



Rural Municipality of West River Planning Board Committee Minutes

Meeting No	PLB-24-08	Time	6:00 PM
Session	Regular - Public	Date	Thursday, April 11, 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 John Yeo, Councillor Lillian MacCannell, Councillor Steve Pollard, Laala Jahanshahloo - CAO, Susan Morse – Administrative Assistant		
Regret	Nil		
Guest	Nil		

- **Call to Order**

Mayor Helen Smith-MacPhail called the meeting to order at 6:05 PM.

- **Adoption & Approval of Agenda**

The agenda was approved as circulated. It was moved by Councillor John Yeo, seconded by Councillor Ryan Roggeveen, and unanimously carried.

- **Declarations of Conflict of Interest**

No Conflict of interest was declared.

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

The minutes of the March 12, 2024, Planning Board Committee Meeting were approved as circulated. It was moved by Deputy Mayor Shaun MacArthur, seconded by Councillor Steve Pollard and unanimously carried.

- **Recommendation Items**

- **PLB.24.08.1 – Development Permit Extension – PID 219139**

Decision Type: Action

Status: Recommended

Background:

Development Permit W-12-05: The applicant requested an extension of this permit as work could not be started due to Hurricane Fiona.

Description:

The Committee recommends that the Council grant this permit extension without any cost as it is the last outstanding permit issued under the NHR OP&ZDB.

- **PLB.24.08.2 - Permit Inquiries**

Decision Type: Information

Status: Recommended

Background:

Municipal staff are receiving a large volume of permit inquiries. Due to time constraints and the time-consuming nature of these inquiries, it is impossible to respond to all the requests in person or by phone. Such requests are often made by contractors, realtors, or prospective buyers.

Description:

The Committee recommended that staff continue to request inquiries in writing and ensure the information on voicemail and website indicates that permit inquiries must be submitted via email by the landowner or their official agent.

- **PLB.24.08.3 – Secondary Suites – Development Agreement**

Decision Type: Action

Status: Recommended

Background:

According to Rural Municipality of West River Land Use Bylaw #2022-04, Section 4.18 (1) (b) and (e), any secondary suite shall be permitted within any single-detached dwelling or accessory structure, the property owner and the Municipality have first entered into a written

development agreement, and all fees associated with the preparation, registration, and enforcement of the development agreement shall be paid by the applicant.

Description:

The Committee reviewed the Bylaw requirements regarding Secondary Suites and discussed the potential cost and prolongation of entering into written agreements with each property owner who applies for a secondary suite. The committee discussed the financial hardship that this agreement would add to property owners and that this would limit the development of secondary suites, which would restrict the housing supply. The committee recommends the Council approve variances for this requirement as justified by section (11.3) of the Land Use Bylaw #2022-04 for any eligible applicant who submits the Variance application and pays the required fees.

- **PLB.24.08.4 – Excavation Pit Application – Fee Inquiry**

Decision Type: Information

Status: Referred

Background:

The CAO received an inquiry about the Excavation Pits permit processing fee and why it is higher than what they paid under NHR OP&ZDB.

Description:

The committee referred this item to the Mayor to contact the resident.

- **Informational Items**

- **PLB.24.08.5 –Permit Reports**

Decision Type: Information

Status: Received

Description:

The Development Officer presented a summary of permits received/issued from January 2024 by RMWR.

- **PLB.24.08.6 – Compliance with Policy#2023-01 – Office CCTV**

Decision Type: Information

Status: Received

Background:

Per Policy#2023-01, The Rural Municipality of West River is committed to preventing abuse, neglect and harassment in the workplace and promoting a safe workplace. Every employee is entitled to employment free of abuse, neglect and harassment. The Rural Municipality of West River will make every reasonable and practicable effort to ensure that no individual is subjected to workplace abuse, neglect and harassment. Municipal staff are in a vulnerable position in the public office and often encounter individuals who are angry regarding the planning application process. Municipal staff have filed complaints with the RCMP regarding these encounters.

Description:

Following the Committee's recommendation, the CCTV has been installed at the Municipality's office.

- **Adjournment**

- Councillor John Yeo motioned to adjourn the meeting at 6:50 PM.
- The next meeting will be on May 9, 2024.

Helen Smith-MacPhail

Laala Jahanshahloo

Mayor _____

Chief Administrative Officer _____