

Summer Village of Jarvis Bay
March 17, 2026
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 March 17, 2026, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT

Chair:	Julie Maplethorpe
Councillor:	John Cuthbertson
Member-at-Large:	Annabelle Wiseman via Zoom
CAO:	Tanner Evans
Development Officer:	Kara Hubbard
Junior Development Officer:	Sarah Cheney
Recording Secretary:	Teri Musseau
Applicant(s):	Kristian Wold Jessica Eren, Nomadics via Zoom Jon Blocksom via Zoom Craig Fraser via Zoom Scott McDermott via Zoom

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

AGENDA

MPC-26-004 Moved by Councillor Cuthbertson to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATION(S)

1. 29 Jarvis Bay Drive (Lot 15, Block 1, Plan 2350EO)

An application was submitted by the homeowner for the operation of a tourist home for the property located at 29 Jarvis Bay Drive (Lot 15, Block 1, Plan 2350EO) in the Summer Village of Jarvis Bay.

Kristian Wold and Jessica Eren left the meeting at 9:06 a.m.

2. 35 Jarvis Bay Drive (Lot 18A & 19A, Block 1, Plan 2122274)

An application was submitted by the homeowner for approval for the operation of a tourist home for the property located at 35 Jarvis Bay Drive (Lot 18A & 19A, Block 1, Plan 2122274) in the Summer Village of Jarvis Bay.

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

An application was submitted by the homeowner for approval for the operation of a tourist home for the property located at 308 Jarvis Glen Way (Lot 32, Block 3, Plan 0323687) in the Summer Village of Jarvis Bay.

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4. **251 Jarvis Bay Drive (Lot 2, Block 3, Plan 9622249)**

An application was submitted by the homeowner for approval for the operation of a home occupation for the property located at 251 Jarvis Bay Drive (Lot 2, Block 3, Plan 9622249) in the Summer Village of Jarvis Bay.

Kara Hubbard, Sarah Cheney, and applicants left the meeting at 9:18 a.m.

DEVELOPMENT DECISION(S)

1. **29 Jarvis Bay Drive (Lot 15, Block 1, Plan 2350EO)**

MPC-26-005

MOVED by Chair Maplethorpe that the Municipal Planning Commission approve the application for operation of a tourist home located at 29 Jarvis Bay Drive with 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 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 suites 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 6.
- 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 all Summer Village of Jarvis Bay bylaws including 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.

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- The development permit does not exempt the owner/operator of the tourist home from complying with any federal, provincial, or other municipal legislation.

CARRIED

MPC-26-006

2. **35 Jarvis Bay Drive (Lot 18A & 19A, Block 1, Plan 2122274)**

MOVED by Chair Maplethorpe that the Municipal Planning Commission approve the application for operation of a tourist home located at 35 Jarvis Bay Drive with 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 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) 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 12.
- 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 all Summer Village of Jarvis Bay bylaws including the community standards bylaw regardless of who is occupying the home (this includes noise, nuisance, 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.
- The development permit does not exempt the owner/operator of the tourist home from complying with any federal, provincial, or other municipal legislation.

CARRIED

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MPC-26-007

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

MOVED by Chair Maplethorpe that the Municipal Planning Commission approve the application for operation of a tourist home located at 308 Jarvis Glen Way with 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 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 suites shall not be used.
- Notwithstanding part three, section 2(3) of the Land Use Bylaw, no recreational vehicle shall be used as accommodation for the 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 to this information. The operator shall provide adjacent landowners with this information.
- The tourist home shall always abide by all Summer Village of Jarvis Bay bylaws including 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.
- Tourist homes shall not display any sign advertising the tourist home.
- Adequate parking must be in place on the driveway, a minimum of one stall per bedroom.
- The development permit does not exempt the owner/operator of the tourist home from complying with any federal, provincial, or other municipal legislation.

CARRIED

MPC-26-008

4. **251 Jarvis Bay Drive (Lot 2, Block 3, Plan 9622249)**

MOVED by Chair Maplethorpe that the Municipal Planning Commission approve the application for operation of a home occupation located at 251 Jarvis Bay Drive for one year with 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 Council, for the payment thereof, prior to the commencement of the development.
- The development commences and continues in the manner applied for and complies with the regulations and specifications of the Land Use Bylaw under which this permit was issued.

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- The development permit is only valid for 1 year from the date of issuance. A new development approval will be required at that time should the applicant wish to continue with the Home Occupation use.
- Any change in use or intensification of this home occupation will require a new development permit.
- There shall be no exterior display or advertisement, except as provided for in section 2.2(11) of the Land Use Bylaw.
- No person other than a resident of the dwelling unit shall be employed.
- There shall be no outside storage of materials, commodities, or finished products.
- No commodity other than the product or service of the home occupation shall be sold on the premises.
- The development permit does not exempt the owner/operator of the tourist home from complying with any federal, provincial, or other municipal legislation.

CARRIED

ADJOURNMENT:

Moved by Chair Maplethorpe that being the agenda matters have been concluded, the meeting of the Municipal Planning Commission be adjourned at 9:55 a.m.

CARRIED

JULIE MAPLETHORPE, CHAIR

TANNER EVANS, CAO

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