

**REGION OF QUEENS MUNICIPALITY  
PLANNING ADVISORY COMMITTEE  
JUNE 4, 2018  
7:00 P.M.**

**AGENDA**

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- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES – MAY 7, 2018**
- 4. ACTION ITEMS AND UPDATES**
- 5. PLANNING REVIEW EXPECTATIONS AND GUIDING PRINCIPLES**
- 6. PLANNING ADVISORY COMMITTEE POLICY AND PROCESSES**
- 7. OTHER**
- 8. NEXT MEETING – JULY 9, 2018**
- 9. ADJOURNMENT**

PLANNING ADVISORY COMMITTEE  
REGULAR MEETING  
MAY 7, 2018 - 7:00 P.M.

MINUTES

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**Present:** Councillor Heather Kelly, Chair  
Councillor Susan MacLeod  
Paul Connolly  
Julie Petrella  
Robert Ross  
Wayne Wentzell  
Mary White  
Kim Williams  
Mike MacLeod, Planner  
Wendy Connors, Development Officer

**Regrets:** Councillor Raymond Fiske  
Don Kimball

**UNAPPROVED**

**1. CALL TO ORDER -**

The meeting was called to order at 7:00 p.m.

**2. APPROVAL OF AGENDA -**

Additions: 7.1 Port Mouton Island

It was **MOVED** by **Julie Petrella** and **SECONDED** by **Mary White** that the Agenda be approved as amended.

**Motion Carried Unanimously.**

**3. APPROVAL OF MINUTES - APRIL 9, 2018**

The Committee reviewed the Minutes of April 9, 2018. Robert Ross requested a follow up on item 4 - Action Items and Updates - What was Mersey Seafoods doing with the storm and waste water from the processing plant? Mike MacLeod indicated that this flows into the municipal system. Robert also asked if the committee's recommendation on item 6 - Rezoning of Municipal Lands on Payzant Street and Brunswick Street in Liverpool to Multiple Unit Residential (R3) - was passed as is by Council. Mike advised that it was.

It was **MOVED** by **Paul Connolly** and **SECONDED** by **Kim Williams** that the Minutes of April 9, 2018 be approved as circulated.

**Motion Carried Unanimously.**

#### **4. ACTION ITEMS AND UPDATES -**

Mike MacLeod updated the committee on the following amendments in process:

-Development Agreement - Caledonia - Lewis MacLachlan - Council voted in favour of proceeding to a Public Hearing, which will be held on May 17<sup>th</sup>, 2018 at 6:00 p.m. at the United Church Hall, 1888 Hibernia Rd, Caledonia.

-Mersey Seafoods Rezoning - Public Hearing was held on April 24<sup>th</sup>, 2018 and afterwards at the Council Meeting, Council voted in favour of the rezoning.

-17 School St, Milton Rezoning - Public Hearing was held on April 24<sup>th</sup>, 2018 and afterwards at the Council Meeting, Council voted in favour of the rezoning.

-Payzant St / Brunswick St, Liverpool Rezoning - Council voted in favour of rezoning and proceeding to a Public Hearing, which will be held on May 8<sup>th</sup>, 2018 at 8:45 a.m. in Council Chambers. Mike passed around additional information from the Developer including lot layouts. Robert Ross asked if sidewalks were included as part of the developers submission? Mike advised that the site plans indicate sidewalks within the properties, but did not indicate sidewalks within the street right-of-ways. Robert felt that these infrastructure improvements ought to be the responsibility of a developer, not the tax payer. Many other jurisdictions have this requirement. Mike advised that typically in the past it wasn't a requirement in the rezoning process nor has it been for any deficiencies with water, sewer, storm sewer and roads. We currently do not have a requirement for infrastructure improvement charges, but it is perhaps something that could be considered in the MPS/LUB review. Mary White, who was absent from last months meeting, asked if the Developer doesn't build what happens? Mike indicated that there are timeframes set in the Purchase and Sale Agreement that the Developer has to follow.

Heather Kelly asked if we could add all updates for development requests to the list of action items. Mike said he would do this for future meetings.

#### **5. DEVELOPMENT AGREEMENT REQUEST –HIGHWAY 8 IN HARMONY - AUTOMOBILE REPAIR SHOP**

Heather Kelly took the opportunity to recognize Devan & Trudy Smith, applicants in the development agreement request.

Mike MacLeod reviewed a staff report respecting a request for a development agreement to permit operation of an automobile repair shop in the Mixed Use Rural Residential (R5) Zone. The subject property is located at 10446 Highway 8 in the community of Harmony and is identified as PID# 70157052. The property is currently a vacant parcel of land. Automobile repair shops are not a permitted use in the R5 Zone; however, Council has set out provision in the Region's Municipal Planning Strategy (MPS) to consider such uses by way of a development agreement.

Mike indicated that the property owner intends to construct a new on-site sewage disposal system to service the development and there is a deeded right of way for the purpose and use of the adjacent properties well and water rights.

Julie Petrella asked for clarification as to whether this is a rezoning or development agreement request. Mike indicated that this type of commercial use is done by the development agreement process. The speed limit of that section of Highway 8 is 70Km/hr.

Robert Ross commended Devan Smith on his well detailed letter that accompanied the application. Robert inquired as to the use on the Heavy Industrial (M2) property to the north of the subject property. It was indicated that it was R&C Weare Logging. Robert asked if the septic approval would be done prior to the Development Agreement being finalized. Mike indicated that the septic approval would need to be done in order to get a Building Permit. Also, the wetlands shown on the survey plan (which tend to dry up during the summer) wouldn't be subject to the Land Use Bylaw's environmental setback because they are not identified on the Wetlands & Watercourses map. They would be dealt with during NS Environments septic approval process. Robert indicated that he was uncomfortable voting on the application since the Committee had not conducted a site visit. He indicated that he would be abstaining from the vote because he was not familiar with the property and didn't have ample time to conduct his own site visit.

It was **MOVED** by **Paul Connolly** and **SECONDED** by **Susan MacLeod**

THAT the Council of the Region of Queens Municipality give notice of its intention to enter into a development agreement with Devan Smith to allow for a automobile repair shop on property identified as PID# 70157052 and located at 10446 Highway 8 in Harmony;

AND THAT a Public Hearing be scheduled for June 25, 2018 at 6:00 p.m. in Caledonia, NS, venue to be determined.

**Motion Carried 7 For and 1 Opposed.**

## **6. REQUEST FOR PROPOSALS – MUNICIPAL PLANNING STRATEGY AND LAND USE BYLAW**

Mike MacLeod updated the committee that the final document has been uploaded to the Provincial procurement website and there have already been a number of emails & phone calls from consultants. The tender is open until June 15<sup>th</sup>, closing at 2 p.m.. A special PAC will be organized for the following week to go over proposals. The committee members will get a copy of all proposals prior to the meeting. This meeting will not be open to the public. Heather Kelly asked if the RFP timeline updates could be added to the list of action items. Robert Ross commended Mike on getting RFP finalized.

## **7. OTHER**

### **7.1 PORT MOUTON ISLAND**

Robert Ross asked whether staff or Council have heard any news about potential development on Port Mouton Island or new owners as there has been some activity on the island. Robert indicated that there were rumours within the community of future plans to develop the island. He advised that there were some very sensitive areas on

the island which could be impacted by development. Mike indicated that he had not heard anything respecting development or ownership change. He noted that the island is zoned Coastal Commercial (C5) and depending on the proposed use, a proposal wouldn't necessarily be brought to the committee for discussion beforehand.

**8. NEXT MEETING**

The next meeting is scheduled for June 4<sup>th</sup>, 2018.

**9. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:39 p.m.

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Date

## Planning Advisory Committee -

### Action Plan



Region of Queens Municipality

Action	Date	Responsibility	Status
Mersey Seafoods Rezoning	March 5, 2018	Mike	Completed
17 School Street, Milton rezoning	March 5, 2018	Mike	Completed
Lewis Maclachlan Development Agreement in Caledonia for automobile repair	April 9, 2018	Mike	Public hearing held on May 8, 2018 in Caledonia. Council approved entering into development agreement on May 22, 2018. Appeal period ends on June 14, 2018.
Rezoning Municipal lands on Payzant and Brunswick Streets in Liverpool		Mike	Completed
Devan Smith Development Agreement in Harmony – automobile repair	May 7, 2018	Mike	Council approved PAC's recommendation to enter into a development agreement on May 22, 2018. Public hearing has been scheduled for June 25, 2018 at 6:00 pm in the United Church Hall in Caledonia.
MPS / LUB Review RFP		Mike	RFP has been posted as of May 4, 2018, with a closing scheduled for June 15, 2018.



Region of Queens Municipality

## ITEM 5

Over the last year or so, we have been compiling a list of items upon which it was felt required particular attention under the Planning Review. Those items include:

- Climate change and coastal development
- Downtown revitalization (Liverpool and Caledonia)
- Transportation (Active and community transit needs)
- Urban agriculture / household livestock
- Port Mersey commercial Park
- Residential development
- Identifying areas for future development and infrastructure upgrades to facilitate development
- Commercial development in rural areas
- Incorporation of public information sessions into our planning amendment and development agreement processes
- Attraction and retention – residents and business
- Age friendly communities
- Rural vs urban development
- Cannabis legislation

The request for proposals for the Region's Municipal Planning Strategy and Land Use Bylaw Review project outlined a number of **expectations or focus areas** upon which the consultant will be expected to incorporate. Those include:

- Achieving a balance of economic, environmental and social sustainability;
- Encouraging local employment and business growth and expansion;
- Achieving economic development through community planning;
- Pursuing housing innovation, affordability, diversity, choice and density;
- Enhancing neighbourhood character and appeal of residential areas;
- Tourism development partnerships and marketing of the Region;
- Recreation, active mobility, healthy community and open space planning;
- Social policy, arts, culture and heritage considerations;
- Provision of responsive and affordable community facilities and services;
- Cost effectiveness in local transportation and municipal infrastructure; and,
- Overall emphasis on public safety and the livability of residents of Queens.

Responding to the varied community planning challenges, opportunities and issues will be major themes of the revised planning documents. With this in mind, the project scope is intended to be generally framed around **six guiding principles**, noted as follows:

1. **Building sustainable communities** where residents have varied housing choices, and increased opportunities where to live, work, learn, volunteer, shop and to have access to a variety of recreational opportunities;
2. **Balancing** the desires, needs and unique qualities of our diverse urban and rural communities within the Region;
3. **Expanding and growing** the local population and economy;
4. **Preserving and enhancing** community character, the natural environment, and the Region's sense of place;
5. **Responding** to climate change; and,
6. **Engaging** local residents, the business community, community organizations and external agencies and departments throughout the planning process.

**POLICY NUMBER – 60**

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**Policy Subject / Title – Planning Advisory Committee**

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**GENERAL STATEMENT OF POLICY:**

60.01 It shall be the policy of the Council of the Region of Queens Municipality that a Planning Advisory Committee (PAC) be established to advise Council regarding the preparation and amendment of planning documents and planning matters in general, as set out in Section 200 of the *Municipal Government Act*.

**POLICY INFORMATION:****Membership:**

60.02 There shall be three (3) members of Council appointed to the Planning Advisory Committee.

60.03 The public appointed members shall consist of one (1) representative from each of the electoral districts in the Region of Queens Municipality.

60.04 One half of the members of the Planning Advisory Committee shall be appointed for an initial one (1) year term, with the remaining members being appointed for a two (2) year term. All subsequent appointments shall be for a two (2) year term.

**Meetings:**

60.05 All meetings of the Planning Advisory Committee shall be:

- (a) Posted in the Municipal Administration Building; and
- (b) When a PAC meeting has been called prior to a Council meeting, the date, the time and any specific topics under discussion shall be announced during the regular meeting of Council, for the information of the public.

60.06 Meeting shall be held on a monthly basis or as PAC deems necessary to carry out its assigned duties.

60.07 PAC shall meet at the direction of Council, the call of the Chair, or the request of any six (6) PAC members.

60.08 The Chair shall be appointed by the Nominating Committee of Council.

60.09 A staff member of the Region of Queens Municipality shall take and transcribe minutes of the meetings. Minutes shall include not only decisions made, but where possible, shall also include background discussion and rationale for each recommendation.



**Function:**

60.10 PAC shall:

- a) Submit formal recommendations to Council on any proposed amendment to the Municipal Planning Strategy and Land Use Bylaw for the Region of Queens Municipality.
- b) Review and make recommendations on all proposed development agreements; and
- c) Review and make recommendations on planning matters in general.

**Approved by Council:**

**February 18, 2013**

(b) give notice that an order is in effect in a newspaper circulating in the area affected.

(7) Where a council adopts planning documents in a manner reasonably consistent with a statement of provincial interest and the documents are in effect, the Minister shall revoke an order establishing an interim planning area for the prescribed area. 1998, c. 18, s. 198; 2004, c. 44, s. 1.

#### Repeal of Regional Development Plan

199 The Halifax-Dartmouth Metropolitan Regional Development Plan and Regulations, adopted and amended pursuant to the former *Planning Act*, are repealed. 1998, c. 18, s. 199.

#### Planning advisory committee

200 (1) A municipality may, by policy, establish a planning advisory committee and may establish different planning advisory committees for different parts of the municipality.

(2) Two or more municipalities may, by policy, establish a joint planning advisory committee.

(3) A planning advisory committee or joint planning advisory committee shall include members of the public and may include a representative appointed by a village commission.

X (4) The purpose of a planning advisory committee or a joint planning advisory committee is to advise respecting the preparation or amendment of planning documents and respecting planning matters generally.

X (5) The duties assigned, pursuant to this Part, to a planning advisory committee or a joint planning advisory committee shall only be carried out by the committee.

(6) The council shall appoint members of a planning advisory committee or a joint planning advisory committee by resolution. 1998, c. 18, s. 200; 2014, c. 21, s. 3.

#### Area advisory committee

201 (1) A municipality may establish, by policy, one or more area planning advisory committees to advise the planning advisory committee or joint planning advisory committee on planning matters affecting a specific area.

(2) An area planning advisory committee shall include members of the public.