
Rural Municipality of West River Planning Board Committee

Meeting No	5	Chair	Sharon Slauenwhite
Meeting Date	Monday, April 19, 2021	Phone	902-675-7000
Start Time	7:30 PM	E-mail	admin@westriverpe.ca
Location	Afton Hall	Session	Public
Present	Deputy Mayor Robert Clow, Councillor John Yeo		
Also	Laala Jahanshahloo – CAO.		
Regrets	Councillor Sharon Slauenwhite, Mayor Helen Smith-MacPhail		

- **Call to order**

Deputy Mayor Robert Clow called the meeting to order at 7:10 pm.

- **Approval of Agenda**

It was moved by Deputy Mayor Robert Clow and seconded by Councillor John Yeo the agenda be approved as circulated.

Motion Carried

- **Declarations of Conflict of Interest**

No conflict of interest was declared.

- **Approval of Minutes**

It was moved by Councillor John Yeo and seconded by Deputy Mayor Robert Clow; the minutes of March 15, 2021, Planning Committee meeting approved as circulated.

Motion Carried

It was moved by Deputy Mayor Robert Clow and seconded by Councillor John Yeo; the minutes of March 29, 2021, Planning Committee meeting approved as circulated.

Motion Carried

● **Business Arising from Minutes**

→ Nil

● **PLB5.1**

→ The Building Codes Act ("BCA") and corresponding Regulations came into effect on March 31, 2020. Effective March 31, Building Permits will be required for single-family, semi-detached homes as well as their accessory structures (e.g., detached garages, decks etc.). This marks the full adoption of the National Building Code and National Energy Code for Buildings across PEI'

→ The Development Office will review and inform us if any changes are required before Committee finalized the recommended proposed forms of requesting an amendment to the official plan or zoning bylaws (PLB3.3) to the Council.

● **PLB5.2**

→ From March 2021, the fee for the development permit can be paid by E-Transfer to the Rural Municipality of West River's bank account. This information will be added to the website after Council approved the proposed forms (PLB3.3).

● **PLB5.3**

→ CAO has sent the Official Plan and Zoning/Development Bylaw RFP and the selected firm's RFP to Stewart McKelvey to prepare the formal contract documents.

● **PLB5.4**

→ As the OP & ZDB contract was not awarded to Fotenn, they have requested a debrief accordingly (PLB.APP.3). The Committee prepared a response regarding evaluation, scoring and final selection of the received proposals.

- **PLB5.5**

- ➔ Mayor will write a formal letter to Eugene M. Lloyd (Manager of Provincial Planning - Land Division of Department of Agriculture and Land) requesting a monthly update of issued permits in the four former communities of Afton, Bonshaw, Meadowbank, and West River.
- ➔ The Municipality has no planning authorities in those areas, and this request is only for informational purposes. As preparing the Official Plan and Zoning Development Bylaw and has started, it is essential to receive a list of issued permits for reviewing and adapting the OP & ZDB with the current context and future development.
- ➔ The Committee suggested this letter also sent to the attention of the Minister of Fisheries and Communities, Peter Bevan-Baker, Heath MacDonald, and Jamie Fox too.

- **PLB5.6**

- ➔ The Committee insisted on considering the short-term rental requirements in the new OP & ZDB. Janet Wood in Tourism Development is willing to provide us with her insight during the review process.

- **PLB5.7**

- ➔ As TELA requires Municipality's approval of All property owners/applicants located within the communities that currently make up West River, other than New Haven-Riverdale, must be directed to the Province to evaluate and process any applications, which include those that require approval for a TELA. Although West River may be an official municipality, the planning and development jurisdiction still resides with Province until such time as West River has their own Official Plan and bylaws.
- ➔ For New Haven-Riverdale, the development officer needs to review the allowed number of units on each PID with the request numbers of rental units according to the NHR OF & ZDB.

- **Adjournment**

- ➔ The meeting adjourned at 7:50 pm.

- ➔ The next meeting will be on May 17, 2021.

SHARON SLAUENWHITE _____

CHAIR