

Summer Village of Half Moon Bay
May 13, 2025
Municipal Planning Commission Minutes
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Minutes of a Municipal Planning Commission Meeting of the Summer Village of Half Moon Bay, Province of Alberta, held May 13, 2025, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT: Chair: Jon Johnston via Zoom
Councillor: Mike Pashak
Member at Large: Greg Heffel via Zoom
Development Officer: Kara Kashuba
Recording Secretary: Teri Musseau

CALL TO ORDER: Chair Johnston called the meeting to order at 9:01 a.m.

AGENDA:

MPC-25-004 Moved by Greg Heffel to approve the agenda as presented.
CARRIED

MINUTES

MPC-25-005 MOVED by Mike Pashak that the minutes of the Municipal Planning Commission meeting held on October 15, 2024, be approved as presented.

CARRIED

MPC-25-006 MOVED by Greg Heffel that the minutes of the Municipal Planning Commission meeting held on February 7, 2025, be approved as presented.

CARRIED

DEVELOPMENT APPLICATION

3 Hummingbird Lane

Application for operation of a tourist home at 3 Hummingbird Lane (Lot 10, Block 1, Plan 42741 MC)

DECISION

MPC-25-007 3 Hummingbird Lane

Moved by Mike Pashak that the Municipal Planning Commission approve the application for the operation of a tourist home at 3 Hummingbird Lane subject to the following conditions being met to the satisfaction of the Development Officer:

- The payment of all outstanding property taxes or the making of arrangements, satisfactory to the Council, for the payment thereof, prior to the commencement of the development.
- The development commences and continues in the manner applied for and that all development complies with the regulations and specifications of the Land Use Bylaw under which this permit was issued.
- The development permit is only valid for 1 year from the date of issuance. A new development application and approval will be

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required at that time should the application wish to continue with the tourist home use.

- Tourist homes shall be contained within the principal building and therefore garage suites shall not be used.
- Notwithstanding part three, section 2(3), no recreation vehicle shall be used as accommodation for tourist home guests.
- The maximum number of people staying overnight in a tourist home shall be 8.
- The operator of a tourist home shall provide the Summer Village Office with the name and phone number(s) of at least one person (adult) that is authorized to act on the owner/operator's absence. The registered owner is responsible for informing the Summer Village Office of any changes in this information.
- The maximum length of stay shall be no less than 30 days in the peak season between May (15) until September (15) and 3 days minimum during off season. This must be reflected in the listing of the tourist home.
- The tourist home shall always abide by the community bylaws and policies. A summary of key bylaws will be provided by administration.
- Tourist homes shall not display any sign advertising the tourist home.
- Adequate parking must be in place on the property; parking shall not be in the ditches or road right of way.
- The development permit does not exempt the owner/operator of the tourist home from complying with any federal, provincial, or other municipal legislation.
- The firepit on the property shall abide by the Half Moon Bay Burning and Firepit Bylaw regulations, and shall be:
 - a minimum of 3 meters (9.84 feet) clearance from tree overhangs, measured from the nearest fire pit edge, or as recommended by the Administrator or Director of Disaster Services of their designates;
 - a minimum of 2 meters (6.56 feet) clearance from buildings, property lines and combustible materials measured from the nearest fire pit edge, or as recommended by the Administrator or Director of Disaster Services of their designates; and
 - have a source of water nearby such as a hose or bucket.

CARRIED

ADJOURNMENT:

MPC-25-008

Moved by Mayor Johnston that the Municipal Planning Commission meeting be adjourned at 9:22 a.m.

CARRIED

JON JOHNSTON, CHAIR

TANNER EVANS, CAO

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