
Rural Municipality of West River Planning Board Committee

Meeting No	1	Chair	Sharon Slauenwhite
Meeting Date	Wednesday, January 27, 2021	Phone	902-675-7000
Start Time	7:30 PM	E-mail	admin@westriverpe.ca
Location	Afton Hall	Session	Public
Present	Mayor Helen Smith-MacPhail, Councillor Sharon Slauenwhite, Deputy Mayor Robert Clow, Councillor John Yeo		
Also	Laala Jahanshahloo – CAO, Kevin McCarville		
Regrets	Nil		

● **Call to order**

Chair Sharon Slauenwhite called the meeting to order at 7:30 pm.

● **Approval of Agenda**

It was moved by Chair Sharon Slauenwhite and seconded by Deputy Mayor Robert Clow; the agenda be approved as circulated.

Motion Carried

● **Declarations of Conflict of Interest**

No conflict of interest was declared.

- **Business Arising from Minutes**

- ➔ Per Mayor's recommendation, CAO and Councillor Robert Clow will attend virtual consultation sessions for the management plan for Skmaq—Port-la-Joye—Fort Amherst National Historic Site (NHS) on February 22, 2021.
- ➔ The CAO revisited RFP according to the committee discussion and was sent to committee members and two other subject matter experts (Robert Griffith - Development Office and Kevin McCarville, former interim CAO) for review and gathering feedback.

- **PLB1.1**

- ➔ The committee members went through the RFP, sentence by sentence. After a lengthy discussion, the revised draft RFP for Rural Municipality of West River Official Plan and Zoning/Development Bylaw.
- ➔ the committee recommended to Council to
 - Approve RFP#2021-1 in the upcoming meeting (February 11, 2021) to meet the deadline (EC2020-485).
 - Advertise The bid for RFP#2021-1 in
 - PEI tenders website
 - Federation of PEI Municipalities
 - Atlantic planner institute

- **PLB1.2**

- ➔ The committee recommended the finance committee consider the budget as:
 - Operating
 - Cash flow-in: Building permits (based on the New Haven-Riverdale By-laws).
 - Cash flow-out: development officer fee for service basis (\$50 per hour).
 - Capital
 - Cash flow-in: Allocated money for the preparation of OP/ZDB.

- Cash flow-out: Payments to the company awarded the contract for OP/ZDB.

- **PLB1.3**

- ➔ As the deadline for giving feedback on the Skmaq--Port-la-Joye--Fort Amherst NHS Management Plan Consultation is March 31, the committee decided to postpone it until the next committee meeting, after RFP # 2021-1 has approval process has completed.

- **PLB1.4**

- ➔ Regarding the request for naming a new road under the Emergency 911 Act, located in the public road corridor for the new subdivision lot #20-3 off PID 917856, the Chair Sharon Slauenwhite conduct complete research and, after discussion, the committee verified the Municipality would not have jurisdiction to select a road name since it appears that the subject right of way located on private property. The committee instructed the CAO to respond to this request accordingly.

- **Adjournment**

- ➔ The meeting adjourned at 9:50 pm.
- ➔ The next meeting will be on February 15, 2021.

SHARON SLAUENWHITE _____

CHAIR