



Rural Municipality of West River Planning Board Committee Minutes

Meeting No	2024-11	Time	6:00 PM
Session	Regular - Public	Date	Thursday, July 25, 2024
Chair	Helen Smith-MacPhail - Mayor	Location	Afton Community Centre
Adoption status	Approved	Contact Person	Susan Morse - Interim CAO

Attendance Mayor Helen Smith-MacPhail, Deputy Mayor Shaun MacArthur, Councillor Aaron MacEachern, Councillor John Yeo, Councillor Lillian MacCannell, Councillor Steve Pollard, Susan Morse Interim CAO, Ehi Itua Administrative Assistant

Regret Nil

Guest

- **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 Steve Pollard, seconded by Deputy Mayor Shaun MacArthur, and unanimously carried.

- **Declarations of Conflict of Interest**

Nil

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

The minutes of June 13, 2024, Planning Board Committee Meeting were approved as circulated. It was moved by Deputy Mayor Shaun MacArthur, seconded by Councillor Lillian MacCannell and unanimously carried.

- **Delegations & Public Input**

- The Committee heard from Tim Hamel from Arsenault Bros. Construction regarding the subdivision of PID which was the subject of an IRAC appeal.

- The Committee heard from Philip & Paul Hogan regarding the requirements for Grandfathered Excavation Pit Renewals.

- **Recommendation Items**

- **PLB.24.11.1 – Rezoning PID 202671 Fraser Lane**

Decision Type: Information

Status: Deferred

Background:

PLB.24.07.1

Description:

The committee spoke with the applicants regarding the next steps for the rezoning approval. The province has given conditions under which they will accept Fraser Lane as a Public Road. The Committee deferred this item until the applicants have met the conditions set by the province.

- **PLB.24.11.2 – Planning FAQ's for Website**

Decision Type: Action

Status: Recommended

Background:

Municipal Staff have identified frequently asked questions that would be helpful to provide written answers to on the Municipal Website.

Description:

The Committee recommends that the frequently asked questions and answers be published on the municipal website and directs the interim CAO to do so.

- **PLB.24.11.3 – Bylaw Amendments**

Decision Type: Action

Status: Referred

Background:

The Land Use Bylaw has been found to need some amendments as identified in the past year. The former CAO was to lead this project.

Description:

The committee referred this item to the Interim CAO to investigate the options for the process of amending the official plan and land use bylaw.

- **PLB.24.11.4 – Development Agreements**

Decision Type: Action

Status: Referred

Background:

PLB.2024.14.4

Description:

To abide by the Land Use Bylaw the Municipality needs to use development agreements when an application has been approved for a secondary suite. The Committee referred this item to the Interim CAO to investigate the process of drafting a development agreement which could be used for secondary suites.

- **PLB.24.11.5 – Closing Applications**

Decision Type: Action

Status: Recommended

Background:

According to Land Use Bylaw #2022-04, section 3.4.3 an incomplete application shall be considered null and void if the applicant does not submit the required information and does not make payment in full on the application, within six (6) months of submitting the initial application form.

Municipal Staff have identified several development applications which have been open for over six months with no further forward motion. However, the applicants would not have had this information on the provision of the Bylaw communicated clearly to them.

Description:

The committee recommends that these applicants be notified regarding the bylaw requirements and that the application process be extended for another six months from the date of the notification and instructs the CAO to execute it.

▪ **PLB.24.11.6 – Development Applications**

Decision Type: Action

Status: Recommended

Background:

Both Mayor Smith-MacPhail and office staff have had numerous communication exchanges with some applicants regarding their applications and the required information to proceed with the permitting process.

Description:

Mayor Smith-MacPhail explained the circumstances surrounding the applications and the requirements. One applicant's concern is regarding development requirements and the committee received the information and referred it to Mayor Smith-MacPhail to notify the applicant that the bylaw requirements will be upheld.

Another applicant's concern is regarding subdividing a small portion of a larger (greater than 10 acres) parcel of land. The committee recommends that the Council reconsider the survey requirements for subdividing large parcels of land.

▪ **PLB.24.11.7 – Civonus Project**

Decision Type: Action

Status: Recommended

Background:

Mayor Smith-MacPhail met with Robert Hughes from Civonus.

Description:

Civonus is a policy making and assessment company that helps the municipality develop policy. Following the meeting the Mayor and Interim CAO had with the founder of Civonus Mr. Robert Hughes, he suggested that the residents be surveyed to identify topics which are important to them. Mr. Hughes can assist in identifying which of these topics would be the most helpful to run through the program. The Committee referred this to the Interim CAO to develop the survey and distribute it online and in paper.

- **PLB.24.11.8 – Light Pollution Bylaw**

Decision Type: Information

Status: Received

Background:

PLB.24.10.4

Description:

Bylaw 4.15.1 No person shall install any outdoor light in such a way as would cause a nuisance to adjacent property owners or a safety hazard to the motoring public. Residents with concerns about light pollution can contact the Municipal Office and their concern will be investigated.

- **Informational Items**

- **PLB.24.11.8 – IRAC Appeal Rezoning 818500**

Decision Type: Information

Status: Received

Description:

We will continue to monitor the file and will provide an update if there are any developments.

- **PLB.24.11.9 – IRAC Order Rice Point Subdivision**

Decision Type: Information

Status: Received

Description:

Mayor Smith-MacPhail updated the Committee on her correspondence with the Provincial Planning department regarding IRAC Order LA23-04.

- **PLB.24.11.10 - Enforcement Officer Report**

Decision Type: Information

Status: Received

Description:

The interim CAO presented an update from the Bylaw Enforcement Officer and gave a report of enforcement activities.

- **PLB.24.11.11 - Permit Reports**

Decision Type: Information

Status: Received

Description:

The interim CAO presented a summary of permits issued from June 2024 by RMWR.

- **PLB.24.11.12 – Mayor’s Report**

Decision Type: Information

Status: Received

Description:

Mayor Smith-MacPhail provided the committee with an update on planning related correspondence she has received.

- **Adjournment**

- Deputy Mayor Shaun MacArthur motioned to adjourn the meeting at 7:45PM. Seconded by Councillor Lillian MacCannell, and unanimously carried.

Helen Smith-MacPhail

Susan Morse

Mayor _____

Interim Chief Administrative Officer _____