

**REGION OF QUEENS MUNICIPALITY
PLANNING ADVISORY COMMITTEE
NOVEMBER 5, 2018
7:00 P.M.**

AGENDA

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES – OCTOBER 10, 2018
4. ACTION ITEMS AND UPDATES
5. MUNICIPAL PLANNING REVIEW –
6. OTHER
7. NEXT MEETING – DECEMBER 3, 2018
8. ADJOURNMENT

PLANNING ADVISORY COMMITTEE
REGULAR MEETING
OCTOBER 10, 2018 - 7:00 P.M.

MINUTES

Present: Councillor Susan MacLeod
Councillor Raymond Fiske
Julie Petrella
Paul Connolly
Don Kimball
Robert Ross
Mary White
Kim Williams
Mike MacLeod, Planner

**UNAPPROVED
At Time of Distribution**

Regrets: Councillor Heather Kelly
Wayne Wentzell

1. CALL TO ORDER -

The meeting was called to order at 7:02 p.m.

2. APPROVAL OF AGENDA –

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

Additions:

7.1 Meeting Attendance -

Motion Carried Unanimously.

3. APPROVAL OF MINUTES – SEPTEMBER 10, 2018

It was **MOVED** by **Kim Williams** and **SECONDED** by **Paul Connolly** that the Minutes of September 10, 2018 be approved as circulated.

Motion Carried Unanimously.

4. ACTION ITEMS AND UPDATES -

Mike MacLeod advised that there were no outstanding action items, with the exception of the MPS / LUB Review, which will be ongoing for the next year and a half.

Julie Petrella enquired if there was any follow up with the Committee as to the status of previously approved development agreements or planning amendments. Mike reviewed the list of past action items and advised on the status of each.

5. DEVELOPMENT AGREEMENT – TELECOMMUNICATION TOWER IN LIVERPOOL

Mike Macleod reviewed an application and discussion paper respecting a proposal from Eastlink for a new telecommunication (Cellular) tower at the end of Meadow Pond Lane in Liverpool. Eastlink proposes to lease a portion of property identified as PID#70047055 for the tower site. The proposed site is located in a Mixed Use Coastal Residential (R6) Zone under the Land Use Bylaw, which does not permit telecommunication towers as of right. However, Council is able to consider such uses by way of a development agreement.

Mike advised that:

- ⇒ Eastlink is proposing a 61 metre guyed telecommunications tower within a 95 metre by 95 metre leased area on the subject property. It is the intention of Eastlink to mount 6 antenna on the tower.
- ⇒ Telecommunication towers are regulated by Industry Canada and one of the items which they require an applicant to look at is the possibility of “piggybacking” infrastructure on existing towers in the vicinity. Eastlink has look at this and determined that there are no suitable existing structures within the vicinity.
- ⇒ The proposed location of the tower is approximately 700 feet from closest dwelling (119 Meadow Pond Lane), which is also owned by leasor. Refer to attached map.
- ⇒ Safety Code 6 is a set of guidelines established by Health Canada respecting the limits of human exposure to radiofrequency electromagnetic energy. All new telecommunication development must adhere to these guidelines. Eastlink has certified that its design and operational processes comply with Safety Code 6.
- ⇒ It is the intention of Eastlink to install security fencing around the perimeter of the tower.
- ⇒ The Canadian Aviation Regulations, under Transport Canada, regulate lighting of towers. An application is currently before Transport Canada to determine need.

As part of the development agreement process for telecommunication towers, the proponent is also required to host a public information meeting to discuss the proposal. Part of this process requires the proponent to personally notify property owners within 1,000 feet of site and to place notification in the paper.

Julie Petrella commented on the notification radius for the public information meeting and that it didn't include very many properties. Mike MacLeod advised that Eastlink had submitted an incorrect map with the application and that they had just sent a revised copy showing the required 1,000 foot radius. Julie still felt that this didn't include very many properties.

Kim Williams enquired as to what recourse individuals had if the tower affects their health. Kim advised the Committee that she had concerns with the location of the tower and the proximity to her home, as she has sensitivities to such equipment. She is not within the personal notification radius. The area of Crowell Street and Barss Street where she lives is fairly densely populated and likely has the greatest potential to be impacted by the development. As such, she feels that increased personal notification ought to be considered.

It was **MOVED** by **Paul Connolly** and **SECONDED** by **Don Kimball**

THAT the Council of the Region of Queens Municipality give notice of its intention to enter into a development agreement to allow for the erection of a new telecommunication tower on property identified as PID# 70047055 and located off Meadow Pond Lane in Liverpool;

AND THAT a Public Hearing be scheduled for November 27, 2018 in the Council Chambers of the Municipal Administration Building located at 249 White Point Road, Liverpool, NS at 9:00 a.m.

Paul Connolly noted that the Committee ought to recognize the sensitivity of people in the area.

Kim Williams suggested that the radius for personal notification of the public information meeting be increased to 1,500 feet, so that it included some of the properties on Crowell Street and Barss Street.

It was MOVED by **Julie Petrella** and SECONDED by **Mary White** that the motion be amended to include:

AND THAT Council recommend that Eastlink extend the personal notification radius for the public information meeting to 1,500 feet from the proposed site.

Amendment Carried Unanimously.

The amended motion to read:

THAT the Council of the Region of Queens Municipality give notice of its intention to enter into a development agreement to allow for the erection of a new telecommunication tower on property identified as PID# 70047055 and located off Meadow Pond Lane in Liverpool;

AND THAT Council recommend that Eastlink extend the personal notification radius for the public information meeting to 1,500 feet from the proposed site;

AND THAT a Public Hearing be scheduled for November 27, 2018 in the Council Chambers of the Municipal Administration Building located at 249 White Point Road, Liverpool, NS at 9:00 a.m.

Motion Carried – 7 For and 1 Opposed

6. MUNICIPAL PLANNING REVIEW

Mike MacLeod briefed the Committee on the public engagement visioning sessions held over the last couple of weeks. UPLAND held seven sessions in total, one in each electoral district. Mike noted that the attendance, for the most part, was a little lower than he had anticipated. He would be having a discussion with UPLAND to see what they might be able to do better for the next round of meetings to get the word out. This being said; however, Mike felt that the discussions at the meetings were quite good and that the consultants should be able to glean some useful information for the visioning process.

Mary White felt that there was not sufficient advertising within the communities for the meetings. Mike MacLeod noted that he hoped to tap into the email distribution lists that various community organizations had to try to improve communication and get the word out.

Susan MacLeod suggested doing a mail out to every household, similar to what they did for the internet speed test project.

Don Kimball suggested that the advertising posters ought to be designed for each particular area. Instead of listing all meeting dates, have only the particular area meeting date and include more description of what was going to be discussed.

Paul Connolly felt that there is a general misunderstanding in the public of what exactly land use planning is and what this project is about.

Robert Ross noted that it is the expectation that UPLAND will work closely with the PAC to create planning documents that are user friendly and make it easier for the public to understand what planning is.

Robert also felt that it was critical to get the survey on the website as soon as possible, in order to maintain project momentum. This piece is of key importance in getting people plugged into the process. As well, UPLAND needs to get more information on the website. Robert noted that he has been distributing the project business cards and that when people go to the website, there is very little information.

Susan MacLeod noted that there were also a number of focus group meetings held over the last couple of weeks where specific individuals, groups and organizations invited to participate in discussions on particular topics. Mike MacLeod advised that UPLAND was also planning to conduct telephone interviews with a number of other individuals, groups and organizations as part of the engagement process.

The Committee reviewed the September Project Status Report from UPLAND.

7. OTHER -

7.1 – MEETING ATTENDANCE

Mike MacLeod reminded the Committee that if they were not going to be able to attend a meeting, to let him know as soon as possible so that he would know if there was enough for quorum. Some members have to travel a fair distance to the meetings and he does not wish to see unnecessary trips to Liverpool. While he recognized that sometimes things come up from time to time, the earlier the notification the better.

8. NEXT MEETING

The next meeting is scheduled for November 5th, 2018.

9. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:10 p.m.

Date

ITEM 4

Planning Advisory Committee -

Action Plan



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
Eastlink Development Agreement	October 10, 2018	Mike	Council approved PAC recommendation to proceed with application. Eastlink's Public meeting scheduled for November 21, 2018. Public Hearing scheduled for November 27, 2018.
MPS / LUB Review RFP		Mike	Ongoing

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November
2018

UPLAND

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Progress Report

Project:

Region of Queens Plan Review

Reporting Period:

October 2018

Dear Mr. MacLeod and the Queens Planning Advisory Committee,

Please find attached a progress report for the work completed during the month of October, 2018. At this phase in the project, engagement activities will slow down somewhat, though the survey remains open, we will be calling stakeholders, and at the end of the month are holding a workshop with Council. The major effort over the next few months is a shift to a focus on the analysis and discussion papers.

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>	Complete
<i>Task 1.3: Document Review</i>	Complete
<i>Task 1.4: Project Brand</i>	Complete
<i>Task 1.5: Engagement Plan</i>	Complete
<i>Task 1.6: Project Web Presence</i> Some background information from the preliminary analysis is still to be filled in. Following this, the web presence will require ongoing updating.	90%
<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> We developed and distributed communication materials (municipal newsletter content, poster, Facebook content) for survey.	50%
<i>Task 2.2: Stakeholder Engagement</i> This period we hosted a health and wellness stakeholder meeting. We have also reached out to a number of stakeholders through phone interviews. This coming period we will continue phone interviews.	70%
<i>Task 2.3: Staff Engagement</i>	Pending
<i>Task 2.4: Survey</i> The general survey and business survey are both complete and posted on the project web page. A paper copy of the general survey is available at the Region's office. We have extended the closing date of the survey to the end of November to allow it to be advertised in the Region's newsletter. Data harvest will occur in early December.	90%

<p><i>Task 2.5: Open House Meetings</i> This period we hosted the final three of the initial seven open house meetings, and harvested all notes from the meetings. The next round of open houses will occur during the draft review phase.</p>	50%
<p><i>Task 2.6: Creative Tactics</i> This period we reached out to Liverpool Regional High School to set up a student workshop. This coordination is ongoing.</p>	30%
<p><i>Task 2.7: Community Vision</i> This coming period we will have a workshop with Council to begin discussions of the Vision, Objectives, and Guiding Principles, for finalization in the December period.</p>	Pending
<p><i>Task 2.8: Metric Reporting</i> We have begun to collate engagement records.</p>	20%
<p><i>Task 2.9: What We Heard Report</i> We have begun to collect engagement results into a formal report.</p>	10%

Ongoing

**Phase 3:
Analysis and Discussion Papers**

Task	Task Status
<i>Task 2.1: Population and Demographics Paper</i>	40%
<i>Task 2.2: Environment Paper</i>	30%
<i>Task 2.3: Residential Development Paper</i>	30%
<i>Task 2.4: Economic Paper</i>	25%
<i>Task 2.5: Infrastructure Paper</i>	15%
<i>Task 3.6: General Policy Paper</i>	10%

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
- Two pop-up events
- Seven public open houses
- Four stakeholder meetings
- PAC communication materials
- General survey in online and paper format
- Business survey in online format
- Advertising materials

Next Month Steps

- Final background content on website
- Continue stakeholder interviews
- Continue analysis and discussion papers
- Council workshop
- Develop Vision, Goals, and Objectives