

**MUNICIPAL PLANNING COMMISSION AGENDA  
SUMMER VILLAGE OF JARVIS BAY  
SUMMER VILLAGES ADMINISTRATION OFFICE  
AUGUST 15, 2023 @ 9:00 A.M.**

**A. CALL TO ORDER**

**B. ADOPTION OF AGENDA**

**C. DEVELOPMENT ITEMS**

- 1) 3 Jarvis Bay Drive
- 2) 308 Jarvis Glen Way

**D. ADJOURNMENT**

## **Summer Village of Jarvis Bay – Municipal Planning Commission**

**August 15, 2023**

### **Agenda Item**

#### **3 Jarvis Bay Drive (Lot 2&3, Block 1, Plan 2350EO)**

#### **Development Permit Application**

#### **Background:**

The registered owner of 3 Jarvis Bay Drive (Lot 2&3, Block 1, Plan 2350EO), in the village of Jarvis Bay has applied for the operation of a tourist home. This property is located in the R District (Residential District). The dwelling on the property proposed to be used for the tourist home operation, consists of 6 bedrooms and the proposed maximum amount of people staying overnight is 14 (the applicant noted they typically only allow maximum of 11). Parking will take place on the driveway of the property as shown in the drone photo which provides ample off-street parking for 10 plus vehicles. Guests will not have access to a private dock, and there is proper fire safety in place for the property. This is the first application for a tourist home operation for this property.

#### **Discussion:**

This application is before MPC for the following reason:

- Land Use Bylaw 125/13, Residential District, Tourist Home is listed as a discretionary use; therefore, the decision must come from the Municipal Planning Commission.

#### **Application Review:**

After reviewing the application and all relevant planning documents, administration does not see any reason for the application to be denied. The tourist home operation is within the Land Use Bylaw regulations and does not require any variances. Adjacent landowners have been notified and no comments have been received.

#### **Conditions:**

If approved, Administration would recommend the following conditions:

- The development permit is only valid for 1 year from the date of issuance. A new development application and approval will be required at that time should the application wish to continue with the tourist home use.

August 8, 2023

- Tourist homes shall be contained within the principle building and therefore garage suits shall not be used.
- Notwithstanding part three, section 2(3) of the Land Use Bylaw, no recreational vehicle shall be used as accommodation for tourist home guests.
- The maximum number of people staying overnight in the tourist home shall be 14.
- The operator of the tourist home shall provide the Summer Village Office with their name and phone number(s) and of at least one person (adult) that is authorized to act in the operator's absence. The operator is responsible for informing the Summer Village Office of any changes in this information. The operator shall provide adjacent landowners with this information.
- The tourist home shall always abide by the community standards bylaw regardless of who is occupying the home. This includes (noise, nuisance, and littering etc.). A summary of key bylaws will be provided by administration.
- The tourist home shall not display any sign advertising the tourist home.
- Adequate parking must be in place on the driveway, of a minimum of one stall per bedroom.

### **Authorities:**

For a discretionary use in any district:

- The Municipal Planning Commission may approve an application for a Development Permit:
  - With or without conditions;
  - Based on the merits of the proposed development, including it's relationship to any approved statutory plan, non-statutory plan, or approved policy, affecting the site;
  - Where the proposed development conforms in every respect to this Land Use Bylaw; or
- May refuse an application for a development permit based on the merits of the proposed development, even though it meets the requirements of the Land Use Bylaw; or
- Subject to provisions of section 2.4 (2), the Municipal Planning Commission shall refuse an application for a development permit if the proposed development does not conform in every respect to the Land Use Bylaw.

### **Decision:**

In order to retain transparency of the Commission, Administration recommends one of the following:

1. Approve the application with or without conditions (*Section 642 of the MGA*), or
2. Deny the application stating reasons why (*Section 642(4) of the MGA*).

THIS LETTER OF INTENT (the "Document") made as of this 8 day of June, 2023,

BETWEEN:

[REDACTED] of 3 Jarvis Bay Drive, Jarvis Bay, AB (T4S 1R9)

-AND-

THE SUMMER VILLAGE OF JARVIS BAY

To Whom it May Concern,

This letter is to inform you that we are submitting an application for a "Tourist Home Development Permit" for 3 Jarvis Bay Drive, Jarvis Bay AB. It is our intention to rent our home as a vacation rental when it is not being used by our family usually from May 15-October 1st. From October 1 to May 1 or 15 we typically have a full-time permanent renter.

The home has 6 bedrooms and 4 bathrooms. A full professional home measurement report showing the bedroom locations will be submitted with the application.

We have parking spaces for 10 plus vehicles. Please see attached professional drone photo showing the parking area measurements.

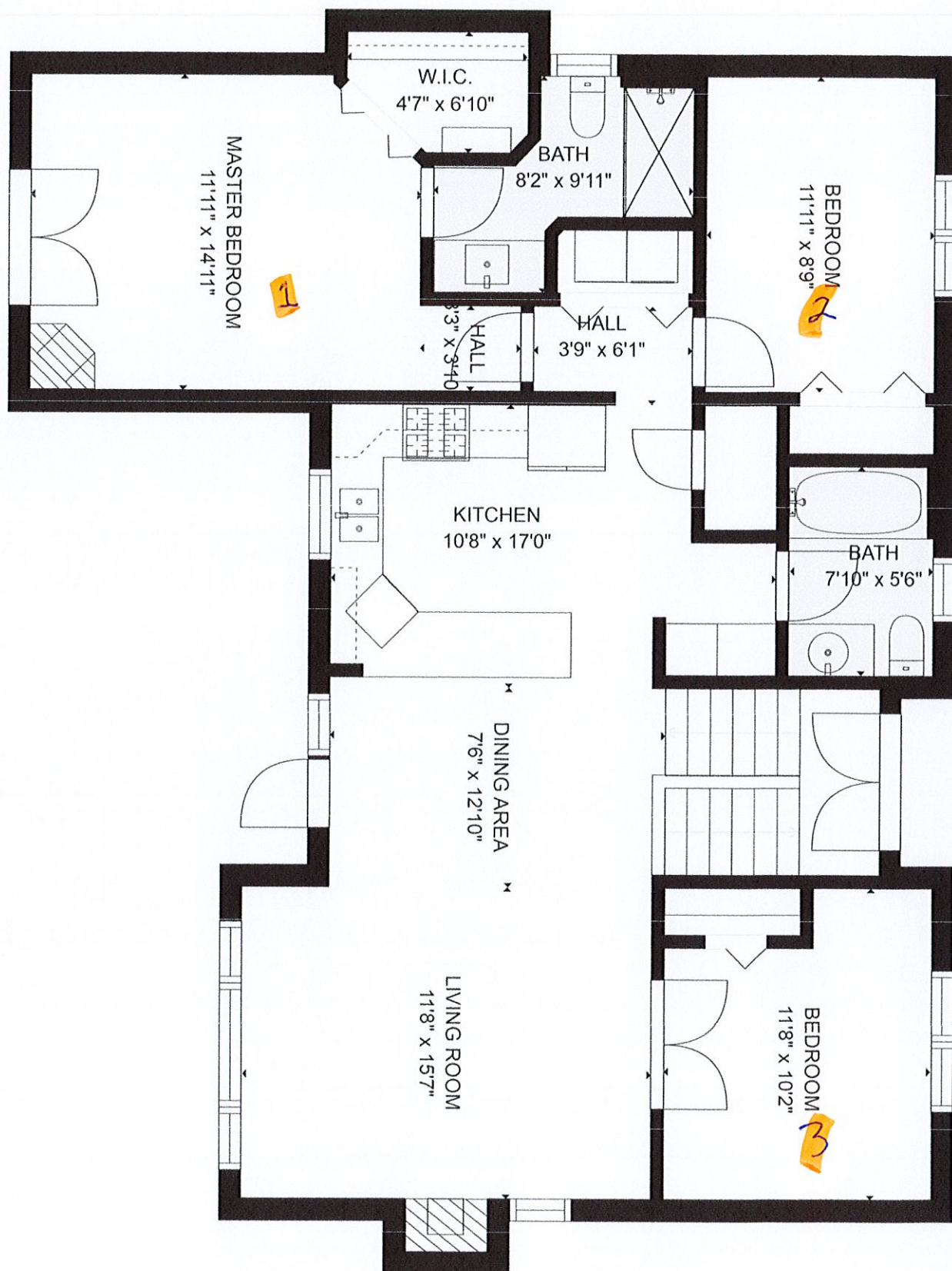
We have a brick outside firepit in the middle of our back yard lawn. It's located an open space with no trees above. We ensure guests are notified of any fire bans when in effect. They are also aware of the noise bylaws in the Summer Village of Jarvis Bay as indicated in our Terms and Conditions, which they must all read and agree in writing to us that they will abide by. And also to ensure the firepit is fully doused with water and completely out after every use. Please see attached relevant sections from our Terms and Agreement document they agree to prior to arrival and are posted on the refrigerators.

Please see attached Fire Safety Plan. If there are any questions regarding our application, please contact me, [REDACTED]

Thank you for your time and consideration of our application.

Sincerely

[REDACTED]



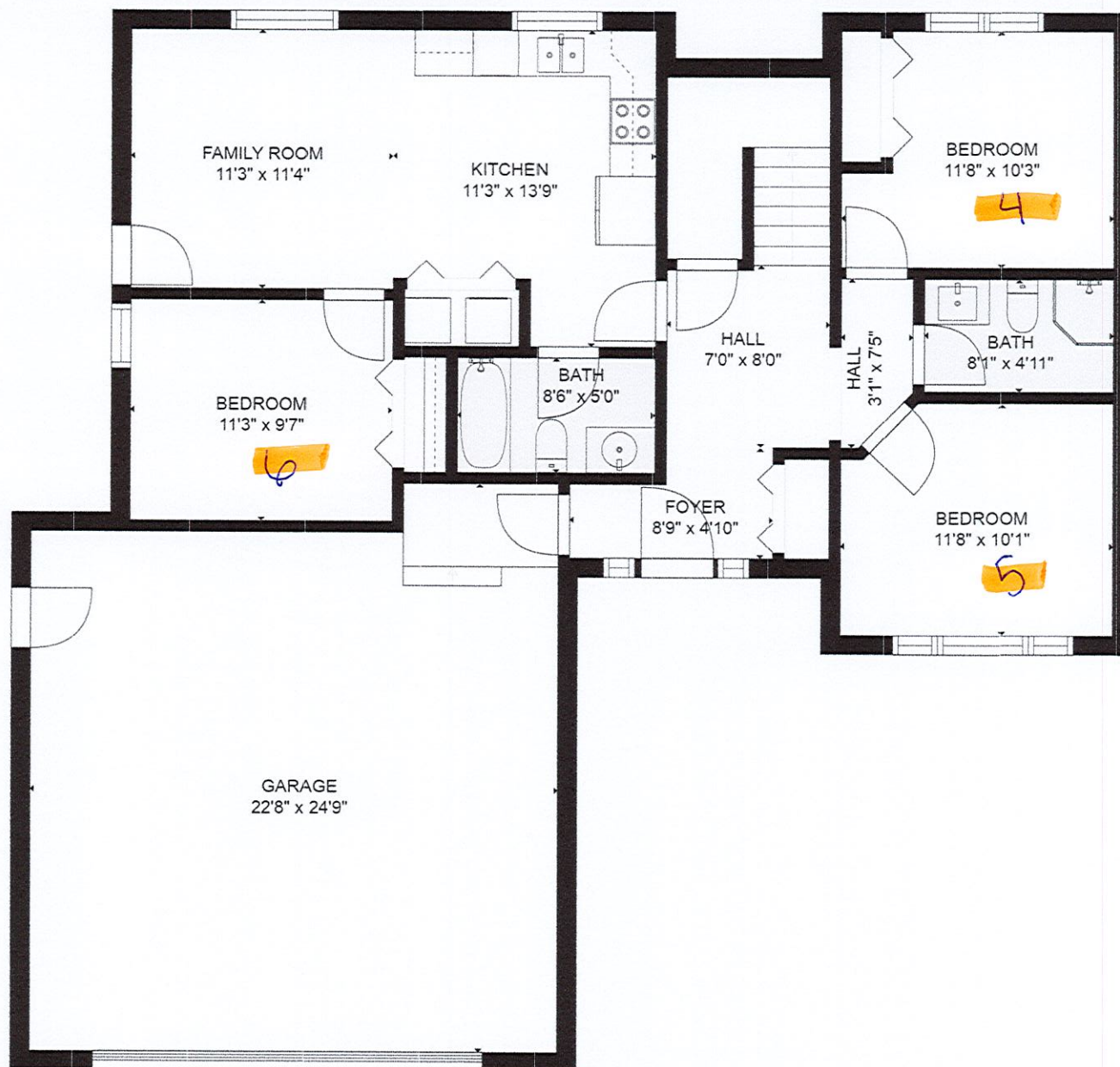
GROSS INTERNAL AREA

FLOOR 1: 948 sq. ft., FLOOR 2: 1149 sq. ft.

EXCLUDED AREAS: GARAGE: 528 sq. ft.

TOTAL: 2097 sq. ft.

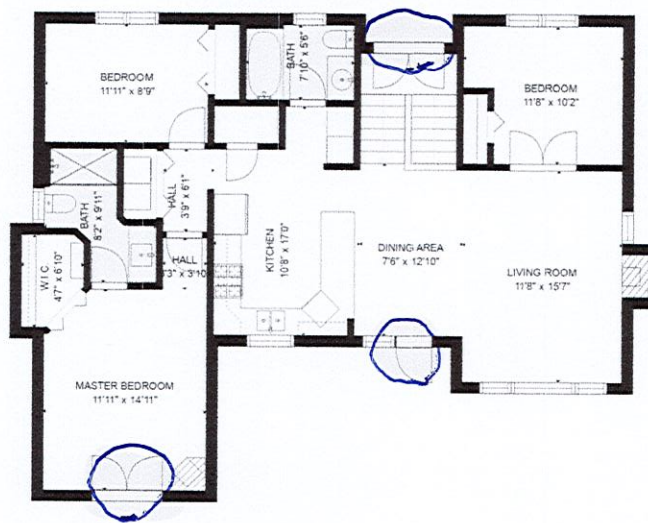
MEASUREMENTS ARE CALCULATED BY CUBICASA TECHNOLOGY, DEEMED HIGHLY RELIABLE BUT NOT GUARANTEED.



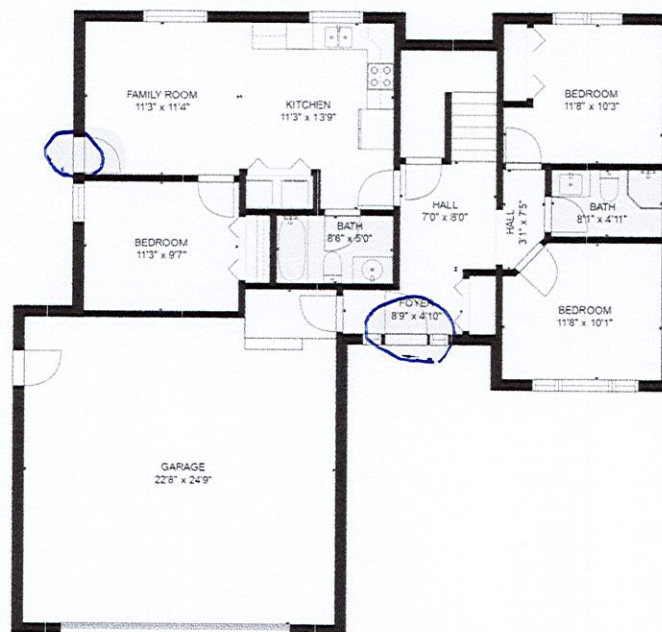
GROSS INTERNAL AREA  
 FLOOR 1: 948 sq. ft, FLOOR 2: 1149 sq. ft  
 EXCLUDED AREAS: , GARAGE: 528 sq. ft  
 TOTAL: 2097 sq. ft

MEASUREMENTS ARE CALCULATED BY CUBICASA TECHNOLOGY. DEEMED HIGHLY RELIABLE BUT NOT GUARANTEED.

5 exits marked, Also posted on refrigerators



FLOOR 2



FLOOR 1

## GROSS INTERNAL AREA

FLOOR 1: 948 sq. ft, FLOOR 2: 1149 sq. ft

EXCLUDED AREAS: , GARAGE: 528 sq. ft

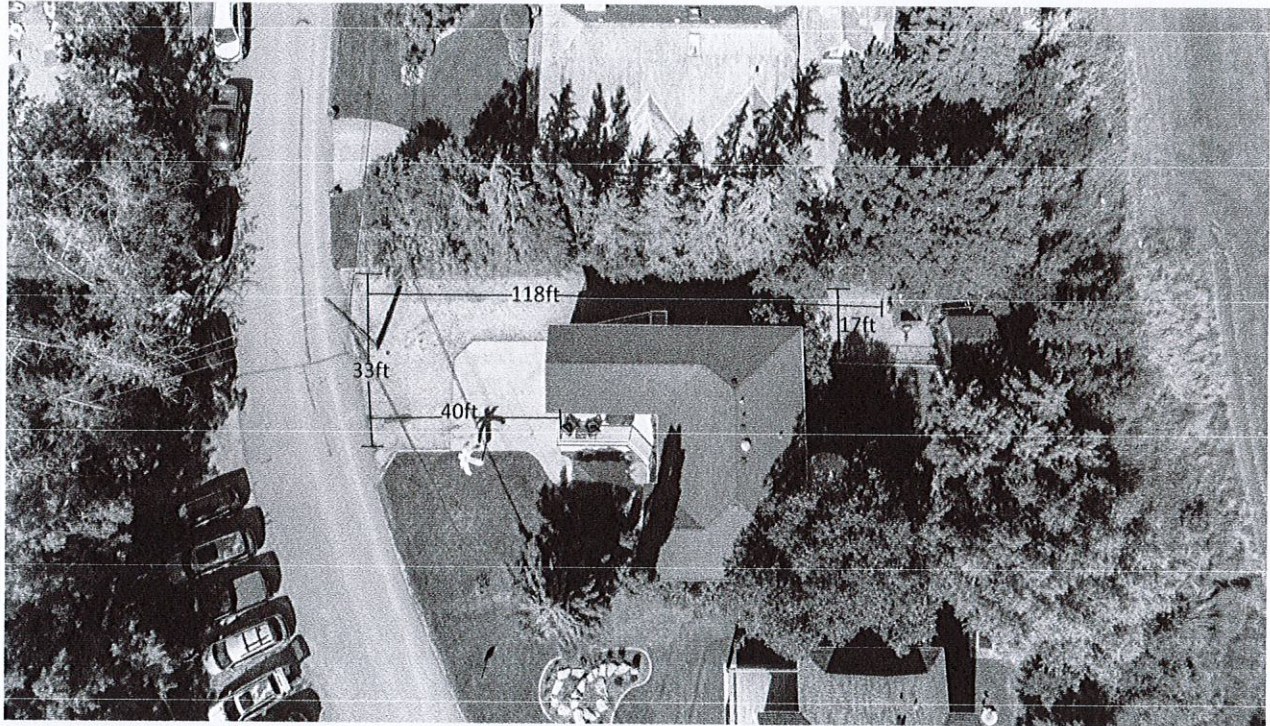
TOTAL: 2097 sq. ft

MEASUREMENTS ARE CALCULATED BY CUBICASA TECHNOLOGY. DEEMED HIGHLY RELIABLE BUT NOT GUARANTEED.

Back Yard Brick Fireplace in open space area. Water Hose located at the back of the house on the side by the gravel driveway. Guests agree in Terms and Conditions to Fully Extinguish all Fires and Obey Jarvis Bay Noise By-laws. See attached relevant Terms and Conditions section included in application.



Parking Measurements as taken by professional Real Estate photographer, and to the Alberta Real Estate Association Residential Measurement Standard (RMS), Tom Grimsdale of Ideal Images Photography, Red Deer, AB, 403-350-9865, [www.idealphotos.ca](http://www.idealphotos.ca)



**The Below and a Copy of Marked Exits are Posted on the Refrigerator's and to the left Inside the Front Door:**

Guest Fire Safety Plan for #3 Jarvis Bay Drive, Sylvan Lake, Alberta

**1. Emergency Contact Information:**

- Fire Department: Dial 911
- Property Owner/Manager: [REDACTED]

**2. Emergency Exits:**

- Identify the primary and secondary emergency exits in the tourist home. These exits should be clearly marked and free from obstructions at all times. Please see attached diagram outlining all exits.
- Familiarize yourself with the evacuation routes and ensure all occupants are aware of them.

**3. Smoke Alarms:**

- The tourist home is equipped with connected smoke alarms. Test the alarms regularly and immediately report any malfunction to the property owner/manager. The 4 smoke detectors are wired together:
  - o Upstairs outside the master bedroom in hallway in front of laundry area and 2<sup>nd</sup> bedroom
  - o Main floor outside bathroom in between 4<sup>th</sup> and 5<sup>th</sup> bedroom
  - o Attached suite living room
  - o Basement by the furnace
- Do not tamper with or remove smoke alarms, as they are vital for early fire detection.

**4. Fire Extinguishers:**

- There are 3 Fire extinguishers
  - o Upstairs in kitchen pantry
  - o Inside the door to basement on the wall to the right located in front foyer
  - o In the attached suite under the kitchen sink.
- Learn how to operate a fire extinguisher and understand the types of fires they can effectively extinguish.
- Use fire extinguishers only if it is safe to do so and the fire is small. In case of a larger fire, evacuate immediately and notify the fire department.

**5. Kitchen Safety:**

- Do not leave cooking unattended. Stay in the kitchen while using stovetops, ovens, or other cooking appliances.
- Keep flammable materials away from heat sources and open flames.
- Ensure that the kitchen is equipped with a fire extinguisher suitable for kitchen fires.

**6. General Fire Safety Tips:**

- Never overload electrical outlets or use damaged electrical cords. Report any electrical issues to the property owner/manager.
- Do not smoke inside the tourist home. Smoke only in designated outdoor areas, following local laws and regulations.
- Do not use candles or open flames. Opt for battery-operated candles or flameless alternatives instead.

**7. Emergency Evacuation Procedures:**

- In the event of a fire or fire alarm activation, follow these steps:
- Remain calm and evacuate immediately using the designated emergency exits.
- If possible, close doors behind you to slow down the spread of fire and smoke.
- Proceed to the designated assembly point across the street by the Jarvis Bay sign.
- Do not re-enter the building until authorities declare it safe to do so.

Remember, this is a general fire safety plan. It's important to consult local fire safety regulations and guidelines to ensure compliance with specific requirements in the Summer Village of Jarvis Bay/Sylvan Lake, Alberta.

**In Addition to the Fire Safety Plan Above which is Posted on the Refrigerators and inside front door:**

Before being allowed to stay in our home, all our guests must read and respond in writing that they have read and agree to abide by our Terms and Conditions. They must agree to these instructions before given access to our home and they are also posted on the refrigerators in the home (NOTE: only the relevant sections from our Terms and Conditions are copied below):

Upon a confirmed booking, we require you read the Terms and Conditions outlined below and reply back to us stating: "We have read the attached Terms and Conditions and agree to them as outlined." A copy of these will also be posted on the refrigerator in the home but please print and take a copy just in case.

**\*\*PLEASE READ THE FOLLOWING TERMS AND CONDITIONS  
REGARDING HOUSEKEEPING AND SAFETY ITEMS CAREFULLY\*\***  
**GENERAL INFORMATION & HOUSEKEEPING**

1. Please be courteous to our neighbors. Sylvan Lake/Jarvis Bay has a strictly enforced noise by-law. Any reported consistent loud noise before 9AM or after 10PM may result in loss of all or part of your damage deposit and/or you may be asked to leave.
2. Please be respectful of the community. Please do not leave garbage at the beach **and no use of the private beach directly across street.** The **public beach is located diagonally to our property** and is accessed through two big rocks.

**SAFETY & SECURITY**

3. **FOR EMERGENCY FIRE, AMBULANCE OR POLICE CALL 911**
4. The house is equipped with 4 smoke detectors and there are fire extinguishers located in the upstairs pantry and inside the door to the basement on the wall to the right and inside the suite under the kitchen sink.
5. Ensure the barbeque is cleaned and gas turned off whenever not in use, and before you leave.
6. Ensure the backyard fire pit is completely doused after every use; there is a hose on the back side of the house on the gravel parking pad side.
7. No smoking or lighting candles or portable heaters inside the house. Fireworks are not permitted anywhere on the property.



JUL 19 2023

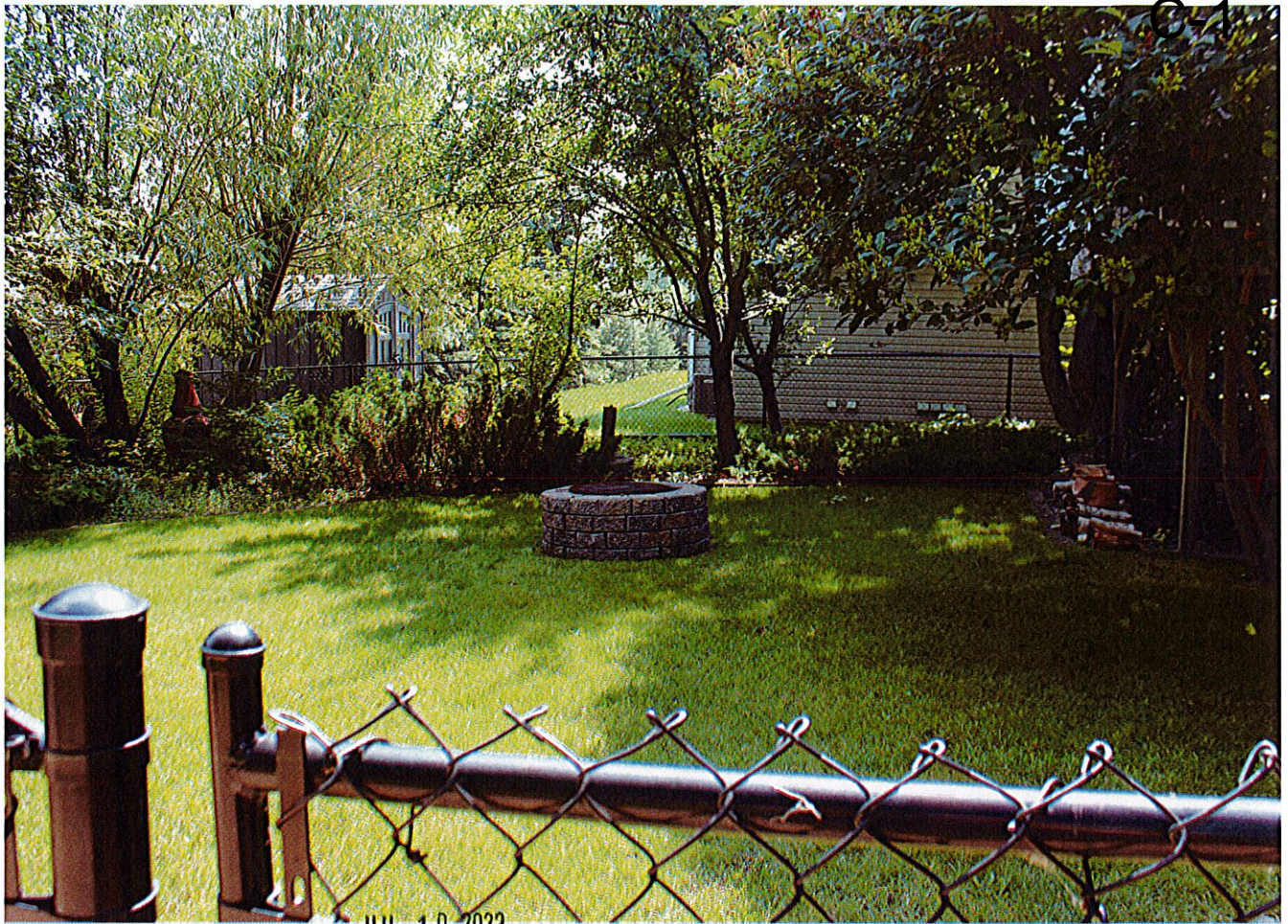


C-1



JUL 19 2023







JUL 19 2023





JUL 19 2023



## **Summer Village of Jarvis Bay – Municipal Planning Commission**

**August 15, 2023**

### **Agenda Item**

**308 Jarvis Glen Way (Lot 32, Block 3, Plan 0323687)**

### **Development Permit Application**

#### **Background:**

The registered owner of 308 Jarvis Glen Way (Lot 32, Block 3, Plan 0323687), in the village of Jarvis Bay has applied for the operation of a tourist home. This property is located in the R-A District (Residential A District). The dwelling on the property proposed to be used for the tourist home operation, consists of 5 bedrooms and the proposed maximum amount of people staying overnight is 10. Parking will take place on the driveway of the property which provides ample off-street parking. Guests will not have access to a private dock, and there is proper fire safety in place for the property. This is the first application for a tourist home operation for this property.

#### **Discussion:**

This application is before MPC for the following reason:

- Land Use Bylaw 125/13, Residential A District, Tourist Home is listed as a discretionary use; therefore, the decision must come from the Municipal Planning Commission.

#### **Application Review:**

After reviewing the application and all relevant planning documents, administration does not see any reason for the application to be denied. The tourist home operation is within the Land Use Bylaw regulations and does not require any variances. Adjacent landowners have been notified and no comments have been received.

#### **Conditions:**

If approved, Administration would recommend the following conditions:

- The development permit is only valid for 1 year from the date of issuance. A new development application and approval will be required at that time should the application wish to continue with the tourist home use.
- Tourist homes shall be contained within the principle building and therefore garage suits shall not be used.

August 8, 2023

- Notwithstanding part three, section 2(3) of the Land Use Bylaw, no recreational vehicle shall be used as accommodation for tourist home guests.
- The maximum number of people staying overnight in the tourist home shall be 10.
- The operator of the tourist home shall provide the Summer Village Office with their name and phone number(s) and of at least one person (adult) that is authorized to act in the operator's absence. The operator is responsible for informing the Summer Village Office of any changes in this information. The operator shall provide adjacent landowners with this information.
- The tourist home shall always abide by the community standards bylaw regardless of who is occupying the home. This includes (noise, nuisance, and littering etc.). A summary of key bylaws will be provided by administration.
- The tourist home shall not display any sign advertising the tourist home.
- Adequate parking must be in place on the driveway, of a minimum of one stall per bedroom.

### **Authorities:**

For a discretionary use in any district:

- The Municipal Planning Commission may approve an application for a Development Permit:
  - With or without conditions;
  - Based on the merits of the proposed development, including it's relationship to any approved statutory plan, non-statutory plan, or approved policy, affecting the site;
  - Where the proposed development conforms in every respect to this Land Use Bylaw; or
- May refuse an application for a development permit based on the merits of the proposed development, even though it meets the requirements of the Land Use Bylaw; or
- Subject to provisions of section 2.4 (2), the Municipal Planning Commission shall refuse an application for a development permit if the proposed development does not conform in every respect to the Land Use Bylaw.

### **Decision:**

In order to retain transparency of the Commission, Administration recommends one of the following:

1. Approve the application with or without conditions (*Section 642 of the MGA*), or
2. Deny the application stating reasons why (*Section 642(4) of the MGA*).

Summer Village of Jarvis Bay

July 4/2023

I have been seasonal renting out my home located at 308 Jarvis Glen Way, Jarvis Bay for the last 3 years without any complaints received. I have always respected my neighbours and neighbourhood and want to continue to have good relations in the community. I would like to continue to rent my home out seasonal and I feel it has had zero negative impact on the community.

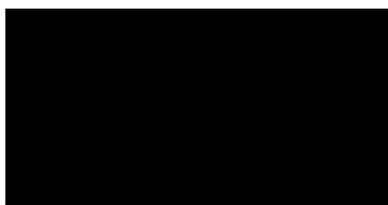
I always screen my renters; I do not rent to large groups or host large gatherings. The maximum number of guests I allow to rent at a time is 10 people - two people per bedroom. I have ample room for parking on the driveway in front and beside the garage and a very large parking area behind the home. Every renter is provided a house manual of rules to review. Prior to accepting a rental request, I make it very clear to my renters that this is a family neighbourhood and to respect and abide by the house rules and the bylaws of the Summer Village of Jarvis Bay. I live here it's my community and I am proud to be a part of the community.

I have a professional built fire pit located on a large concrete pad; the fire pit is located away from all trees.

Please see the attached pictures of the parking and fire pit area.

I have a fire plan posted at the two main exits of each floor of the house, it details smoke detector & fire extinguisher locations and provides an evacuation route with assembly point.

Please see the attached fire plan. I trust you will find all the required documentation completed for the Tourist Development Permit.



Close

2 / 24



Close

3 / 24



## IN CASE OF FIRE

On Hearing **FIRE FIRE FIRE**

- Evacuate via nearest safest **EXIT**

**EXIT**



- Proceed to **ASSEMBLY AREA**

- Follow the direction of the **FIRE WARDEN** or **FIRE SERVICE**



- Don't enter until **ALL CLEAR** is given by the **FIRE SERVICE**



- **DO NOT** attempt to fight fire unless **SAFE** or **TRAINED** to do so



## EMERGENCY RESPONSES

**R**

**REMOVE** - People from immediate danger (only if safe to do so).

**A**

**ALERT**- DIAL 9-1-1

**C**

**CONTAIN FIRE AND SMOKE** - Close doors and windows.

**E**

**EVACUATE** - The building to the Assembly Area  
**EXTINGUISH** - The fire if you are trained and it's safe to do so.

## LEGEND



**EVACUATION ROUTE**



**EMERGENCY EXIT**



**SMOKE DETECTOR**



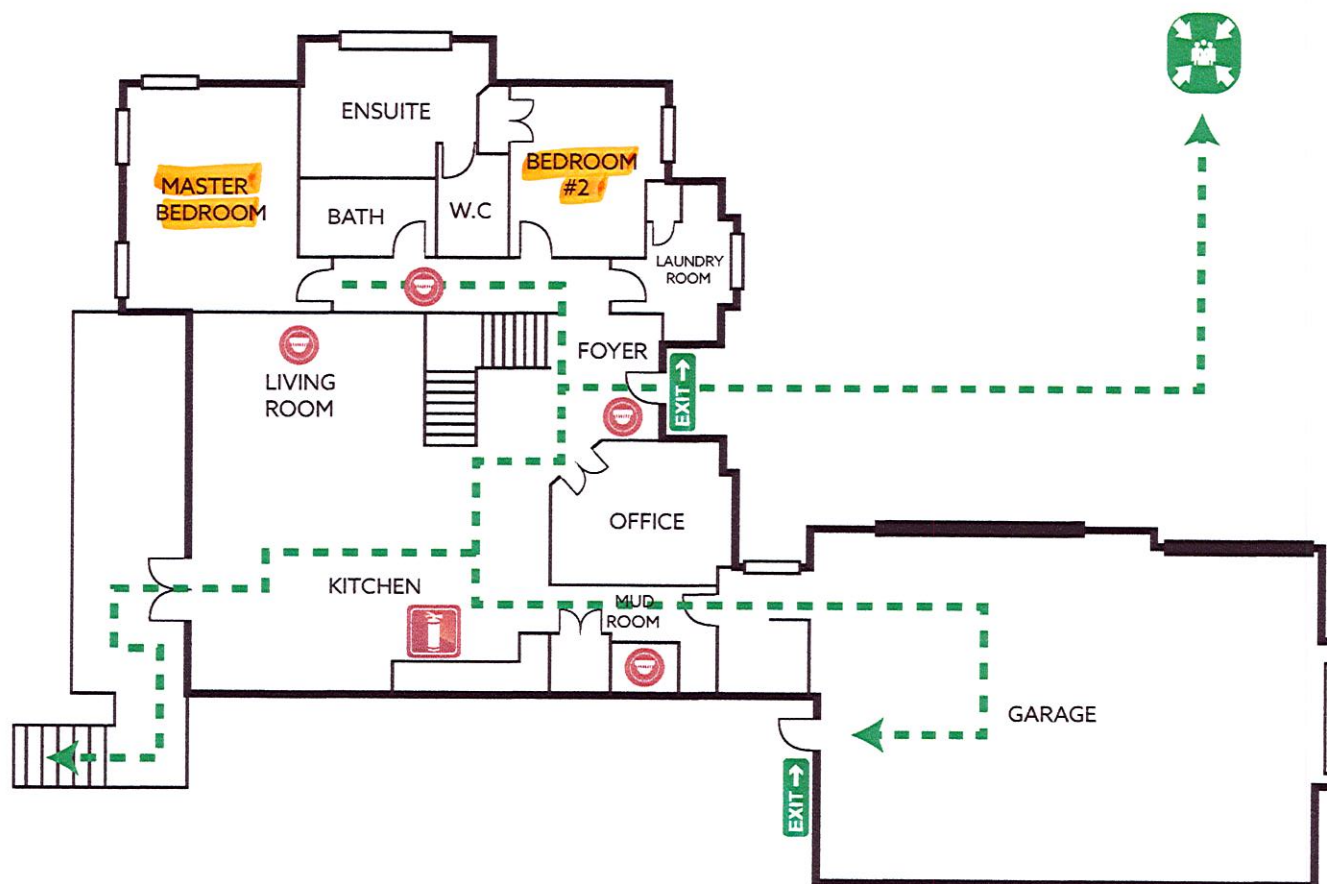
**FIRE EXTINGUISHER**



**ASSEMBLY POINT**



## MAIN FLOOR FIRE EVACUATION PLAN



Document ID:

Date Issued: 2023/6/16

Revision Date: 2025/6/16

Authorised by:



**Special Needs Persons**  
should Evacuate  
Immediately on hearing  
the **FIRE FIRE FIRE** assisted  
by a nominated person.



**EMERGENCY**



## IN CASE OF FIRE

On Hearing **FIRE FIRE FIRE**

- Evacuate via nearest safest **EXIT**

**EXIT**

- Proceed to **ASSEMBLY AREA**



- Follow the direction of the **FIRE WARDEN** or **FIRE SERVICE**



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**EXTINGUISH** - The fire if you are trained and it's safe to do so.

## LEGEND



**EVACUATION ROUTE**

**EXIT →**

**EMERGENCY EXIT**



**SMOKE DETECTOR**



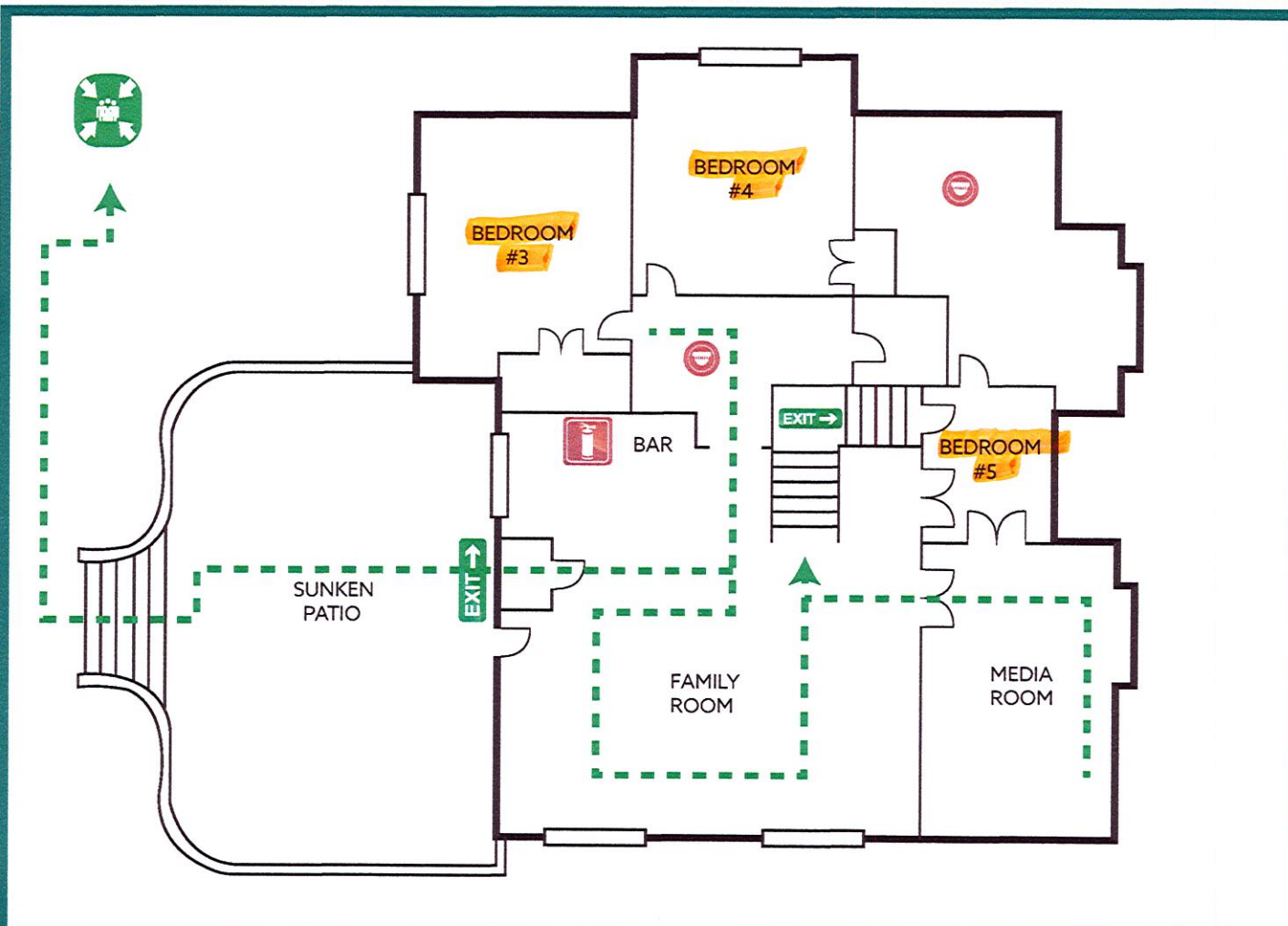
**FIRE EXTINGUISHER**



**ASSEMBLY POINT**



## BASEMENT FIRE EVACUATION PLAN



Document ID:  
Date Issued: 2023/6/16  
Revision Date: 2025/6/16  
Authorised by:



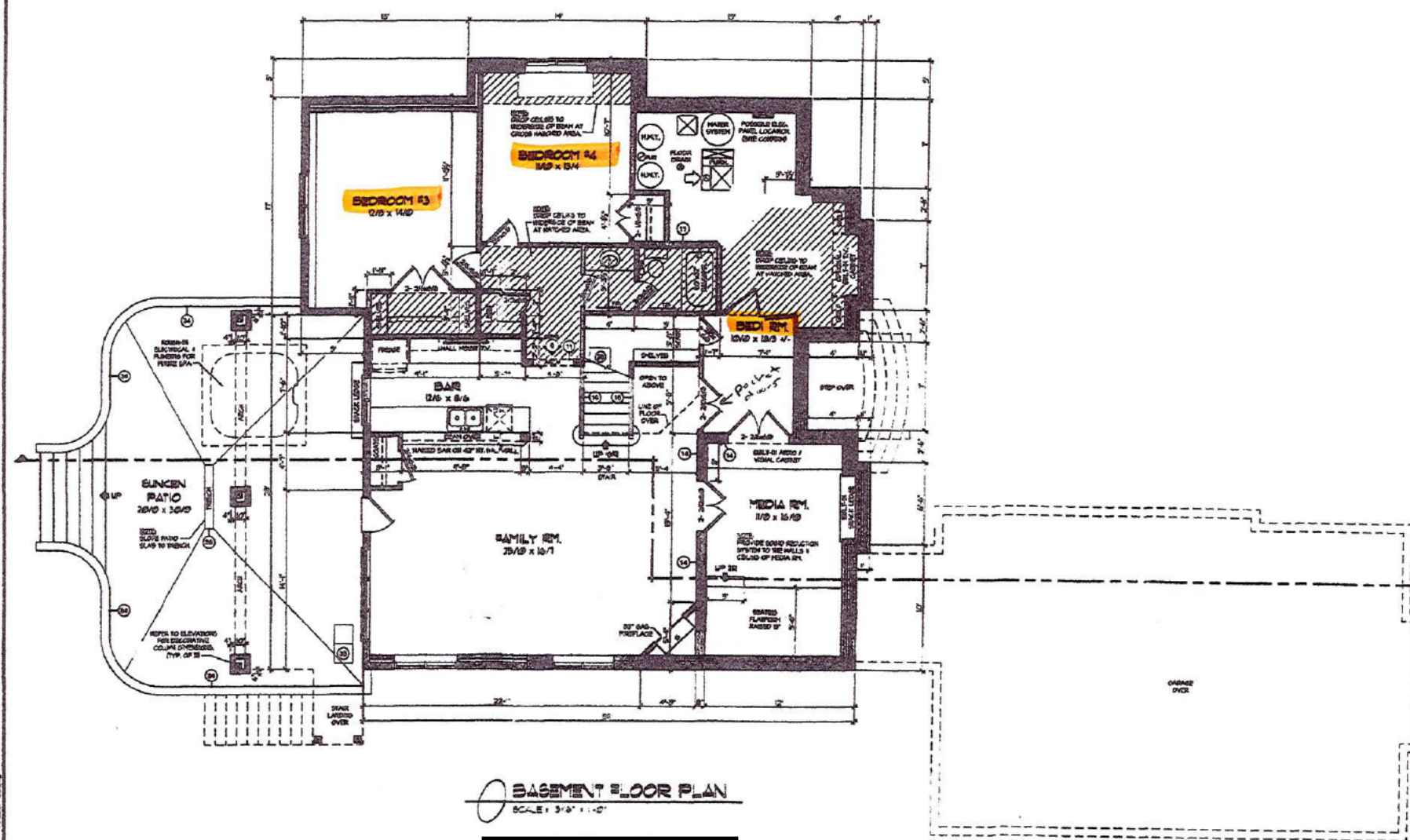
**Special Needs Persons**  
should Evacuate  
Immediately on hearing  
the **FIRE FIRE FIRE** assisted  
by a nominated person.



**9-1-1**  
**EMERGENCY**







Close

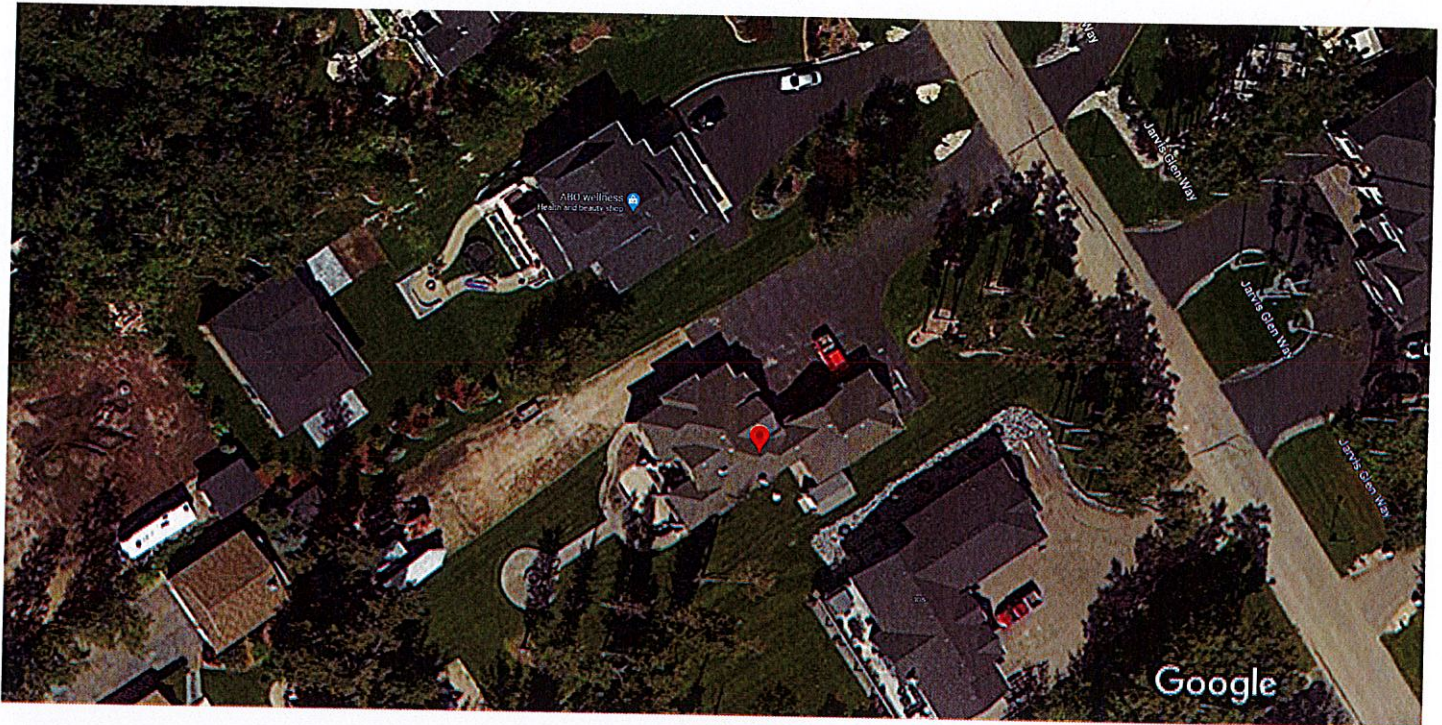
4 / 24





(Lot 32).

Google Maps 308 Jarvis Glen Way



Imagery ©2023 Airbus, CNES / Airbus, Maxar Technologies, Map data ©2023 Google 10 m



## 308 Jarvis Glen Way

Building



Directions



Save



Nearby

Send to  
phone

Share



308 Jarvis Glen Way, Jarvis Bay, AB T4S 1R8

## Photos



AUG 03 2023





AUG 03 2023





AUG 03 2023





AUG 03 2023





AUG 03 2023





AUG 03 2023