



Rural Municipality of West River Council Meeting Minutes

Meeting No	2024-13	Time	7:00 PM
Session	Regular - Public	Date	Tuesday, March 19, 2024
Chair	Helen Smith-MacPhail - Mayor	Location	Afton Community Centre
Adoption status	To be approved	Contact Person	Laala Jahanshahloo - CAO
Attendance	Mayor Helen Smith-MacPhail, Deputy Mayor Shaun MacArthur, Councillor Aaron MacEachern, Councillor Ryan Roggeveen, Councillor Steve Pollard, Laala Jahanshahloo - CAO, Susan Morse - Administrative Assistant		
Regret	Councillor John Yeo, Councillor Lillian MacCannell		
Guest	Nil		

- **Call to Order**

Mayor Helen Smith-MacPhail called the meeting to order at 7:00 PM.

- **Adoption & Approval of Agenda**

The agenda was approved as circulated. It was moved by Deputy Mayor Shaun MacArthur, seconded by Councillor Aaron MacEachern, and unanimously carried.

- **Declarations of Conflict of Interest**

Nil

- **Delegations & Public Input**

The Council heard concerns from Paul and Philip Hogan regarding their rezoning request.

- **Adoption of Previous Meeting's Minutes**

The minutes of February 22, 2024, Council Meeting were approved as circulated. It was moved by Councillor Steve Pollard, seconded by Councillor Aaron MacEachern, and unanimously carried.

The minutes of March 12, 2024, Committee of Council Meeting were approved as circulated. It was moved by Councillor Aaron MacEachern, seconded by Deputy Mayor Shaun MacArthur, and unanimously carried.

- **Discussion Items**

- **FIN.2024.13.1 - Awarding Grant - March 2024**

Decision Type: Action

Status: Motion Carried (4-0)

Description: Motion 2024-27

Moved by Deputy Mayor Shaun MacArthur, and **Seconded by** Councillor Steve Pollard

WHEREAS

Pursuant to Municipal Grant Bylaw #2022-02, the Committee of the Whole reviewed the grant request application and completed Schedule C for the Bonshaw Women's Institute and Long Creek Women's Institute, and,

WHEREAS

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on March 12, 2024,

BE IT RESOLVED

The Council for the Rural Municipality of West River approves awarding a one-time grant for each applicant from the 2024-25 operating budget as follows and authorized the CAO to execute it:

- An in-kind donation to waive the rental cost of one available room in the Bonshaw Community Center for Bonshaw Women's Institute to hold monthly meetings. This waiver is for monthly meetings and cannot be used to hold any events by Bonshaw Women's Institute. Any paid booking, the EMO/Emergency Reception Center activation, and the Election PEI rental period take priority.
- \$2,000 to Long Creek Women's Institute.

▪ **FIN.2024.13.2- Transfer from Reserve Account to General Account**

Decision Type: Action

Status: Motion Carried (4-0)

Description: Motion 2024-28

Moved by Councillor Aaron MacEachern and **Seconded by** Councillor Ryan Roggeveen

WHEREAS

Pursuant to Reserve Funds Bylaw#2021-15 Section (6) Clause (6.3), all withdrawals from the Reserve Fund must be approved by a resolution of the Council, and

WHEREAS

The RMWR received the statement of municipal taxes levied for the tax year 2023 on February 29, 2024, showing the Balance owed to the municipality as of December 31, 2023, is \$15,095.30, and

WHEREAS

This resolution bears the recommendation of the Committee of the Whole, as discussed at a meeting held on March 12, 2024,

BE IT RESOLVED

The Council for the Rural Municipality of West River approved the transfer of \$12,000 from the "Reserve Fund" to the Municipality's General Bank Account and replace it as soon as taxes levied for the tax year 2023 have been received and authorized the CAO to execute it.

▪ **FIN.2024.13.3 - Gas Tax Fund Transfer Request**

Decision Type: Action

Status: Motion Carried (4-0)

Description: Motion 2024-29

Moved by Councillor Steve Pollard and **Seconded by** Deputy Mayor Shaun MacArthur

WHEREAS

The Rural Municipality of West River has expended 100% of fully committed CCBF (Gas Tax) funding for all four active 58.1.1, 27.1.1, 32.1.1, and 57.1.1 projects, and

WHEREAS

This resolution bears the recommendation of the Committee of the Whole, as discussed at a meeting held on March 12, 2024,

BE IT RESOLVED

The Council for the Rural Municipality of West River authorizes the Chief Administrative Officer to request fund transfers between projects (Appendix A, attached hereto, forming a part of this resolution) from the PEI Infrastructure Secretariat to balance and reconcile the allocated budget of the four active projects to prepare the final Annual Expenditure Report 2023-24.

▪ **PLB.2024.13.1 - Rezoning Request PID#202671**

Decision Type: Action

Status: Deferred

Background:

[PLBR#2024-01](#)

Description:

The item was deferred until the Council receives the following documents:

- Written confirmation from the Department of Transportation and Infrastructure that they will accept Fraser Lane as a public road; and
- Written confirmation from the owners of Fraser Lane that they have agreed to convey Fraser Lane to the Government of Prince Edward Island.

Moved by Deputy Mayor Shaun MacArthur, seconded by Councillor Aaron MacEachern, and unanimously carried.

▪ **PLB.2024.13.2 - Rezoning Request PID#818500**

Decision Type: Action

Status: Motion Carried (4-0)

Description: Motion 2024-30

Moved by Councillor Steve Pollard and **Seconded by** Deputy Mayor Shaun MacArthur

WHEREAS

An application to rezone a parcel of land, PID # 818500, located at Shaw's Wharf Rd, St Catherines, has been submitted concurrently with a subdivision application for the subject parcel so the owner could eventually be allowed to subdivide the subject parcel into 13 lots for residential development; and

WHEREAS

The West River Planning Board recommended the approval of this proposed rezoning of PID#818500 from Rural Area (RA) to Rural Residential (RR) and that appropriate amendments to the official plan and land use bylaw be prepared and approved,

BE IT RESOLVED

The Rural Municipality of West River Bylaw number # 2024-02, Bylaw to Amend Rural Municipality of West River 2022 Official Plan, be read and approved a first time.

Decision Type: Action

Status: Motion Carried (4-0)

Description: Motion 2024-31

Moved by Deputy Mayor Shaun MacArthur and **Seconded by** Councillor Steve Pollard

WHEREAS

An application to rezone a parcel of land, PID # 818500, located at Shaw's Wharf Rd, St Catherines, has been submitted concurrently with a subdivision application for the subject parcel so the owner could eventually be allowed to subdivide the subject parcel into 13 lots for residential development; and

WHEREAS

The West River Planning Board recommended the approval of this proposed rezoning of PID#818500 from Rural Area (RA) to Rural Residential (RR) and that appropriate amendments to the official plan and land use bylaw be prepared and approved,

BE IT RESOLVED

The Rural Municipality of West River Bylaw number # 2024-02, Bylaw to Amend Rural Municipality of West River 2022 Land Use Bylaw#2022-04, be read and approved a first time.

▪ **PLB.2024.13.3 - Bylaw #2022-04 Schedule of Fees (Schedule C) – Revision**

Decision Type: Action

Status: Motion Carried (4-0)

Description: Motion 2024-32

Moved by Deputy Mayor Shaun MacArthur and **Seconded by** Councillor Ryan Roggeveen

WHEREAS

According to Schedule-A of the Fee Bylaw # 2021-11, Planning Permits must be determined by the Rural Municipality of West River Land Use Bylaw (#2022-04), and

WHEREAS

Schedule of Fees (Schedule C) of Bylaw #2022-04 sets the fee for applications under the Rural Municipality Official Plan and Land Use Bylaw, and

WHEREAS

According to Section 6.2 of the Rural Municipality of West River Official Plan, the Council may amend the schedule from time to time by resolution in accordance with Section 135 of the Municipal Government Act and may enact new user fees for other municipal services; and

WHEREAS

This resolution bears the recommendation of the Committee of the Whole, as discussed at a meeting held on March 12, 2024,

BE IT RESOLVED

The Council for the Rural Municipality of West River adopts the attached Schedule of Fees- Schedule C of Bylaw #2022-04- (Appendix A, attached hereto, forming a part of this resolution), with an effective date of March 19, 2024.

- **Meeting Time Extension**

At 8:30 PM, Councillor Aaron MacEachern motioned to extend the meeting, seconded by Deputy Mayor Shaun MacArthur, and it was unanimously carried.

- **Informational Items**

- **EMO.2024.13.1 - Hurricane Fiona disaster relief letter - P30006694**

Decision Type: Information

Status: Received

Background:

EMO.2024.12.1

Description:

The Intact Public Entities provided a denial letter according to section (1.3) of the PEI Disaster Financial Assistance Program, as the EMOPEI did not accept t the insurance company's email with the same content.

- **PLB.2024.13.4 - Report of PLB Committee Meeting of March 12, 2024**

Decision Type: Information

Status: Received

Description:

The Committee received the report of the Planning Board Committee Meetings on March 12, 2024.

- **OTR.2024.13.1 - Letter of Support - Canoe Cove Community Association**

Decision Type: Information

Status: Received

Description:

On March 14, 2024, per the Canoe Cove Community Association (CCCA) request, the CAO provided a letter of support for the Frank & Dorothy Lewis Community Strength Fund, as CCCA has applied for a grant to restore the landscaping at the Canoe Cove Schoolhouse.

- **Adjournment**

- Deputy Mayor Shaun MacArthur motioned to adjourn the meeting at 8:40 PM.
- The next meeting will be on April 26, 2024.
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Helen Smith-MacPhail

Laala Jahanshahloo

Mayor _____

Chief Administrative Officer _____

Appendix A – Motion#2024-29



Infrastructure Secretariat
55 Fitzroy St., 3rd Floor, Suite
901 PO Box 2000,
Charlottetown, PE Canada
C1A 7N8

GAS TAX FUND TRANSFER REQUEST FORM

Municipality: West River
Date: March 2024

TRANSFER FUNDS BETWEEN PROJECTS

Please enter the name and number of the projects you wish to transfer funds between in the table below

Moving Funds From:

Amount	Project #	Project Name	New Project Total
\$7,999.55	58.1.1	Upgrades to Canoe Cove Park	\$226,828.43
\$46,672.55	57.1.1	Mutter Park Upgrades	\$224,005.30

Moving Funds To:

Amount	Project #	Project Name	New Project Total
\$54,672.10	32.1.1	Bonshaw Community Cultural Centre Upgrades	\$208,226.32

ADD UNCOMMITTED FUNDS TO AN EXISTING PROJECT

If you would like to add funds that you have yet to allocate to an existing project, please indicate in the table below. **Note: All new projects must have their own Capital Investment Plans**

Amount	Project #	Project Name	New Project Total

DECOMMIT FUNDS FROM AN EXISTING PROJECT

If you are overcommitted and would like to reduce your allocation to an existing project, please indicate in the table below.

Amount	Project #	Project Name	New Project Total

Laala Jahanshahloo

Chief Administrative Officer

Appendix A – Motion#2024-32

SCHEDULE C | SCHEDULE OF FEES

Last revised: March 19, 2024 (Motion #2024-32)

Application Type	Fee
Residential	
All residential (incl. additions, attached garages, basement floor area) (Commercial fees apply for residential buildings with 4+ dwelling units)	\$0.25/sq. ft. New (Min \$350 - Max \$1500) Renovation or addition (Min \$200 - Max \$1500)
Accessory structures	\$0.25/sq. ft. (Min \$100 - Max \$1,500)
Agricultural	
Agricultural/Forestry building or structure	\$0.20/sq. ft. (Min \$300 - Max \$1500)
Commercial / Industrial/Institutional/Recreational	
New construction, additions, and renovations, includes storage and accessory structures	\$0.40/sq. ft. New (Min \$500 - Max \$3,000) Renovation or addition (Min \$400 - Max \$2,000)
Excavation Pit	\$1,500 new \$600 renewal
Wind Turbine	\$4.00/\$1,000.00 construction costs (Min \$200 - Max \$2,000)
Miscellaneous	
Change of use – existing building	\$150 + associated costs* if applicable
Demolition	\$150
Solar array, ground or roof mounted	\$150
Other non-commercial (decks, temporary permits, etc.)	\$100
Variance, Amendment, Rezoning	
Variances - No public meeting required	\$200 + associated costs*
Variances - Public meeting required	\$450 + associated costs. Deposit of \$4,000 before final council consideration*
Official Plan Amendment	\$500 + associated costs. Deposit of \$4,000 before final council consideration*
Bylaw Amendment/ Rezoning/ Site Specific Amendment	\$500 + associated costs. Deposit of \$4,000 before final council consideration*
Concurrent Official Plan and Bylaw Amendment (including concurrent amendments to Future Land Use Map and Zoning Map)	\$500 + associated costs. Deposit of \$4,000 before final council consideration*
Subdivision Applications	
Subdivision—up to 4 lots per subdivision	\$450 (1 lot) + \$200/additional lot
Subdivision—5 or more lots per subdivision	\$900 (5 lots) + \$150/additional lot
Lot Consolidation (includes boundary line adjustments through severance and consolidation)	\$350
Subdivision of attached building	\$400
Agreements	
Development or Subdivision Agreement	\$400 + Deposit of \$4,000 for cost of registration at Registry Office & costs incurred by the Municipality in the preparation of the agreement, including professional and legal fees.

93 Rural Municipality of West River | Land Use Bylaw | Bylaw #2022-04 | Effective July 20, 2023

Appendix A - Motion #2024-32 (Continued)

Application Type	Fee
Other Agreements	\$400 + Deposit of \$4,000 for cost of registration at Registry Office & costs incurred by the Municipality in the preparation of the agreement, including professional and legal fees.
General Fees	
Permit Extension (prior to expiration of permit)	\$250, subject to council approval
Permit Renewal (after expiration of permit)	Full fees after expiry
Permits obtained after work has started	\$500 or double the permit fee, whichever is greater
Zoning Inquiry	\$100
<p>* Associated costs shall be actual, quantifiable costs incurred by the Municipality in order to process the application or amendment, including professional and legal fees, notification fees for newspaper ads, hall rental, rental of public address system, and advertisement costs, postage, signage and any other the cost associated with the public meeting. A \$4,000.00 deposit must be paid by the applicant prior to the holding of any public meetings required under the Bylaw or by Council. Any monies paid in excess of the applicable fees and associated costs shall be refunded to the applicant.</p>	
Policy for Refunds for Applications	
All fees are non-refundable.	