Minutes of a Municipal Planning Commission Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held May 27, 2026, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT

Chair:	Julie Maplethorpe
Councillor:	John Cuthbertson
Member-at-Large:	Michelle Bakke-Purnell
CAO:	Tanner Evans
Development Officer:	Kara Hubbard
Junior Development Officer:	Sarah Cheney
Recording Secretary:	Teri Musseau
Applicant(s):	Zenon Byblow via Zoom
	Lorianne Byblow via Zoom
	Eric Havinga
	Kristen Havinga

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

AGENDA

MPC-26-009 Moved by Mayor Maplethorpe to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATION(S)

1. 319 Jarvis Glen Way (Lot 40, Block 3, Plan 0524574)

An application was submitted by the homeowner for a new fence and gate within the front yard of the property for the property located at 319 Jarvis Glen Way (Lot 40, Block 3, Plan 0524574) in the Summer Village of Jarvis Bay.

2. 21 Jarvis Bay Drive (Lot 11, Block 1, Plan 2350EO)

An application was submitted by the homeowner for approval for a two-story dwelling addition including a new front veranda projection, front deck extension and hard surfacing the driveway to asphalt for the property located at 21 Jarvis Bay Drive (Lot 11, Block 1, Plan 2350EO) in the Summer Village of Jarvis Bay.

Kara Hubbard, Sarah Cheney, and applicants left the meeting at 9:16 a.m.

DEVELOPMENT DECISION(S)

1. 319 Jarvis Glen Way (Lot 40, Block 3, Plan 0524574)

MPC-26-010 MOVED by Member Bakke-Purnell that the Municipal Planning Commission approve the application for a new fence and gate within the front yard of the property located at 319 Jarvis Glen Way 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 of the date of permit issuance.
- The payment of a $1,000.00 completions deposit to ensure all conditions of this development permit have been met, including the completion of construction within a one-year period. Any damage to public roads or carriageways due to the construction shall be repaired immediately at the expense of the permit holder.
- 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.
- 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.
- Sewer curb stop must remain accessible at all times, during and after construction.
- Existing landscaping and drainage on the property to remain.
- Fence height shall be determined by measuring from the top of the fence to the ground.
- Front yard fence height shall not exceed 1 m (3.28 ft) in height, measured from the top of the fence to the ground. Variance granted by the Municipal Planning Commission to allow the front yard fence to be 1.22 m (4 ft) in height, and front driveway gate to be 1.83 m (6 ft) in height.
- Decorative fence capping and other adornments that pose a threat to the health and safety of local wildlife shall be prohibited. Fence to be constructed with flat top spindles.

CARRIED

2. <u>21 Jarvis Bay Drive (Lot 21, Block 1, Plan 2350EO)</u>

MPC-26-006 MOVED by Chair Maplethorpe that the Municipal Planning Commission approve the application for a two-story dwelling addition including a new front veranda projection, front deck extension and hard-surfacing the driveway to asphalt for the property located at 21 Jarvis Bay Drive 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 Bylaw 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.
- The payment of a $5,000.00 completions deposit to ensure all conditions of this development permit have been met, including the completion of building construction within a one-year period, landscaping completed within two years, and any or all road damage repaired. Any damage to public roads or carriageways due to the construction shall be repaired immediately at the expense of the permit holder.

- 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.
- The height of the dwelling shall not exceed 10m (32.81ft.) in building height measured from grade.
- All applicable Superior Safety Codes permits to be completed and submitted to the administration office.
- Final as built real property report from an Alberta Land Surveyor required at completion of landscaping that includes parcel coverage.
- Electrical power from the property line to any building shall be constructed underground.
- Sewer curb stop must remain accessible at all times, during and after construction.
- Landscaping and drainage to be completed and remain according to landscaping plan.
- The dwelling addition shall be finished to match or complement the existing dwelling.
- All road bans to be followed that are implemented by Roadata and the administration office.
- The maximum width of a driveway shall be 10 m (32.80 ft). Driveway width shall be measured within the carriageway.
- Driveways shall be constructed in such a manner not to interfere with the natural flow or absorption of water.
- Encroachments onto municipal land to be removed, or property owner to enter into an approved encroachment agreement for the detached garage and fence.
- A hot tub shall be enclosed by a secure lockable lid or fencing equipped with gates that lock in accordance with the Alberta Building Code in effect.
- Draining private pools other than directly into the sewer line of your home is prohibited (in accordance with the Sanitary Sewage Bylaw #69/97). Pool and hot tub water, and their associated maintenance products contain chemicals that may seriously harm aquatic plants, fish, birds, and animals when disposed of improperly.
- Minimum side yard for the dwelling required of 1.52 m (4.99 ft). Variance granted by the Municipal Planning Commission to allow the dwelling side yard to be 1.26 m (4.13 ft).

CARRIED

ADJOURNMENT:

Moved by Chair Maplethorpe that being the agenda matters have been concluded, the meeting of the Municipal Planning Commission be adjourned at 9:37 a.m.

CARRIED

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JULIE MAPLETHORPE, CHAIR

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TANNER EVANS, CAO

Initials