

Summer Village of Jarvis Bay
Regular Meeting Minutes
July 5, 2022

Minutes of a Regular Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held July 3, 2022, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE Mayor: Julie Maplethorpe
Deputy Mayor: Annabelle Wiseman via Zoom
Councillor: David Garratt
CAO: Tanner Evans
Development Officer: Kara Kashuba
Public Works Coordinator: Robert Wood
Finance Officer: Tina Leer
Recording Secretary: Teri Musseau
Gallery: Michelle Bakke-Purnell via Zoom
Ron Link via Zoom
John Cuthbertson via Zoom
Tammy Leibel via Zoom
Shannon Harrington via Zoom

CALL TO ORDER The Meeting was called to order at 9:45 a.m. by Mayor Maplethorpe.

AGENDA APPROVAL

JBC-22-071 MOVED by Councillor Garratt that the agenda be adopted as amended:
E.7. Bylaw Officer
CARRIED

CONFIRMATION OF MINUTES

JBC-22-072 MOVED by Mayor Maplethorpe that the regular meeting minutes of Council held on May 3, 2022, be approved as presented.
CARRIED

JBC-22-073 MOVED by Deputy Mayor Wiseman that the regular meeting minutes of the Municipal Planning Commission meeting held on May 16, 2022, be approved as presented.
CARRIED

INFORMATION ITEMS

- 1) Action Items List
- 2) Accounts Payable
- 3) Quarterly Financial Report
- 4) Development Update
- 5) Annual Information Meeting
- 6) Public Works Report
- 7) Bylaw Officer

JBC-22-074 MOVED by Mayor Maplethorpe that Council accept the information items as presented.
CARRIED

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REQUEST FOR DECISION

COUNCIL & LEGISLATION

JBC-22-075 Animal Control Bylaw
MOVED by Mayor Maplethorpe that Administration amend the Animal Control Bylaw as discussed and bring back to next meeting.
CARRIED

Council break at 10:47 a.m.

Council reconvened at 11:00 a.m.

PUBLIC HEARING

Mayor Maplethorpe declared the Public Hearing for Bylaw #183-22, Land Use Bylaw Amendment Bylaw, open at 11:00 a.m.

Mayor Maplethorpe provided the procedure for the public hearing.

Kara Kashuba, Development Officer, provided the background on the requested bylaw amendments.

Part One: General 1.3 Definitions

Proposed Regulation:

Add Definition:

“tourist home means a discretionary use wherein a dwelling unit is offered for rent to guests for less than thirty (30) days.”

Part One: General 1.7 Establishment of Fees

Proposed Regulation:

Development Permit application fees and fees for other matters arising through this Land Use Bylaw will be established by Council in the Summer Village of Jarvis Bay Fees Bylaw. Council may amend the bylaw to increase, decrease or establish new fees by an amendment bylaw.

Part Three: Supplementary Regulations 4(8)

Proposed Regulation

- (a) A development permit is required to operate a tourist home. Tourist Homes will be issued for twelve (12) months. Registered owners cannot operate more than one (1) tourist home in the Residential District (R), Residential A District (R-A), and Twin Rose Residential District (RTR).
- (b) Tourist homes shall be contained within the principal building and therefore garage suites shall not be used.
- (c) Notwithstanding part three, section 2(3), no recreation vehicle shall be used as accommodation for tourist home guests.
- (d) The maximum number of people staying overnight in a tourist home shall be two (2) times the number of bedrooms plus two (2). Floor plan is to be submitted at the time of application.

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- (e) 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 owner/operator is responsible for informing the Summer Village Office of any changes in this information.
- (f) 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.
- (g) In residential districts tourist homes shall not display any sign advertising the tourist home.
- (h) Adequate parking must be in place on the property, of a minimum of one stall per bedroom.
- (i) Approval of a development permit does not exempt the owner/operator of a tourist home from complying with any federal, provincial, or other municipal legislation.

**Part Four: Land Use District (R) (R-A) (RTR)
Proposed Regulation**

Add the following to Discretionary Uses: Tourist Home

Written submissions received were read into the record by the Development Officer from:

Ron Link, 246 Jarvis Bay Drive
– not in support of tourist homes in Jarvis Bay

John Cuthbertson, 214 Jarvis Bay Drive
- not in support of tourist homes in Jarvis Bay

The floor was opened to comments from the public.

John Cuthbertson expressed his concerns about Tourist Homes in Jarvis Bay and how they could become a problem over time.

Shannon Harrington inquired about how many tourist homes a person can operate.

Ron Link is not in support and suggested canvassing tourist homeowners to make sure they understand the bylaw.

Tammy Leibel doesn't think it is fair to say homeowner must be onsite at all times and stated the parking issues at Petro Beach are not a result of tourist homes.

Mayor Maplethorpe asked if anyone else would like to speak. Seeing there were no further comments, Mayor Maplethorpe thanked everyone for coming and those who provided written and verbal comments.

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Mayor Maplethorpe declared the Public Hearing for Bylaw 183-22 closed at 11:17 a.m. and cautioned that no further comments or submissions would be received.

- JBC-22-076** Cheque Signing Policy
MOVED by Mayor Maplethorpe that Council adopt the amended Cheque Signing Policy allowing Administration to release EFTs in excess of \$10,000.
CARRIED
- JBC-22-077** Highway 20
MOVED by Councillor Garratt that Council accept the Highway 20 discussion as information.
CARRIED
- JBC-22-078** Alberta Municipalities Convention
MOVED by Councillor Garratt that Mayor Maplethorpe attend the Alberta Municipalities Convention on behalf of Council.
CARRIED
- Bylaw #185-22** Subdivision and Development Appeal Board
JBC-22-079 MOVED by Mayor Maplethorpe that Council give 1st reading to the Subdivision and Development Appeal Board Bylaw #185-22.
CARRIED
- JBC-22-080** MOVED by Deputy Mayor Wiseman that Council give 2nd reading to the Subdivision and Development Appeal Board Bylaw #185-22.
CARRIED
- JBC-22-081** MOVED by Councillor Garratt that Council by unanimous consent give 3rd reading to the Subdivision and Development Appeal Board Bylaw #185-22 at this meeting.
CARRIED UNANIMOUSLY
- JBC-22-082** MOVED by Mayor Maplethorpe that Council give 3rd and final reading to the Subdivision and Development Appeal Board Bylaw #185-22.
CARRIED
- Bylaw #184-22** Subdivision Authority Bylaw
JBC-22-083 MOVED by Deputy Mayor Wiseman that Council give 1st reading to the Subdivision Authority Bylaw #184-22.
CARRIED
- JBC-22-084** MOVED by Mayor Maplethorpe that Council give 2nd reading to the Subdivision Authority Bylaw #184-22.
CARRIED
- JBC-22-085** MOVED by Councillor Garratt that Council by unanimous consent give 3rd reading to the Subdivision Authority Bylaw #184-22 at this meeting.
CARRIED UNANIMOUSLY
- JBC-22-086** MOVED by Deputy Mayor Wiseman that Council give 3rd and final reading to the Subdivision Authority Bylaw #184-22.
CARRIED

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PLANNING & DEVELOPMENT

JBC-22-087 Land Use Bylaw Amendment Bylaw
MOVED by Mayor Maplethorpe that Council table the Land Use Bylaw Amendment Bylaw #183-22 and bring back to next meeting with minor amendments as discussed.
CARRIED

JBC-22-088 Fees Bylaw
MOVED by Mayor Maplethorpe that Council table the Fees Bylaw until the next meeting for amendments.
CARRIED

COUNCIL REPORTS

Mayor Maplethorpe

- Town of Sylvan Lake Library Board written report
- Letter from Shannon Stubbs, M.P.
- Invitation to Bentley Fair and Rodeo

Deputy Mayor Wiseman

- No reports

Councillor Garratt

- No reports

COMMITTEE REPORTS

Joint Services Committee

- Meeting Minutes April 29, 2022
- Meeting Minutes May 12, 2022

JBC-22-089 MOVED by Mayor Maplethorpe that Council accept the Council reports as information.
CARRIED

NEXT COUNCIL MEETING

JBC-22-090 MOVED by Mayor Maplethorpe that the next meeting of Council be held September 6, 2022, at 9:30 a.m.
CARRIED

ADJOURNMENT

JBC-22-091 MOVED by Mayor Maplethorpe that being the agenda matters have been concluded, the meeting be adjourned at 12:48 p.m.
CARRIED

JULIE MAPLETHORPE, MAYOR

TANNER EVANS, CAO