

RURAL MUNICIPALITY OF VICTORIA  
PLANNING BOARD MEETING MINUTES  
THURSDAY, APRIL 06, 2023  
6:30PM – OLD SCHOOL  
730 VICTORIA RD, VICTORIA

Present

Councillor Marly Anderson (Chair)  
Deputy Mayor Shelley Trainor  
Committee members Ben Smith, Susan Oxley  
CAO Anna Keenan  
Councillor Eric Gilbert (Vice-chair), committee member Janet Lauzon, FAA Marsha Empson,  
via Zoom  
Members of the public, via Zoom

A member of the public mentioned via Zoom chat that it was Susan Oxley's birthday, birthday wishes were offered.

As suggested by Chair Anderson, introductions were made as some had not yet met CAO Keenan.

Chair Anderson called the meeting to order @ 6:50pm.

Approval of agenda

***Motion moved to approve the agenda as circulated.***

***Motion moved by committee member Smith, seconded by committee member Oxley.***

***Motion carried unanimously (5 votes for, 0 against).***

Declaration of conflict of interest

None declared.

Approval of Minutes

***Motion moved to approve the minutes of November 30, 2022.***

***Motion moved by Deputy Mayor Trainor, seconded by committee member Smith.***

***Motion carried unanimously (5 votes for, 0 against).***

Review of Planning Board Bylaw and the Planning Act

CAO Keenan quickly reviewed both the municipal Planning Board Bylaw and the provincial Planning Act, pointing out that The Planning Act is an important piece of legislation governing the work of PEI's municipal planning boards. Both documents can be accessed below via clickable links, or can be found on the municipal and provincial government websites.

[RMV Planning Board Bylaw](#)  
[Provincial Planning Act](#) (The Act)

An important point noted is that the CAO and the Board recommend appropriate policies, but they do not make any decisions.

Committee member Smith questioned if the meeting was public and when the legal advice on the draft planning bylaw would be reviewed, to which CAO Keenan confirmed that the meeting was open to the public and that legal advice received would be reviewed during the in camera session of the meeting, as per the Municipal Government Act (MGA). CAO Keenan also indicated that Municipal Affairs would be offering a training session that would include lessons on meeting procedures and how to comply with the MGA.

CAO Keenan directed members to page 13 of The Act, Part III – Municipal Planning, and reviewed key elements of that section, including information on an Interim Planning Act and how that could be utilized by the municipality.

Committee member Oxley questioned how often an Official Plan needed to be renewed, which is every 5 years, from point of approval. It was asked if required extensions had been submitted. This will be investigated.

**Action item** – confirm if extensions have been applied for, regarding the Official Plan, as the current version in use is from 2014.

Committee member Smith asked if an Interim Plan would supersede the plan currently in place, CAO Keenan confirmed yes.

Review of the recent history of the Planning Board

CAO Keenan reviewed summary of motions to June 2022, made by the Planning Board. Also reviewed 2022 minutes posted online.

**Action item** – update Motions and Action Items file with Planning Board motions made prior to June 2022.

Closed in-camera meeting as per MGA section 119 (1) (f)

***Motion moved that Planning Board move to in-camera portion of the meeting at 7:40pm.***

***Motion moved by committee member Smith, seconded by Councillor Gilbert.***

***Motion carried unanimously (5 votes for, 0 against).***

***Motion moved for Planning Board to come out of in-camera portion of meeting at 8:27pm.***

***Motion moved by committee member Oxley, seconded by Deputy Mayor Trainor.***

***Motion carried unanimously (5 votes for, 0 against).***

Report-out from the closed portion of the meeting

Next Planning Board meeting will be a closed meeting to complete a line by line review of legal advice received regarding Draft Official Plan, to be held on May 15, 2023.

Planning Board will hold regular meetings at the Old School on the 3<sup>rd</sup> Monday of each month @ 4pm.

Creating a 2023 decision-making schedule for the Planning Board, with a goal of completing the Official Plan & Bylaw Review during 2023

5 key topics will be addressed in the coming months, with focus given to one key topic each month. Proposed schedule of topics will be:

June = Zoning decisions for Dunrovin Estates, Victoria Glass Studio, and neighboring properties

July = Short term rental bylaws

August = Housing affordability

September = Future zoning maps

October = Heritage bylaws and agriculture and zoning bylaws

Order may change as priorities shift.

Committee member Oxley asked if minutes recorded over Zoom could be viewed by request. CAO Keenan responded no, and explained that meetings were only being recorded to aid in capturing the minutes accurately.

Chair Anderson adjourned the meeting @ 8:31pm.