



## Rural Municipality of West River Planning Board Committee Minutes

<b>Meeting No</b>	2024-15	<b>Time</b>	6:00 PM
<b>Session</b>	Regular - Public	<b>Date</b>	Thursday, December 19, 2024
<b>Chair</b>	Helen Smith-MacPhail - Mayor	<b>Location</b>	Afton Community Centre
<b>Adoption status</b>	Approved	<b>Contact Person</b>	Susan Morse - CAO
<b>Attendance</b>	Mayor Helen Smith-MacPhail, Deputy Mayor Shaun MacArthur, Councillor Aaron MacEachern, Councillor John Yeo, Councillor Lillian MacCannell, Councillor Steve Pollard, Susan Morse - CAO, Mirko Terrazas - Development Officer, Ehi Itua – Administrative Assistant		
<b>Regret</b>	Nil		
<b>Guest</b>			

- **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 Councillor Lillian MacCannell, and unanimously carried.

- **Declarations of Conflict of Interest**

Nil

- **Informational Items**

- **PLB.24.15.1 – Application for Parking Lot at Island Montessori School**

**Decision Type:** Information

**Status:** Received

**Description:**

Pursuant to RMWR Land Use Bylaw #2022-04, Section 1.6 (1)(a), the Development Officer has the authority to approve or deny subdivision, lot consolidation, and development permits, except for specific areas such as institutional uses.

The CAO presented a development permit application submitted by an institutional entity. Given the nature of the application, it will be referred to the committee for discussion and recommendation. The application will be presented to the committee for review once the applicant has submitted all the required information.

- **PLB.24.15.2 – Application Update for St. Catherine’s Property**

**Decision Type:** Information

**Status:** Received

**Description:**

There is no update on this application at this time. The applicant has been invoiced for the variance application fee, and the office will proceed with processing the application upon receipt of the payment.

- **PLB.24.15.3 – Upcoming Rezoning Application**

**Decision Type:** Information

**Status:** Received

**Description:**

The CAO introduced an upcoming rezoning application. This application will be brought to the committee for review at the February meeting, provided the applicant submits the requested documents required for processing.

- **PLB.24.15.4 – STREF Funding**

**Decision Type:** Information

**Status:** Received

**Description:**

The CAO shared information received from the province regarding the Short-Term Rental Enforcement Fund. This grant funding provides support to enforce short-term rental restrictions, aiming to increase the availability of long-term housing units across Canada. As the province is the licensing authority for Short Term Rentals (STRs), they are applying for funding and require the municipality's consent. This project will benefit the Municipality as the province enforces STRs. The CAO has given consent.

- **PLB.24.15.4 - Permit Reports**

**Decision Type:** Information

**Status:** Received

**Description:**

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

- **Adjournment**

- Councillor John Yeo motioned to adjourn the meeting at 6:41 PM.
- The Next Meeting will be January 9, 2025.

Helen Smith-MacPhail

Susan Morse

Mayor \_\_\_\_\_

Chief Administrative Officer \_\_\_\_\_