



**Minutes**  
**Town of Three Rivers**  
**Planning Board Meeting**

February 2, 2021, 6:00 pm  
Web

Members Present	Chair Councillor Jane King, Mark Baker, Reg Conohan, Tricia Johnston-Martell, Councillor Cameron MacLean, Derek Nicholson
Regrets	Jackie Bourgeois
Staff Present	Manager of Corporate Services Danielle Herring, Planner I Ayla Alves, Administrative Assistant Chelsey Leard
Others Present	2 Public

**1. Call to Order**

Chair Councillor Jane King called the meeting to order at 6:02 pm.

**2. Approval of Agenda**

**Moved By** Reg Conohan

**Seconded By** Derek Nicholson

THAT the agenda be approved as written.

**Motion Carried Unanimously**

**3. Disclosure of Conflict of Interest**

There was none.

**4. Adoption of January 5, 2021 Minutes**

**Moved By** Derek Nicholson

**Seconded By** Tricia Johnston-Martell

THAT the minutes of the January 5, 2021 Town of Three Rivers Planning Board be adopted as written.

**Motion Carried Unanimously**

**5. Presentations and Delegations**

There were none.

**6. Items to be Addressed**

**6.1 Request for Permit Extension, PID 1101419, Robertson Road, Brudenell**

**Moved By** Mark Baker

**Seconded By** Reg Conohan

THAT Planning Board recommend to Council that a 12-month extension of permit TR-01-20/3078 for Robertson Road (PID 1101419) in Brudenell for a 54 ft. by 56 ft. (3024 sq. ft) single family dwelling be approved, subject to the applicant applying for a civic address through the province.

**Motion Carried Unanimously**

**6.2 Application for Severance and Lot Consolidation PID 166397, Robertson Road, Brudenell**

**Moved By** Tricia Johnston-Martell

**Seconded By** Mark Baker

THAT Planning Board recommend to Council that the application to sever a  $\pm$  32 acre parcel (Lot 2) from PID 166397 and its consolidation with the  $\pm$ 35 acre parcel PID 1053131 be approved, subject to the applicant submitting copies of Site Suitability Assessments for Lot 1 and Lot 2 of PID 166397 as indicated on Geo Link PEI drawing.

**Motion Carried Unanimously**

**7. Other**

**7.1 Fee Increases & Additions**

**Moved By** Councillor Cameron MacLean

**Seconded By** Tricia Johnston-Martell

THAT Planning Board recommend to council the following Fee Increases & Implementation Requests...

A \$75 fee for Zoning Inquiry letters. This would not be used for zoning inquires that do not require a letter. This fee would be implemented when the Town is being asked to provide an official letter stating the zoning of a property.

A \$50 fee for permit extensions. This fee would be implemented for the purpose of rereviewing an application to ensure it meets the current bylaws, no changes have been made to the plans, as well as the time

needed to prepare the request for Planning Board and Council.

That variances (major and minor) be charged separately, and the charges be \$150 for a minor variance and \$250 for a major variance request. In the event the variance request is denied, the applicant would be refunded 50% of the fee.

**Motion Carried Unanimously**

**7.2 Provincial Development Permits Report**

As written.

**7.3 Official Plan Update**

As written.

**7.4 March Meeting**

The next Planning Board meeting will be held on Thursday, March 4th.

**8. Adjournment**

The meeting was adjourned at 6:51 pm.

**Moved By** Derek Nicholson

**Seconded By** Tricia Johnston-Martell

THAT the meeting be adjourned.

**Motion Carried Unanimously**

*Jane King*

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Chair Councillor Jane King