

**REGION OF QUEENS MUNICIPALITY
PLANNING ADVISORY COMMITTEE
SEPTEMBER 10, 2018
7:00 P.M.**

AGENDA

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES – JULY 9, 2018**
- 4. ACTION ITEMS AND UPDATES**
- 5. MUNICIPAL PLANNING REVIEW –**
 - 5.1 PROGRESS REPORT – AUGUST 2018**
 - 5.2 ENGAGEMENT PLAN**
 - 5.3 WEBSITE**
- 6. OTHER**
- 7. NEXT MEETING – OCTOBER 1, 2018**
- 8. ADJOURNMENT**

**PLANNING ADVISORY COMMITTEE
REGULAR MEETING
JULY 9, 2018 - 7:00 P.M.**

MINUTES

Present: Councillor Heather Kelly, Chair
Paul Connolly
Don Kimball
Robert Ross
Mary White
Kim Williams
Mike MacLeod, Planner
Wendy Connors, Development Officer

Regrets: Councillor Susan MacLeod
Councillor Raymond Fiske
Julie Petrella
Wayne Wentzell

1. CALL TO ORDER -

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

2. APPROVAL OF AGENDA –

It was **MOVED** by **Robert Ross** and **SECONDED** by **Paul Connolly** that the Agenda be approved as circulated.

Motion Carried Unanimously.

3. APPROVAL OF MINUTES – JUNE 4, 2018

It was **MOVED** by **Robert Ross** and **SECONDED** by **Paul Connolly** that the Minutes of June 4, 2018 be approved as circulated.

Motion Carried Unanimously.

4. ACTION ITEMS AND UPDATES -

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

-Mersey Seafoods Rezoning – Process is completed.

-17 School St, Milton Rezoning – Process is completed.

-Development Agreement - Caledonia - Lewis MacLachlan (automobile repair) – Process is completed.

-Payzant St / Brunswick St, Liverpool Rezoning – Process is completed.

-Development Agreement - Caledonia – Devan Smith (automobile repair) - Public Hearing held on Monday, June 25th, 2018. Approved by Council on June 26th, 2018. Notice of Passing in July 4th, 2018 paper. 14 day appeal period.

-MPS/LUB Review RFP – RFP closed on June 15th, 2018. Selection Committee met on June 26th, 2018. Recommendation selecting UPLAND will go to Council on July 10th, 2018.

Mike said he would keep all items on the list as they are completed so the committee can see what has been done throughout the year.

5. MUNICIPAL PLANNING REVIEW – PROJECT INITIATION

A start up meeting with UPLAND, Region staff and PAC members had been tentatively been scheduled for July 27th, 2018, possibly the following week, depending on availability.

Mike MacLeod reviewed Phase One of the proposal from UPLAND. This included the start up meeting and site visit to confirm the scope of the project, establishing lines of communication and method for information sharing, gaining knowledge of “hot button” issues, touring the Region, taking photos and discussing the target audiences.

Mike passed around a list of items that the committee felt were areas of particular interest and it was suggested that rural internet and a focus on planning for rural areas be added. Robert wanted to add the Land Use Bylaw – to make it more user friendly, contain more graphics, more zones and number of uses in each zone.

In relation to data collection, Mike indicated that staff is working on gathering all the data that UPLAND is requiring. Paul mentioned that Canoe NS has all the canoe routes and trails throughout the province. Robert suggested getting contours at 2 metre intervals along the coastline. It was noted that service providers such as Eastlink may have data that would be useful for the project. Heather indicated the Regional Enterprise Network website may also have useful information.

The document review section would include the current planning documents with all the amendments since 2009, community profiles data and any existing studies. Robert mentioned a presentation done by South Shore Opportunities to Council a few years ago regarding crop growing and amount of sunlight would be useful. Mike noted that he would track down a copy of this report and include with package.

Mike discussed the engagement plan portion of this phase which would include identifying a list of key stakeholders such as the south Queens Chamber of Commerce, North Queens Board of Trade, Queens Care Society, Seniors Safety Coordinator, Queens Transit. Committee discussed other possible stakeholders including: North Queens Business Hub, Mersey Toboatic Research Institute, Native Council of Nova Scotia, Southwest Nova Biosphere Reserve, NS Power, South Shore Tourism Co-operative, Fishery – Harbour Authorities, Medway Community Forest Co-operative - Medway Community Land Trust, Provincial and Federal Departments such as Transportation, Environment, Municipal Affairs, Fisheries & Oceans and Forestry. Committee members can let Mike know of any additions to the list prior to the start up meeting.

A website linked to our main RQM site and Facebook page will be developed. Monthly progress reports will be a regular part of the PAC agenda. Robert suggested UPLAND do a presentation to Council regarding the process and scope of the project in the near future.

6. OTHER - /

7. NEXT MEETING

The next meeting is scheduled for *Aug. 6*, 2018.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:03 p.m.

Date

ITEM 4

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	Completed
Rezoning Municipal lands on Payzant and Brunswick Streets in Liverpool		Mike	Completed
Devan Smith Development Agreement in Harmony – automobile repair	May 7, 2018	Mike	Completed
MPS / LUB Review RFP		Mike	Ongoing

UPLAND

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Progress Report

Project:
Region of Queens Plan Review

Reporting Period:
August 2018

Dear Mr. MacLeod and the Queens Planning Advisory Committee,

Please find attached a progress report for the work completed during the month of August, 2018. The coming month will see a significant ramp up of engagement activities, as well as deeper analysis of the existing conditions in the Region.

If you have any questions or seek further clarification, please don't hesitate to contact me.

Sincerely,



Ian Watson, MCIP

Ongoing

**Phase 1:
Project Initiation and Continuous Management**

Task	Task Status
<i>Task 1.1: Start Up Meeting + Site Visit</i>	Complete
<i>Task 1.2: Data Collection</i> This period we collected statistical data and provincial GIS data. GIS data from the Region is still outstanding.	50%
<i>Task 1.3: Document Review</i> This period we reviewed the outstanding documents, which came out of the startup meeting (South Shore Housing Report, etc.)	Complete
<i>Task 1.4: Project Brand</i> This period we finalized the project brand.	Complete
<i>Task 1.5: Engagement Plan</i> This period we filled in the details in the Engagement Plan. This was reviewed by the Region and then we finalized the Engagement Plan.	Complete
<i>Task 1.6: Project Web Presence</i> This period we established the project web presence (queensplan.com). Background information from the preliminary analysis is still to be filled in. Following this, the web presence will require ongoing updating.	75%
<i>Task 1.7: Monthly Progress Reports</i>	Ongoing

Ongoing

**Phase 2:
Citizen and Stakeholder Engagement**

Task	Task Status
<i>Task 2.1: Communications</i> This period we announced the launch of the project with a press release, postering, and a social media post. We also developed project business cards, and have begun the communications package for PAC members.	10%
<i>Task 2.2: Stakeholder Engagement</i> PAC provided a stakeholder engagement list. This period we have built on this list with additional contact information, and by adding stakeholders based on our research and discussions at the pop-ups.	5%
<i>Task 2.3: Staff Engagement</i>	Pending

<i>Task 2.4: Survey</i> We have continued to develop survey questions for eventual release this coming month.	20%
<i>Task 2.5: Open House Meetings</i>	Pending
<i>Task 2.6: Creative Tactics</i> We hosted a pop-up event at the Liverpool Farmers' Market.	5%
<i>Task 2.7: Community Vision</i>	Pending
<i>Task 2.8: Metric Reporting</i>	Pending
<i>Task 2.9: What We Heard Report</i>	Pending

Ongoing

**Phase 3:
Analysis and Discussion Papers**

Task	Task Status
<i>Task 2.1: Population and Demographics Paper</i>	20%
<i>Task 2.2: Environment Paper</i>	5%
<i>Task 2.3: Residential Development Paper</i>	15%
<i>Task 2.4: Economic Paper</i>	15%
<i>Task 2.5: Infrastructure Paper</i>	5%
<i>Task 3.6: General Policy Paper</i>	Pending

Pending

**Phase 4:
Project Findings and Recommendations**

Task	Task Status
<i>Task 4.1: Policy Report</i>	Pending
<i>Task 4.2: Issues Workshop with PAC</i>	Pending

Pending

**Phase 5:
Drafting / Policy Development**

Task	Task Status
<i>Task 5.1: Prepare Draft MPS</i>	Pending
<i>Task 5.2: Prepare Draft LUB</i>	Pending
<i>Task 5.3: Prepare Mapping</i>	Pending
<i>Task 5.4: Submit Draft MPS & LUB</i>	Pending
<i>Task 5.5: Draft Plan Presentation</i>	Pending
<i>Task 5.6: Community Consultation</i>	Pending

Pending

**Phase 6:
Final Presentation and Approvals**

Task	Task Status
<i>Task 6.1: Community Input Summary</i>	Pending
<i>Task 6.2: Final Revisions</i>	Pending
<i>Task 6.3: Formal MPS and LUB Adoption</i>	Pending
<i>Task 6.4: Project Wrap-Up</i>	Pending

**List of Outputs and
Deliverables to Date**

- Start up meeting
- Final project brand
- www.queensplan.com
- Engagement Plan
- Internal document review
- Project launch communications
- Project business cards
- One pop-up event

Next Month Steps

- Finalize data collection
- Background content on website
- Continue pop-ups
- PAC communication materials
- Stakeholder interviews and focus groups
- Coordinate, advertise, and begin hosting open houses
- Finalize "Existing conditions" analysis for discussion papers
- Finalize survey design and open it to public

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Engagement Plan

Queens: Planning for the Future
August 2018

Approach

This Engagement Plan outlines the process for public and stakeholder engagement pertaining to the Region of Queens Municipal Planning Strategy Review. This document is a tool for project leaders, intended to establish a shared understanding of the big picture and rationale behind the engagement activities. It also clarifies the sequence and timeframe for tasks.

The engagement process will involve consultation about the present day, as well as aspirations for the future. It will focus on understanding stakeholder and resident perspectives and experiences. Consultation activities will explore aspirations for the future of the region with a focus on land use matters. The primary outcome will be a vision, goals and guiding principles to inform the rest of the MPS.

Our goal is to ensure ample opportunity for anyone in the Region of Queens to participate in the process. UPLAND will implement a meaningful and inclusive engagement through a multi-faceted approach including stakeholder interviews, in-person consultations with the public (via meetings and pop-ups), and online public engagement (website, social media, survey).

Segmentation

It can be useful to consider "the public" as a series of groups, or audiences, rather than as one cohesive entity. Specific engagement activities can be tailored to the needs, interests and lifestyle of each audience, with inquiries that are relevant to them. The segments are intended as a guide, to help ensure a good cross-section of participants.

Youth – In general, youth 14-21 years of age tend to have low levels of engagement and awareness of public processes. From a practical point of view, youth usually have routine schedules that they must adhere to, and they experience challenges with transportation.

Seniors - People 65 years and older are a large and diverse segment of the community. They understand how places and issues have evolved over their lifetimes. Most seniors have enough free time for involvement in community matters, and can attend meetings. Traditional media (papers, radio) remain effective while online consultation is less accessible to many seniors.

Seasonal Residents – In coastal areas and along inland lakes, many properties are only occupied during the summer months. Seasonal residents play an important economic role, but can be difficult to reach or involve in local issues. Consultation methods must respond to their presence in the area.

Settlement Areas – Many residents of Queens live within a few settlement areas; loosely defined as denser areas with some services, such as cross-roads, small towns or hamlets. The interests and land use planning issues for these areas are generally quite different from other more rural areas. Settlement areas include Liverpool, Brooklyn, Milton, Caledonia, Greenfield, Port Medway and Port Mouton.

Country Areas – There are many low-density portions of Queens, inland and coastal, where residents tend to have larger lots, greater distance to neighbours and are required to drive for most purposes. There is a broad range of lifestyles, from working farms and wood lots to retirement retreats.

Businesses – Despite the wide diversity within businesses, land use policies have a bearing on virtually all of them and it is likely that business operators have had past experiences with permitting or regulations. Most business operators are very busy people without much spare time, and may also have quite specific concerns or ideas.

Communications

Communications content and coordination will be provided at key stages throughout the project, particularly leading up to consultation events and following the public release of project milestones. Materials will include:

- » Project website
- » Facebook events and updates
- » Press releases and media liaison
- » Poster, newsletter and radio promotions
- » Promotional business cards for website
- » Project update contact list and emails

Specific points for communication are detailed in the Engagement Schedule, Appendix A.

Stakeholder Engagement

Stakeholders are leaders and knowledge holders of the community, and may also be in positions of power, involved in decisions that can have bearing on the future of Queens. We will engage with stakeholders at three points through the course of the project:

- » Introductory phone call and scoping interview
- » Formal guided interview to gather input OR focus group OR survey
- » Draft MPS and LUB review and follow-up feedback by email

There are 3 groups of stakeholders that can be brought together for focus group meetings: economic development/ business, parks and environment, and community wellbeing. Individual business owners will be engaged via an online survey. Other stakeholders will be engaged via one-on-one interviews. The attached excel document provides a list categorized by theme area and identified for either interview or focus group.

Approximate dates for stakeholder interviews and focus groups are detailed in the Engagement Schedule, Appendix A.

Pop-Up and Outreach Engagement

While other methods require people to intentionally take the time and effort to participate, pop-up and outreach engagement methods centre on the principle of going out to meet people where they are at. A pop-up engagement is a set of activities and information materials offered spontaneously to the public (or a target segment) at an existing gathering or public place. It is easy for people to jump into without advance intent. An outreach engagement is a similar approach with activities and materials, but aligns with an existing group or organization, like a family support group or a youth organization.

Pop-up engagements will be used in the visioning phase in order to reach seasonal residents and settlement areas. In the later phases of the project, pop-ups will be used to share the draft plan for feedback.

Outreach engagements will be used to reach youth and seniors. The Planning Advisory Committee also have the option to conduct outreach with community members to raise awareness of the project and promote other engagement opportunities. We will prepare a small package of information to assist PAC members in consistent communication and collection of feedback

We will carry out a total of 10 pop-up or outreach engagements throughout the project, with the exact locations and groups TBD.

Visioning Public Meetings

We will host a series of 2 hour open house meetings during the visioning phase. Seven meetings will be held, with one in each ward, but all meetings will be open to any interested individual (*i.e.* not just the residents of that ward). The meetings will have three elements: information sharing with a presentation, small group discussions and interactive activities. We will seek to ensure that the major planning issues relevant to the whole region, and specific to each ward, are raised for public discussion and input.

Online Public Survey

At the visioning phase, we will create a survey for residents, to ask questions about their experiences and hopes for land use and community development. We will host this survey as an on-line questionnaire. On-line surveys can be completed at any time, and provide a good option for people who prefer to provide input privately, have busy schedules, or have barriers preventing them from going to meetings. We will also provide up to 20 paper or phone surveys by request.

The survey will align with the visioning open house meetings, to be promoted through the same channels. It will be open to responses late September to early October. The results will be available in the summary report and will inform development of the plan.

Community Vision

Based on the results of stakeholder and public engagement we will draft a community vision, goals and guiding principles. We will work with the PAC to integrate their input and ensure these formative statements have consensus. We will then prepare final drafts to share with the public and inform the rest of the MPS.

Draft Plan Public Meetings

The draft plan public meeting series will take a similar approach (2-hour meetings, 1 in each of the 7 wards). Where useful, we will hold the meetings in a different community of each ward. It will consist of a presentation followed by participant discussions. The purpose will be to present the draft MPS and LUB for feedback from the public, through a process that invites participants to share with each other as well as the project team.

Specific feedback on the draft will also be received directly via email.

Summary

We will create a user-friendly report that collates all the feedback reporting received during the project, including major themes, areas of agreement, points of contention, specific directions, and priorities.

Appendix A - Schedule

	2018								2019										
	AUG	AUG	SEP	SEP	OCT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
Communications																			
Website Launch		■																	
Project Announcement		■																	
Website Promotional Cards		■																	
Formative Open Houses & Survey Promotion			■																
Community Vision Promotion			■																
Discussion Papers Promotion										■									
Draft Plan Public Meetings Promotion															■				
Project Conclusion Announcement																			■
Stakeholders																			
Analysis & Information Gathering	■																		
Introductory Calls and Invitations		■																	
Focus Groups				■	■														
Interviews				■	■														
Online Survey																			
Draft Document Follow-Up/Feedback															■	■			
Pop-Ups and Outreach																			
PAC Outreach Materials Package		■																	
Seasonal Residents Pop-up 1		■																	
Seasonal Residents Pop-up 2		■																	
Seniors Outreach					■	■													
Youth Outreach					■	■													
Settlement Area Pop-up 1					■	■													
Settlement Area Pop-up 2					■	■													
Settlement Area Pop-up 3											■								
Settlement Area Pop-up 4											■								
Draft Review															■				
Draft Review																■			
Visioning Public Meetings																			
Materials Preparations & Review			■	■															
Meetings 1-3				■	■														
Meetings 4-7					■	■													
Meetings Summary							■												
Online Public Survey																			
Open to Responses				■	■														
Raw Data Results							■												
Community Vision																			
Community Vision Review						■													
Community Vision to Public								■											
Draft Plan Public Meetings																			
Materials Preparations & Review															■				
Meetings 1-3																■			
Meetings 4-7																	■		
Meetings Summary																		■	
Summary																			
What We Heard Report																			■

■ = Deliverable Submission

Interviews

Port Joli Historical Society

RQM Heritage Committee & Heritage Society (Queens County Museum)

Current owners of Port Mouton Island (refer to Assessment listing)

Exit Realty

Exit Realty

Ann Thomson Realty

Tradewinds Realty

Keller Williams Select Realty

Port Mouton Harbour Authority

Harbour Authority of Brooklyn

Harbour Authority of East Port L'Hebert

Harbour Authority of Hunts Point

Harbour Authority of Moose Harbour

Harbour Authority of West Berlin

Harbour Authority of Port Medway

Medway Community Forest Co-operative

Native Council of Nova Scotia

NS Dept of Transportation and Infrastructure Renewal

NS Dept of Lands and Forest

NS Dept of Municipal Affairs

NS Dept of Fisheries and Aquaculture

Dept of Fisheries and Oceans

RCMP

NS Power

Agricultural ?

Community Wellbeing - Focus Group

West Queens Community Association

South Shore Housing Coalition

Queens Community Health Board

Port Mouton Seniors Care - Stone Haven Lodge

Queens Care Society (seniors advocacy group)

Seniors Safety Coordinator

Queens County Transit Society

Medway Area Community Association

Seaside Recreation & Community Association

Businesses - Focus Group

Coastal Queens

Seascope Restaurant and Cottages
Quarterdeck Restaurant and Villas
Hunts Point Beach Cottages
South Shore Tourism Co-operative
North Queens Business Hub
South Queens Chamber of Commerce
North Queens Board of Trade
Van Dyk's Health Juice Products Ltd

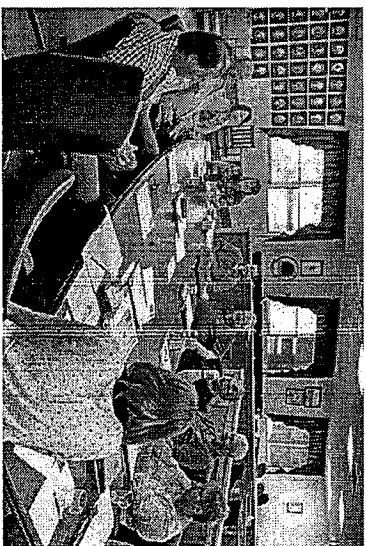
Parks and Environment - Focus Group
Kejimikujek National Park (seaside and inland)
Carters Beach Nature Reserve
Medway River Salmon Association
Harrison Lewis Coastal Discovery Centre
Mersey Tobeatic Research Institute
Southwest Nova Biosphere Reserve

INTRODUCTION

Find out what is behind Plan Queens, and build your knowledge of the existing conditions and trends in the region.

In 1996 the amalgamation of the Municipality of the County of Queens and the Town of Liverpool led to the development of the first Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB) for the whole of Queens County. Those ground-breaking documents have served the region well. As the years have gone by, new issues

The Municipality seeks to address a shrinking and aging population, improve the health and well being of citizens, attract newcomers, provide business opportunities, protect the built and natural environment, nurture an engaged citizenry, remain financially sustainable, and adapt to climate change. This must be done in the context of



The Queens Planning Advisory Committee.

and opportunities have emerged that require the plan to be reviewed, which also presents the opportunity to manage development in the Region in a more concise and systematic manner.

The MPS and LUB are legal documents that outline the municipality's vision for the future and its strategy for

managing challenges, such as social and economic issues.

The LUB is the way in which a municipality identifies and enforces its vision as defined within the MPS. It is important that local governments develop plans that are proactive rather than reactive, to help chart a future the community desires rather than reacting to events as they unfold.

widely-varying development patterns: from downtown Liverpool to traditional farming areas, protected Provincial and National Parks to resource areas, and clusters of coastal cottages. Land use policies and regulations must both be comprehensive and context-specific for each of these development patterns.

START LEARNING: DEMOGRAPHICS →

CONSULTATION

BACKGROUND

LIBRARY

SUBSCRIBE TO THE E-NEWSLETTER

HOW TO PARTICIPATE

INTRODUCTION

DOCUMENT LIBRARY

PUBLIC ENGAGEMENT

DEMOGRAPHICS

To receive project updates please provide your email address below.

EVENTS

ENVIRONMENT

It will not be shared with 3rd parties, and will only be used to

HOUSING

contact you with information

ECONOMY

about Queens: Planning for the

OTHER ISSUES

Future.

Email Address

SIGN UP