

Summer Village of Jarvis Bay  
July 29, 2025  
Municipal Planning Commission Minutes  
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*Minutes of a Municipal Planning Commission Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held July 29, 2025, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.*

**PRESENT**

Chair:	Julie Maplethorpe
Deputy Mayor:	Annabelle Wiseman via Zoom
Member-at-Large:	Michelle Bakke-Purnell via Zoom
CAO:	Tanner Evans
Development Officer:	Kara Hubbard
Junior Development Officer:	Sarah Cheney
Recording Secretary:	Teri Musseau
Applicants:	Jodi Neish, Developer Rick Ball, Owner
Gallery:	John Cuthbertson

**CALL TO ORDER** Chair Maplethorpe called the meeting to order at 9:00 a.m.

**AGENDA**

**MPC-25-022** Moved by Deputy Mayor Wiseman to approve the agenda as presented.

CARRIED

**DEVELOPMENT APPLICATION(S)**

**301 Jarvis Glen Court (Lot 49, Block 3, Plan 0524574)**

An application was submitted by the developer on behalf of the homeowners for approval of a detached for the property located at 301 Jarvis Glen Court (Lot 49, Block 3, Plan 0524574) in the Summer Village of Jarvis Bay.

Kara Hubbard, Sarah Cheney and applicants left the meeting at 9:27 a.m.

**DEVELOPMENT DECISION(S)**

**MPC-25-023** **301 Jarvis Glen Court (Lot 49, Block 3, Plan 0524574)**  
MOVED by Deputy Mayor Wiseman that the Municipal Planning Commission approve the application for a detached garage for the property located at 301 Jarvis Glen Court with the following conditions being met to the satisfaction of the Development Officer:

- The development commences and continues in the manner applied for, including landscaping, and that all development complies with the regulations and specifications of the Land Use By-Law under which this permit was issued.
- The construction shall be completed within 12 months, and the landscaping shall be completed within 2 years of the date of permit issuance.

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- Any damage to public roads or the carriageways due to the construction shall be repaired immediately at the expense of the permit holder.
- A final as build real property report from an Alberta Land Surveyor at completion of landscaping that includes parcel coverage total.
- All parcels shall be graded to ensure that storm water is directed to a drainage ditch without crossing adjacent land, except as permitted by the Development Authority. All maintenance and upkeep shall be the responsibility of the property owner. A lot grade certificate may be required at completion to ensure that proper drainage on the property exists.
- All road bans to be followed that are implemented by Roadata and the administration office.
- All applicable Superior Safety Codes permits to be completed and submitted to the administration office.
- Landscaping to be completed and remain as existing in accordance with the landscaping plan.
- An accessory building shall not be more than 5 m (16.4 ft.) in building height measured from grade.
- An accessory building erected or placed on a parcel shall not be used as a principal dwelling.
- The exterior of an accessory building must be finished to match or compliment the exterior finish of the principal building.

CARRIED

**ADJOURNMENT:**

**MPC-25-041** Moved by Chair Maplethorpe that being the agenda matters have been concluded, the meeting of the Municipal Planning Commission be adjourned at 9:43 a.m.

CARRIED

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JULIE MAPLETHORPE, CHAIR

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TANNER EVANS, CAO

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