

Municipal District of Pincher Creek No. 9
MUNICIPAL PLANNING COMMISSION
Virtual via Microsoft Teams
January 6, 2025
6:30 pm
Agenda

1. Adoption of Agenda

2. New Business

3. Minutes

- a. Meeting Minutes of December 2nd, 2025

4. Closed Meeting Session

5. Unfinished Business

- a. Development Permit Application No. 2025-55
Marco Bergeron & Jacinthe Moreau
Lot 1, Block 2, Plan 1510616 within NW 19-7-1 W5
Modular Home & Accessory Building – Variance

6. Development Permit Applications

7. Development Reports

- a. Development Officer's Report
- Report for December 2025

8. New Business

9. Correspondence

10. Next Regular Meeting – February 3rd, 2026

11. Adjournment

**Meeting Minutes of the
Municipal Planning Commission
December 2nd, 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 Kevin Theriault

Absent:

Chairperson Jeff Hammond called the meeting to order, the time being 6:30 pm.

1. ADOPTION OF AGENDA

Councillor Dave Cox 25/065

Moved that the agenda for December 2nd, 2025, be approved as presented.

Carried

2. NEW BUSINESS

3. ADOPTION OF MINUTES

Member at Large Laurie Klassen 25/066

Moved that the Municipal Planning Commission Meeting Minutes for November 4th, 2025 be approved as presented.

Carried

4. CLOSED MEETING SESSION

Councillor Jim Welsch 25/067

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 6:31 pm.

Carried

Councillor John MacGarva 25/068

Moved that the Municipal Planning Commission open the meeting to the public, the time being 7:07 pm.

MINUTES
Municipal Planning Commission (MPC)
Municipal District of Pincher Creek No. 9
December 2nd 2025

Carried

5. UNFINISHED BUSINESS

6. DEVELOPMENT PERMIT APPLICATIONS

a. Development Permit Application No. 2025-54

Donald Comer
Lot 1, Plan 9511705 within NE 21-8-1 W5
Tourist Home

Councillor Jim Welsch 25/069

Moved that Development Permit No. 2025-54, for a Tourist Home, be tabled subject to the following Reason(s):

1. That administration obtain proof that the easement granting access to Lot 1, Plan 9511705 is sufficient for the requested Development, or that the landowner granting access is satisfied with the development and it's conditions.

b. Development Permit Application No. 2025-55

Marco Bergeron & Jacinthe Moreau
Lot 1, Block 2, Plan 1510616 within NW 19-7-1 W5
Accessory Building - Variance

Councillor John MacGarva 25/070

Moved that Development Permit No. 2025-55, for an Accessory Building, be tabled subject to the following Reasons(s):

1. Confirmation of setback requirements from Chief Mountain Gas Co-op pipeline located on adjacent property Lot 3, Block 1, Plan 2310499, and obtain easement if required.

c. Development Permit Application No. 2025-56

Sherryl & John Egly
NW 22-5-28 W4
Moved In Residential Building

Reeve Rick Lemire 25/071

Moved that Development Permit No. 2025-56, for a moved-in residential building, be approved subject to the following Condition(s):

MINUTES
Municipal Planning Commission (MPC)
Municipal District of Pincher Creek No. 9
December 2nd 2025

1. That this development meets the minimum provisions as required in Land Use Bylaw 1349-23.
2. That the required approach meets the requirements of Policy C-PW-026 Approaches to Private Property, as depicted by the MD Public Works Manager.

7. DEVELOPMENT REPORT

a. Development Officer's Report

Councillor Tony Bruder

25/072

Moved that the Development Officer's Report, for the period November 2025, be received as information.

Carried

8. NEW BUSINESS

9. CORRESPONDENCE

10. **NEXT MEETING** – January 6th, 2026; 6:30 pm.

11. ADJOURNMENT

Councillor John MacGarva

25/073

Moved that the meeting adjourn, the time being 7:16 pm.

Carried

Chairperson Jeff Hammond
Municipal Planning Commission

Development Officer
Laura McKinnon
Municipal Planning Commission

Recommendation to Municipal Planning Commission

| | | | |
|---|--|---|--|
| TITLE: DEVELOPMENT PERMIT No. 2025-55 Applicant: Marco Bergeron & Jacinthe Moreau Location: Lot 1, Plan 9511705 within NE 21-8-1 W5 Division: 5 Size of Parcel: 1.6 ha (4.02Acres) Zoning: Agriculture (A) Development: Modular Home & Accessory Building - Variance | |  | |
| PREPARED BY: Laura McKinnon | | DATE: January 2, 2026 | |
| DEPARTMENT: Planning and Development | | | |
| Signature:  |  | ATTACHMENTS: 1. Chief Mountain Gas Email 2. Development Permit Application 2025-55 3. House & Accessory Building Photo 4. GIS Aerial 5. GIA Aerial with Septic Tank | |
| APPROVALS:  | | | |
| Department Director  | Date  | CAO  | Date  |

RECOMMENDATION:

That Development Permit Application No. 2025-55, for a Modular Home and Accessory Building 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.

Waiver(s):

1. That a 6m (19ft) Variance be granted from the Minimum Setback from All Other Property Lines of 7.5m (24.6ft) for a setback of 1.5m (5ft) to the West for the Accessory Building.
2. That a 43.47m (142.6ft) Variance be granted from the Minimum Setback from Major Powerlines and Pipelines of 100m (328ft) for a setback of 56.53m (185.46ft) for the Modular Home.

BACKGROUND:

January 6, 2026 Report

- At the December 2, 2025 Meeting, the MPC tabled Development Permit Application No. 2025-55 pending setback waiver or requirements from Chief Mountain Gas Coop (*Attachment No. 1*).

Recommendation to Municipal Planning Commission

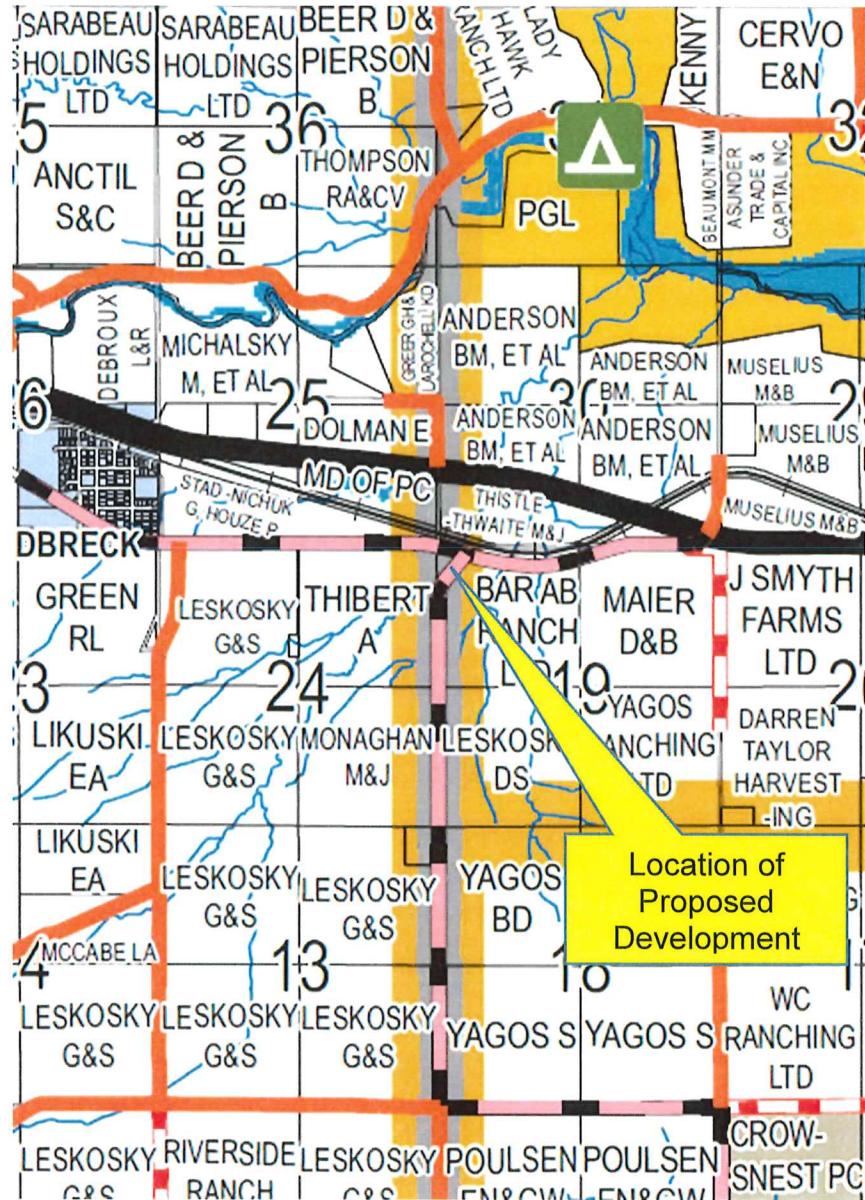
- As per the email from Chief Mountain Gas Co-op, the required setback is 30m from the center of the line location. The location of the house is beyond the 30m setback requirement, and only requires a waiver from Land Use Bylaw 1349-23.

December 2, 2025 Report

- On October 22, 2025, the MD accepted the Development Permit Application No. 2025-55 from applicants Marco Bergeron and Jacinthe Moreau. (*Attachment No. 2*).
- This application is to allow for an accessory building with a variance on an Agricultural (A) parcel.
- This application is being placed in front of the MPC because:
 - Within the Agriculture (A) Land Use District, a Variance is a Discretionary Use.
- The applicant is intending to move on a modular home and accessory building (*Attachment No. 3*). However, due to topography and setback requirements on two sides of the property, the area to build is very limited (*Attachment No. 4*).
- The modular house location meets all required setbacks and therefore does not require a variance. However, the applicant is requesting that the accessory building (garage) be placed close to the west property fenceline so that the required truck can access the septic tank in order to empty it (*Attachment No. 5*).
- The application was forwarded to the adjacent landowners for comment; no responses were received at the time of this report being written.

Recommendation to Municipal Planning Commission

Location of Proposed Development





Re: Moreau & Bergeron Property

From Delbert Beazer <cmgasc@gmail.com>
Date Wed 2025-12-03 11:59 AM
To Laura McKinnon <AdminDevOfr@mdpinchercreek.ab.ca>

Laura,

Our setback is 30meters minimum from the center of our line location. As our line appears to cross the above parcel we would request a locate be done before ground work commences. Thank you

On Wed, Dec 3, 2025 at 10:06 AM Laura McKinnon <AdminDevOfr@mdpinchercreek.ab.ca> wrote:
Hi Delbert,

Can you please confirm the setback requirements for a residential dwelling, located within the northwest ptn of NW 19-7-1 W5 (Lot 1, Block 2, Plan 1510616).

Kindly,

Laura McKinnon, CPT
Development Officer

MD Of Pincher Creek
1037 Herron Avenue
Box 279
Pincher Creek, AB
T0K1W0
Office: 403-627-3130
Email: AdminDevOfr@mdpinchercreek.ab.ca

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Delbert G. Beazer, Chief Executive Officer
Chief Mountain Gas Co-op Ltd.
190 - 1st Street East,
P.O. Box 38
Cardston, Alberta, T0K 0K0



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. 2025-55

Date Application Received Oct. 22/25

PERMIT FEE \$100 Permitted

Date Application Accepted Oct. 22/25

\$100 Discretionary

Tax Roll # _____

RECEIPT NO. 69582

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: Yareo Bergeron

Address: _____, Coleman AB T18S

Telephone: _____ Email: _____

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:

House and Garage

Legal Description: Lot(s) 2

Block 1

Plan 1510616

Quarter Section _____

Estimated Commencement Date: February 15, 2026

Estimated Completion Date: _____

SECTION 3: SITE REQUIREMENTS

Land Use District: Agriculture - A. Division: 5.
 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

| PRINCIPAL BUILDING | Proposed | By Law Requirements | Conforms |
|--|------------------------|----------------------|------------|
| (1) Area of Site | | | |
| (2) Area of Building | <u>1120 sq ft</u> | | |
| (3) %Site Coverage by Building (within Hamets) | <u>—</u> | | |
| (4) Front Yard Setback Direction Facing: | <u>N.</u> <u>30M.</u> | <u>30M (98.6ft)</u> | <u>Yes</u> |
| (5) Rear Yard Setback Direction Facing: | <u>S.</u> <u>122M.</u> | <u>30M (98.6ft)</u> | <u>Yes</u> |
| (6) Side Yard Setback: Direction Facing: | <u>W.</u> <u>32M</u> | <u>7.5M (24.6ft)</u> | <u>Yes</u> |
| (7) Side Yard Setback: Direction Facing: | <u>E.</u> <u>99M.</u> | <u>30M (98.4ft)</u> | <u>Yes</u> |
| (8) Height of Building | <u>16.8'</u> | | |
| (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 | | 288 sq/ft | |
| (3) % Site Coverage by Building (within Hamlets) | | | |
| (4) Front Yard Setback Direction Facing: | N. | 38M | 30M (98.4ft) Yes |
| (5) Rear Yard Setback Direction Facing: | S. | 17.2M | 30M (98.4ft) Yes |
| (6) Side Yard Setback: Direction Facing: | E. | 120M | 30M (98.4ft) Yes |
| (7) Side Yard Setback: Direction Facing: | W. | 1.5M. | 7.5M (24.6ft) No. |
| (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: Oct 22/25

Applicant

Registered Owner

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

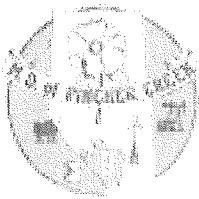
IMPORTANT NOTES:

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.



MD of Pincher Creek No. 9

P.O Box 279
1037 Herron Avenue
Pincher Creek Alberta T0K 1W0
(403) 627-3130
Website: www.mdpinchercreek.ab.ca
Email: info@mdpinchercreek.ab.ca

Bergeron, Marco & Moreau, Jaci
P.O. Box 183
Coleman, AB T0K 0M0

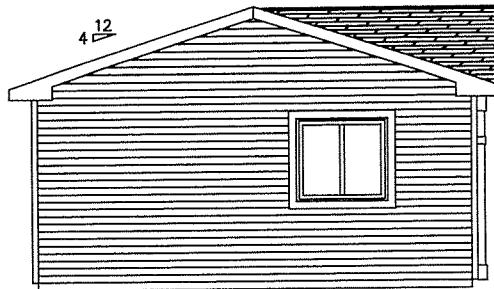
PAYMENT RECEIPT

| | |
|---------------------|------------|
| Receipt Number: | 69582 |
| Date: | 10/22/2025 |
| Initials: | TM |
| GST Registration #: | 10747347RP |

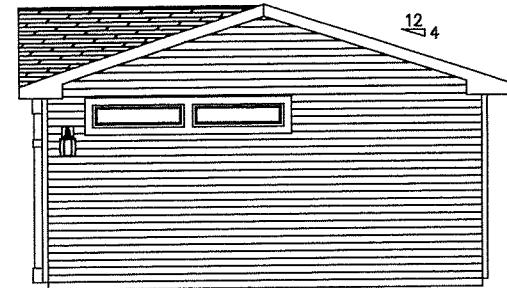
| Receipt Type | Roll/Account | Description | QTY | Amount | Amount Owing |
|--------------|--------------|------------------------------|-----|----------|--------------|
| General | DEVE | Development Application Fees | 1 | \$150.00 | \$0.00 |

| | | |
|--|-------------------------------|-----------------|
| | Subtotal: | \$150.00 |
| | Discount | \$0.00 |
| | GST | \$0.00 |
| | Total Receipt: | \$150.00 |
| | Visa: | \$150.00 |
| | Total Amount Received: | \$150.00 |

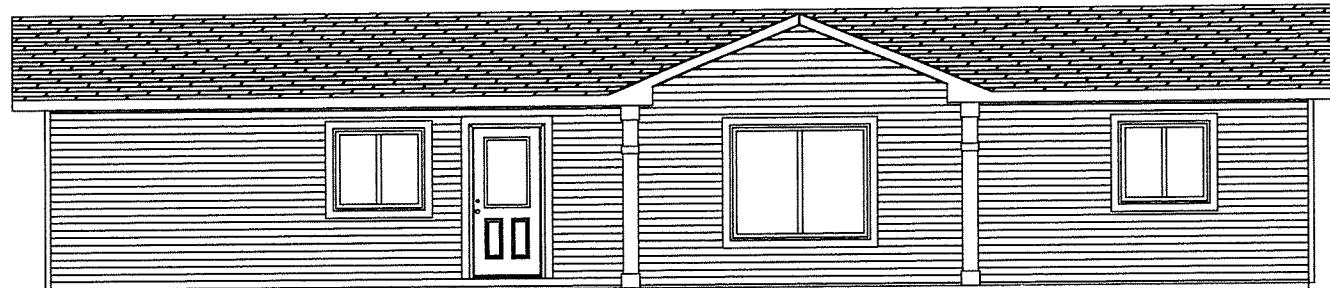
20183-3947-EXTERIOR



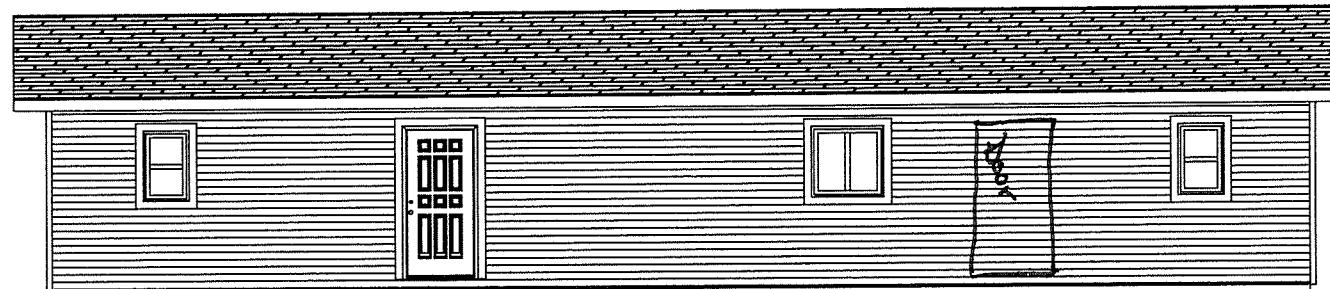
REAR END



HITCH END



CURBSIDE

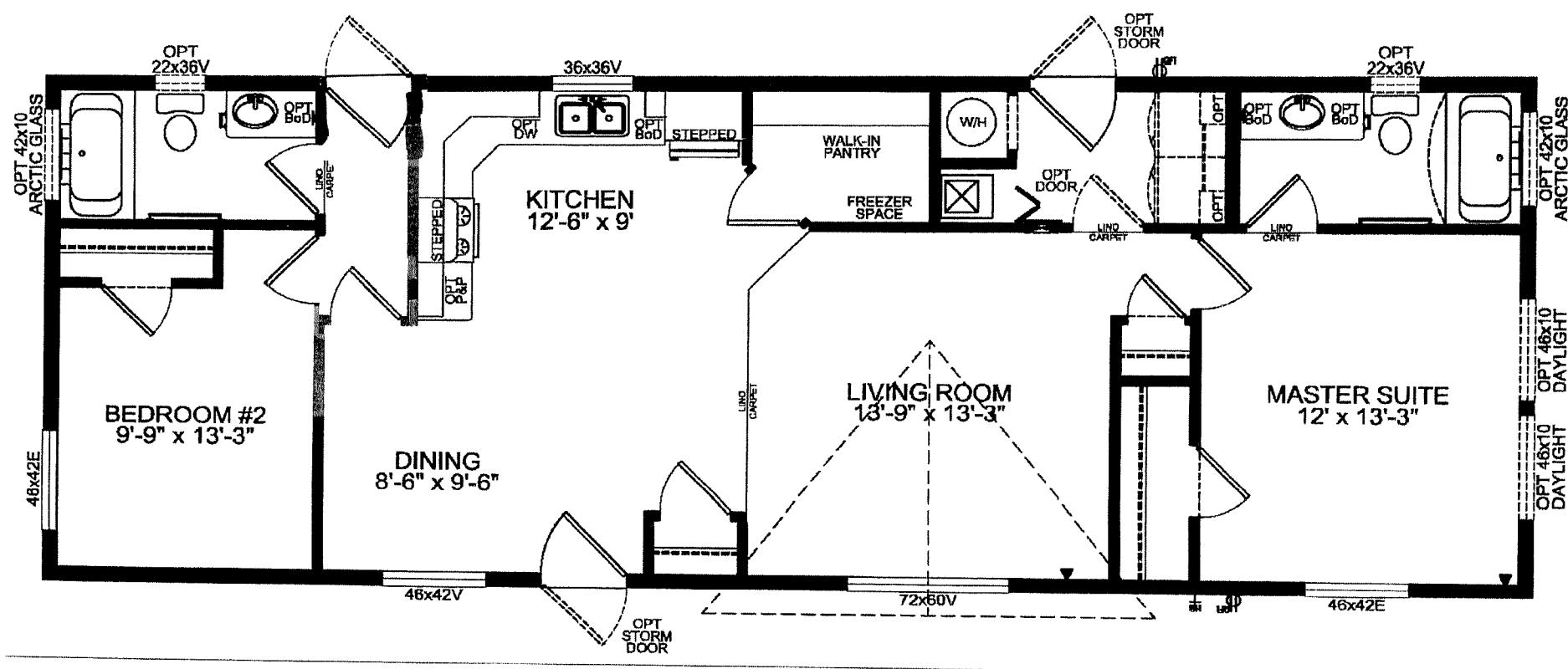


ROADSIDE

* WINDOWS ARE A REPRESENTATION ONLY
MULLION LOCATION MAY VARY

| | | ADDITIONAL CHANGES | | INITIAL | DATE | MODULINE MEDICINE HAT | |
|--|--|--------------------|--|---------|------|-----------------------|---------------------|
| | | | | | | TITLE | |
| | | | | | | 20183-3147--ELEV | |
| | | | | | | DRAWN BY: DDL | |
| | | | | | | DATE: 07/24/25 | |
| | | | | | | | MODEL LINE: MANSURA |

Marco Bergeron
Greenstone 20183



X

2 of 10



2025-55 - Aerial

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.



1:1128

20 m

100 ft

7378 HX

PIPELINE RW

TR74

TR74

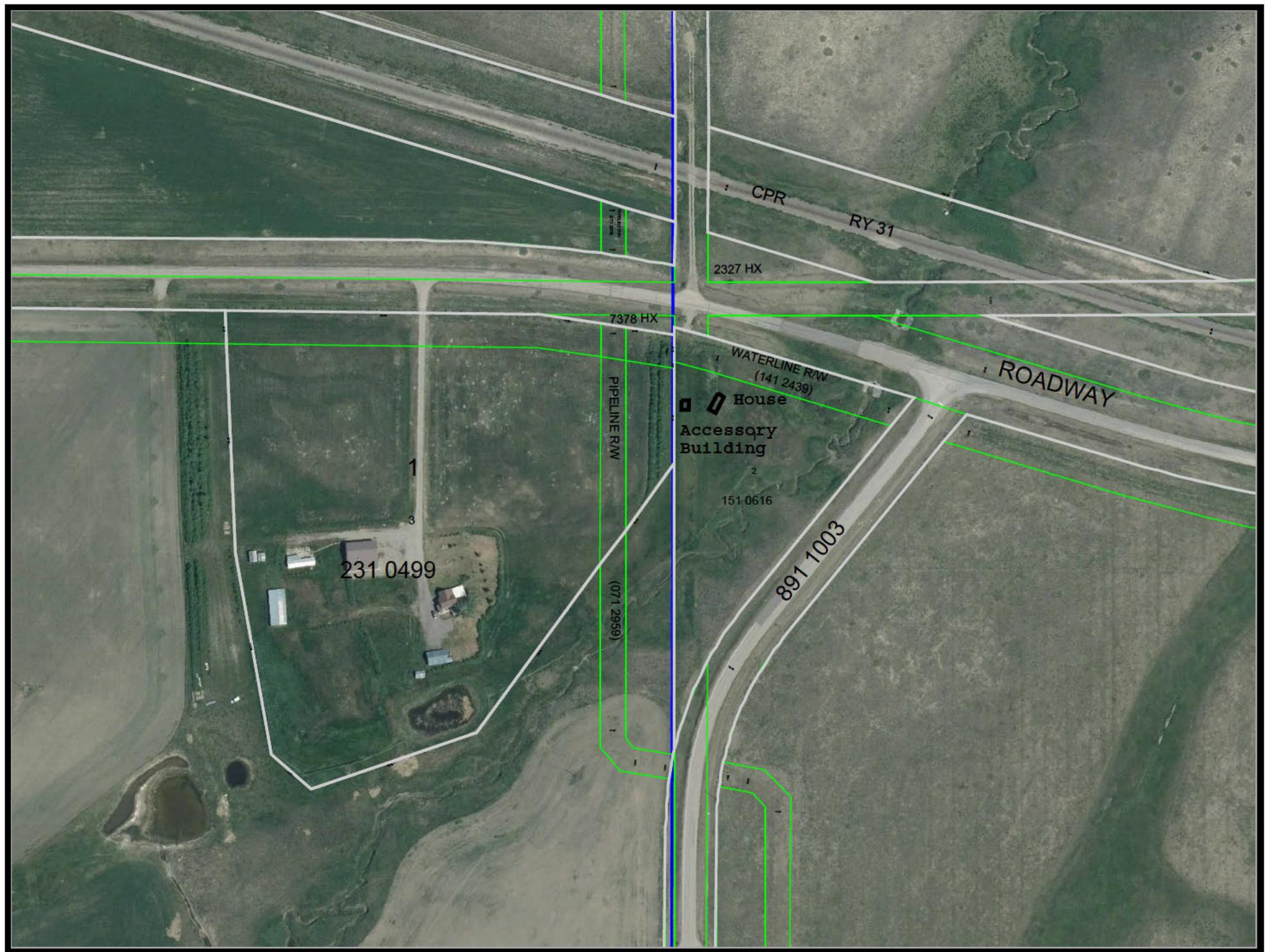
WATERLINE R/W
(141 2439)

Proposed Accessory Building
Proposed Manufactured Home

1

2

151 0616



2025-55 - Setbacks



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.

1:564

10 m

50 ft

20.00

16.16

4.07

57.70

20.00

16.16

4.07

57.70

Distance: 1.55 m

Proposed
Accessory Building

57.70

20.00

16.16

4.07

57.70

Distance: 38.15 m

Distance: 30.88 m

Distance: 30.11 m

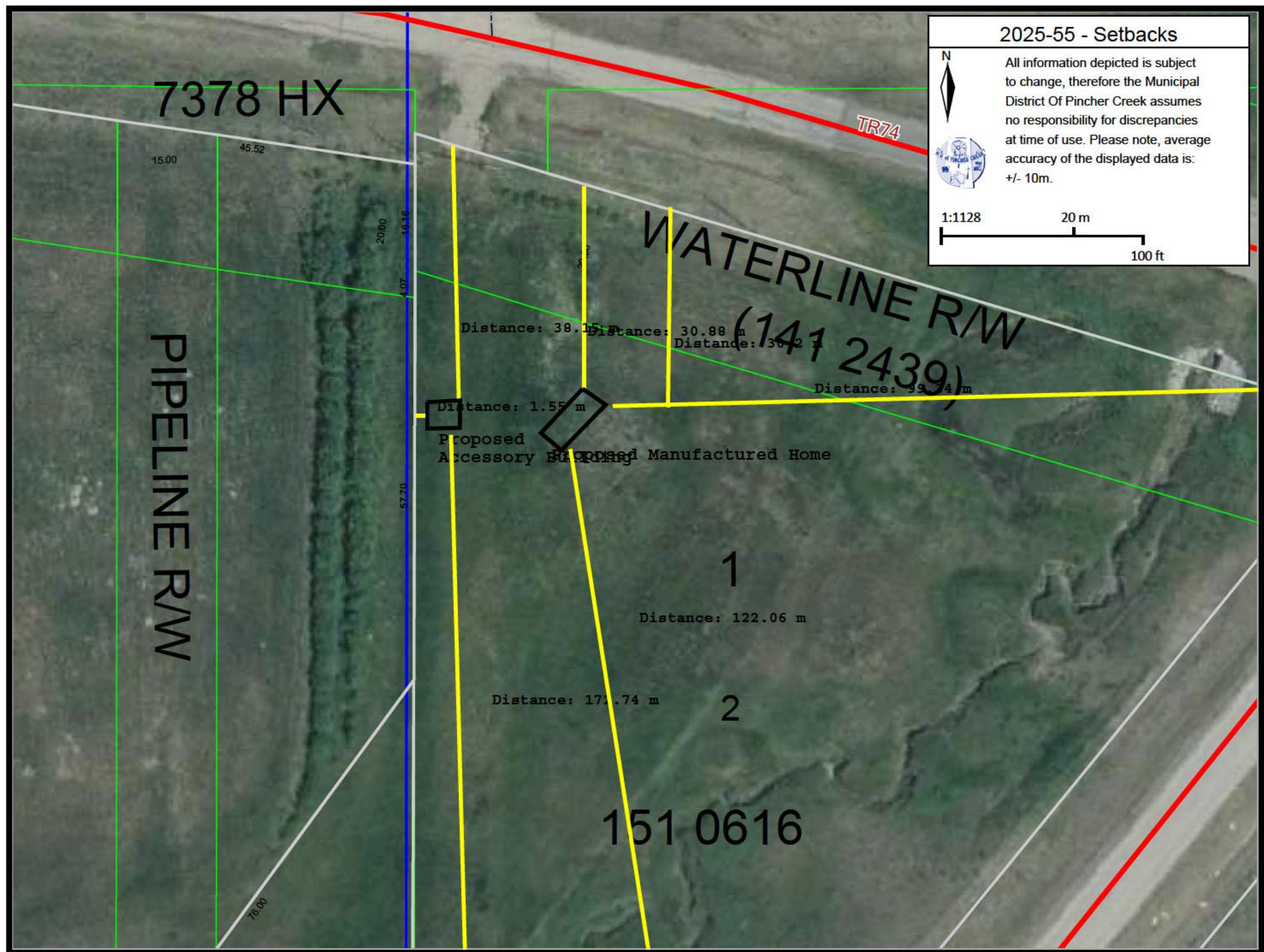
Distance: 99.34

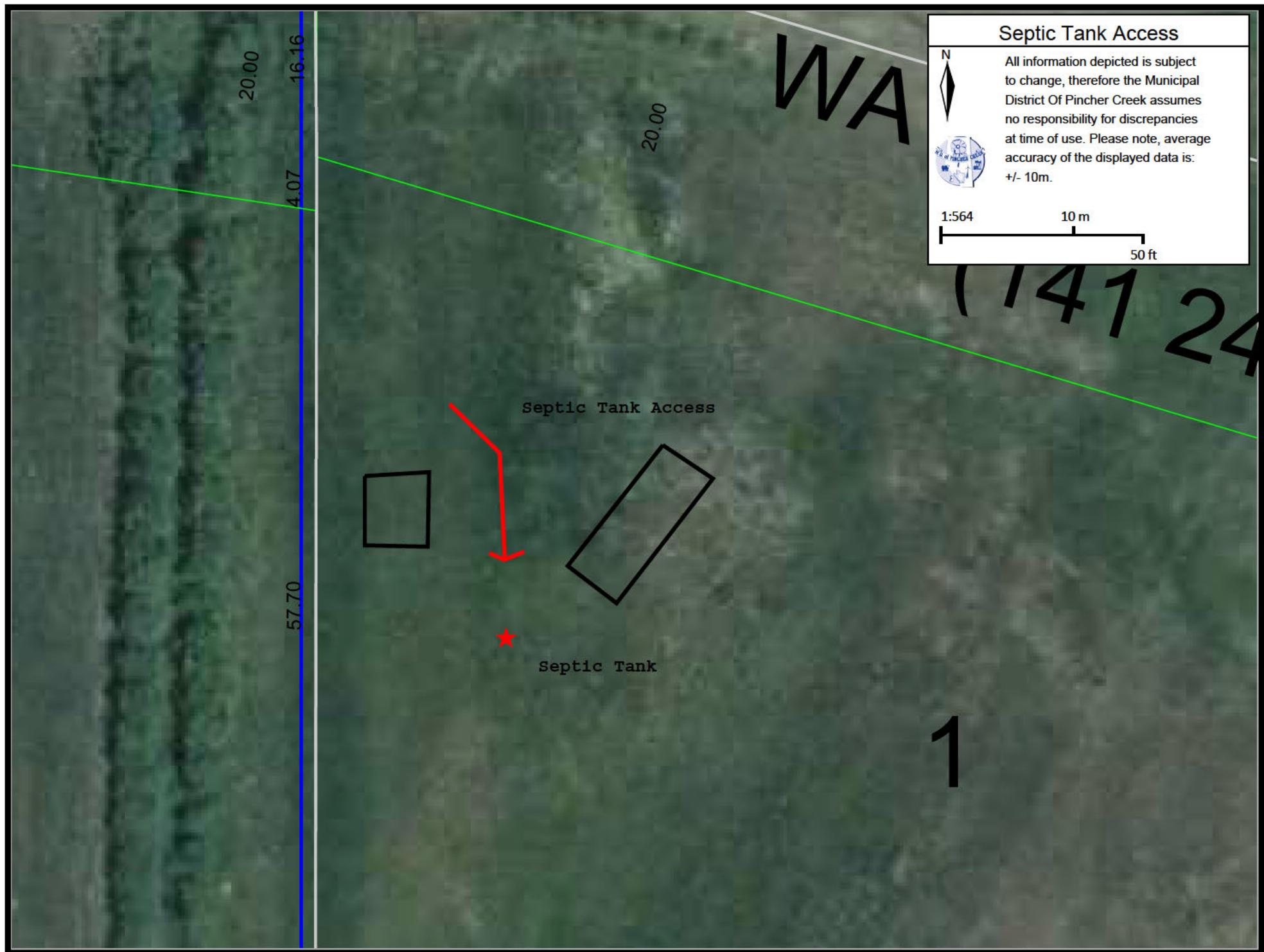
Proposed
Manufactured Home

Distance: 122.06 m

1

14124





DEVELOPMENT OFFICER REPORT

December 2025

Development / Community Services Activities include:

- Dec 2 South Canadian Rockies - Board Meeting
- Dec 2 Planning Session
- Dec 2 Subdivision Meeting
- Dec 2 Municipal Planning Commission Meeting
- Dec 5 MD Christmas Party
- Dec 6 All Seasons Resort Act Meeting
- Dec 6 Fortis Meeting
- Dec 9 Committee & Council Meeting
- Dec 9 Northback Meeting – Socio-Economic Survey
- Dec 19-Jan 2 Christmas Holidays

PLANNING DEPARTMENT STATISTICS

Development Permits Issued by the Development Officer for December 2025

| No. | Applicant | Division | Legal Address | Development |
|---------|---------------------------|----------|---------------|-----------------------------------|
| 2025-60 | Raegan & Lareelyn Affleck | 4 | SW 11-8-1 W5 | Modular Home & Accessory Building |

Development Permits Issued by Municipal Planning Commission December 2025

| | | | | |
|---------|----------------------|---|---------------|-------------------------------|
| 2025-56 | John & Sherryl Egely | 1 | NW 22-5-28 W4 | Moved In Residential Building |
|---------|----------------------|---|---------------|-------------------------------|

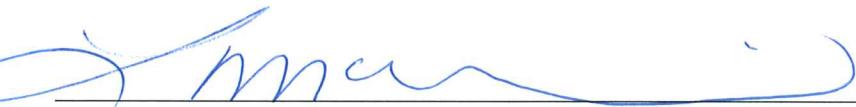
Development Statistics to Date

| DESCRIPTION | | 2025 To date (Jan) | 2024 | 2023 | 2022 |
|---------------------------|---------|--|-------------------------|-------------------------|---------------------------|
| Dev Permits Issued | 2- Dec | 55 38 -DO 16 -MPC 1 - Council | 54 38 -DO 16 -MPC | 49 31 -DO 18 -MPC | 48 29 - DO 19 - MPC |
| Dev Applications Accepted | 1 – Dec | 60 | 58 | 54 | 49 |
| Utility Permits | 0 – Dec | 48 | 23 | 35 | 12 |

| Issued | | | | | |
|-----------------------------------|---------|---------------------------|-------------|-------------|-------------|
| Subdivision Applications Approved | 1 – Dec | 12 | 12 | 5 | 8 |
| Rezoning | 0 – Dec | | 1 | 0 | 5 |
| DESCRIPTION | | 2025 to Date (Dec) | 2024 | 2023 | 2022 |
| Compliance Cert | 0 – Dec | 16 | 34 | 21 | 32 |

RECOMMENDATION:

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



Prepared by: Laura McKinnon, Development Officer

Date: January 2, 2025

Respectfully Submitted to: Municipal Planning Commission