

Summer Village of Jarvis Bay  
October 27, 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 October 27, 2025, 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

**CALL TO ORDER** Chair Maplethorpe called the meeting to order at 11:00 a.m.

**AGENDA**

**MPC-25-048** Moved by Councillor Cuthbertson to approve the agenda as presented.

CARRIED

**DEVELOPMENT APPLICATION(S)**

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

An application was submitted by the homeowner for approval for an addition to an existing dwelling for the property located at 251 Jarvis Bay Drive (Lot 2, Block 3, Plan 9622249) in the Summer Village of Jarvis Bay.

Kara Hubbard and Sarah Cheney left the meeting at 11:29 a.m.

**DEVELOPMENT DECISION(S)**

**251 Jarvis Bay Drive (Lot 2, Block 3, Plan 59622249)**

**MPC-25-049** MOVED by Councillor Cuthbertson that the Municipal Planning Commission approve the application for an addition to an existing dwelling for the property located at 251 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, 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.
- The payment of a \$2,000.00 completions deposit to ensure all conditions of this development permit have been met,

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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 build real property report from an Alberta Land Surveyor 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 to remain according to landscaping plan, maximum 8 trees to be removed.
- All road bans to be followed that are implemented by Roadata and the administration office.
- Minimum rear yard projection required of 15.24m (50ft.). Rear yard projection setback of 9.20m (30.18ft.) (40%) variance granted by the Municipal Planning Commission.
- Operating of a home-based business is not permitted without a development permit. LUB Part Four (R-A) District lists a home occupation as a discretionary use. Part Two 2.2 states that all development requires a development permit. Under Part Two, 2.5(5) of the LUB, identifies the timeline for a development permit is 12 months. Home-based business must reapply for a development permit annually.

CARRIED

**ADJOURNMENT:**

**MPC-25-050**

Moved by Chair Maplethorpe that being the agenda matters have been concluded, the meeting of the Municipal Planning Commission be adjourned at 11:52 a.m.

CARRIED

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JULIE MAPLETHORPE, CHAIR

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TANNER EVANS, CAO

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