCIPAL BUILDING</u>	Proposed	By Law Requirements	Conforms
(1) Area of Site			
(2) Area of Building			
(3) %Site Coverage by Building (within Hamets)			
(4) Front Yard Setback Direction Facing:			
(5) Rear Yard Setback Direction Facing:			
(6) Side Yard Setback: Direction Facing:			
(7) Side Yard Setback: Direction Facing:			
(8) Height of Building			
(9) Number of Off Street Parking Spaces			

Other Supporting Material Attached (e.g. site plan, architectural drawing)

<u>ACCESSORY BUILDING</u>	Proposed	By Law Requirements	Conforms
(1) Area of Site			
(2) Area of Building			
(3) % Site Coverage by Building (within Hamlets)			
(4) Front Yard Setback Direction Facing:			
(5) Rear Yard Setback Direction Facing:			
(6) Side Yard Setback: Direction Facing:			
(7) Side Yard Setback: Direction Facing:			
(8) Height of Building			
(9) Number of Off Street Parking Spaces			

Other Supporting Material Attached (e.g. site plan, architectural drawing)

SECTION 4: DEMOLITION

Type of building being demolished : _____

Area of size: _____

Type of demolition planned: _____

SECTION 5: SIGNATURES (both signatures required)

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to this application for a Development Permit.

I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

DATE: 10/28/2025



Applicant

Registered Owner

Information on this application form will become part of a file which may be considered at a public meeting.

IMPORTANT NOTES:

THE DEVELOPMENT OFFICER MAY REFUSE TO ACCEPT AN APPLICATION FOR A DEVELOPMENT PERMIT WHERE THE INFORMATION REQUIRED HAS NOT BEEN SUPPLIED OR WHERE THE QUALITY OF SUCH INFORMATION IS INADEQUATE TO PROPERLY EVALUATE THE APPLICATION.

1. In addition to completing this application form in its entirety, an application for a development permit shall be accompanied by the following information, where relevant:
 - (a) a lot plan at scale to the satisfaction of the Development Officer showing the size and shape of the lot, the front, rear and side yards, any provision for off-street loading and vehicle parking, access to the site, and the location of public utility lines, waterbodies and treed areas;
 - (b) a scaled floor plan and elevations where construction is proposed;
 - (c) at the discretion of the Development Officer, a Real Property Report as proof of location of existing development and a copy of the Duplicate Certificate of Title indicating ownership and encumbrances;
 - (d) if the applicant is not the registered owner, a written statement, signed by the registered owner consenting to the application and approving the applicant as the agent for the registered owner.
2. A non-refundable processing fee of an amount determined by Council shall accompany every application for a development permit.
3. Failure to complete the application form fully and supply the required information, plans and fee may cause delays in processing the application.
4. All development permits shall contain the following informative:

“ANY DEVELOPMENT CARRIED OUT PRIOR TO THE EFFECTIVE DATE OF THE APPROPRIATE DEVELOPMENT PERMIT IS DONE SOLELY AT THE RISK OF THE APPLICANT AND/OR LANDOWNER.”
5. In accordance with the *Municipal Government Act*, a development authority must, within 20 days after the receipt of an application for a development permit, determine whether the application is complete.

A decision on a completed application must be made within 40 days. After the 40-day period the applicant may deem the application refused and file an appeal within 21 days, of the expiry of the decision date.
6. Every approach to a residence is entitled to a civic address sign, supplied by the municipality. If your location does not already have a sign, please contact the MD Administration Office to make arrangements as soon as your approach has been constructed.

Proposal to Allow Boot Rooms and Small Decks on Seasonal Recreational Vehicles (RVs)

1. Introduction

This proposal requests the Municipal Planning Commission's consideration and approval to permit the installation of small, non-permanent **boot rooms** (entry enclosures) and **decks** attached to seasonal recreational vehicles (RVs) within the Castle Mountain Resort RV development.

These additions are intended to enhance functionality, safety, and the overall experience of seasonal campers while maintaining compliance with municipal zoning, fire, and building regulations.

Proposed Guidelines for Boot Rooms and Decks

To ensure consistency and compliance, the following design and placement standards are proposed:

Enclosed Additions on Trailers:

- **Maximum size:** 8 ft x 8 ft (64 sq. ft.)
- **Height:** Not to exceed the height of the RV roofline.
- **Construction:** Wood or aluminum framing with removable panels or skirting. Must be attached to RV. Addition must not be a separate building.
- **Foundation:** Non-permanent (e.g., deck blocks, gravel base).
- **Use:** Entryway/mudroom only—no plumbing, kitchen, or sleeping facilities.
- **Appearance:** To match or complement the RV's exterior finish.

Storage Buildings:

- **Maximum size:** 4 ft x 4 ft (16sq ft)
- **Height:** Not to exceed the height of the RV roofline.

- **Construction:** Wood or aluminum framing with removable panels or skirting. May not be fully enclosed. Must be removable within 24 hours. Must be attached to RV. Addition must not be a separate building.
- **Foundation:** Non-permanent (e.g., deck blocks, gravel base).
- **Use:** Wood, equipment storage
- **Appearance:** To match or complement the RV's exterior finish.

Decks

- **Maximum size:** 4 ft x 8 ft (32sq. ft) per exterior door.
- **Height:** Ground-level or not exceeding 24 inches above grade.
- **Construction:** Wood or composite decking materials, non-permanent footings (deck blocks or screw piles).
- **Railings:** Required for decks exceeding 24 inches above grade.
- **Setbacks:** Must be within lot area and cannot extend into roadways or other lots.

General Requirements

- Structures must be **temporary and removable** within 24 hours.
- All installations must maintain access for emergency vehicles and comply with **fire separation** and **egress requirements**.
- Sheds or storage enclosures must be attached to RV. Outbuildings are not permitted.
- Plans or diagrams may be required for approval by the CMR management.

4. Compliance and Oversight

To ensure adherence to safety and aesthetic standards:

- Each structure will require **pre-approval** by CMR management.
- CMR will maintain a **record of approved site plans** and **seasonal inspections**.
- Non-compliant or unsafe structures will be subject to removal at the RV owner's expense.

2025-08 - Area for RV Development

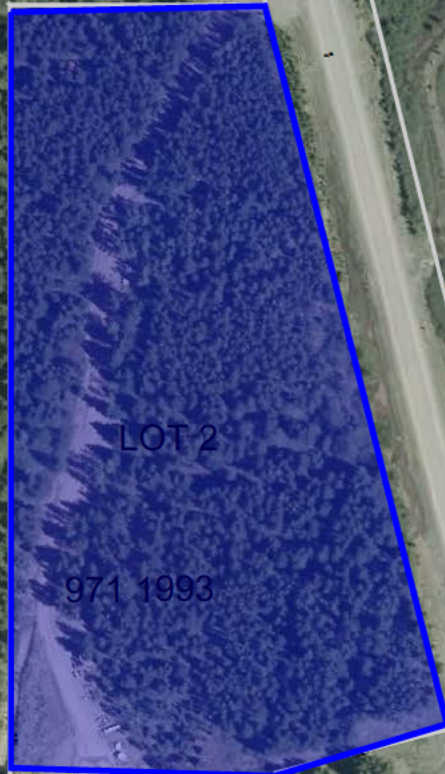


All information depicted is subject to change, therefore the Municipal District Of Pincher Creek assumes no responsibility for discrepancies at time of use. Please note, average accuracy of the displayed data is: +/- 10m.

1:4513

100 m

200 ft



LOT 2

971 1993

1

2

991 1497

1

3

991 1497

SE25 4-4-5

DEVELOPMENT OFFICER REPORT

October 2025

Development / Community Services Activities include:

- October 6 Community Peace Officer/Bylaw Open House
- October 7 Planning Session
- October 7 Subdivision/MPC Meeting
- October 8 COR Audit Interview
- October 10 Vacation
- October 13 Thanksgiving
- October 14 Council Committee/Council Meeting
- October 15 Advance Election Polling
- October 15 Fall Tourism Forum – South Canadian Rockies
- October 16 Team 1 Strategy Session – South Canadian Rockies
- October 17 Cowley Lions Meeting
- October 20 Election Day
- October 23 Community Solar Open House
- October 28 Council Committee/Council Meeting
- October 30 Admin Safety Meeting
- October 30 MPE Wastewater Report Meeting

PLANNING DEPARTMENT STATISTICS

Development Permits Issued by the Development Officer for October 2025

No.	Applicant	Division	Legal Address	Development
2025-47	WC Ranching Ltd	5	NE 34-7-2 W5	Single Detached Residence
2025-48	Karen & Alvin Fritz	3	NE 32-4-1 W5	Single Detached Residence
2025-49	Leading Edge Construction (McGrath)	4	Lot 6, Block 7, Plan 0815791 within Castle View Estates	Single Detached Residence (lot change)
2025-50	Dusty Bews	5	NW 30-10-2 W5	Accessory Building
2025-51	Logan Davidson	5	Lot 11, Block 17, Plan 7810643 with Lundbreck	Single Detached Residence w/ attached garage
2025-53	Kelly Neufeld	4	Lot 1, Plan 9111843 within NE 2 & SE 11-8-1 W5	Accessory Building

Development Permits Issued by Municipal Planning Commission October 2025

2025-45	Castle Mountain Resort	3	Lot 112, Block 3, Plan 0913558 within Castle Mountain Resort	Modular Home – Staff Accommodation
2025-46	Truwood Homes for Jordan Ramias	5	Lot 5, Block 1, Plan 0310751 within NW 13-7-3 W5	Single Detached Residence & Accessory Building (Variance)

Development Statistics to Date

DESCRIPTION		2025 To date (Nov)	2024	2023	2022
Dev Permits Issued	7 – Oct	49 34 -DO 14 -MPC 1 - Council	54 38 -DO 16 -MPC	49 31 -DO 18 -MPC	48 29 – DO 19 - MPC
Dev Applications Accepted	9 – Oct	57	58	54	49
Utility Permits Issued	1 – Oct	42	23	35	12
Subdivision Applications Approved	4 – Oct	11	12	5	8
Rezoning	0 – Oct		1	0	5
DESCRIPTION		2025 to Date (Nov)	2024	2023	2022
Compliance Cert	1 – Oct	15	34	21	32

RECOMMENDATION:

That the report for the period ending October 31, 2025, be received as information.



Prepared by: Laura McKinnon, Development Officer

Date: October 30, 2025

Respectfully Submitted to: Municipal Planning Commission