

**REGION OF QUEENS MUNICIPALITY
PLANNING ADVISORY COMMITTEE
DECEMBER 17, 2018
7:00 P.M.**

AGENDA

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES – NOVEMBER 5, 2018**
- 4. ACTION ITEMS AND UPDATES**
- 5. MUNICIPAL PLANNING REVIEW –**
- 6. OTHER**
- 7. NEXT MEETING – JANUARY 7, 2019**
- 8. ADJOURNMENT**

**PLANNING ADVISORY COMMITTEE
REGULAR MEETING
NOVEMBER 5, 2018 - 7:00 P.M.**

MINUTES

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

UNAPPROVED

Regrets: Councillor Heather Kelly

1. CALL TO ORDER -

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

2. APPROVAL OF AGENDA –

It was **MOVED** by **Raymond Fiske** and **SECONDED** by **Kim Williams** that the Agenda be approved as circulated.

Motion Carried Unanimously.

3. APPROVAL OF MINUTES – OCTOBER 10, 2018

It was **MOVED** by **Mary White** and **SECONDED** by **Susan MacLeod** that the Minutes of October 10th, 2018 be approved as circulated.

Motion Carried Unanimously.

4. ACTION ITEMS AND UPDATES -

Eastlink Development Agreement - Liverpool - Council approved PACs recommendation to proceed with the application. Eastlink's Public Meeting will be held on November 21st, 2018 at Queens Place Emera Centre at 6:30 p.m. and the Public Hearing for Council is scheduled for November 27th, 2018.

PAC and Council's request that Eastlink extend the notification radius to 1,500 feet from the required 1,000 feet was conveyed to Eastlink, which they were in agreement. Julie Petrella

enquired if Council didn't approve the Development Agreement, is it possible for the Federal Government to override the decision. Mike said there is potential for that to happen but Industry Canada does take into account what happens at the Municipal level. Kim Williams said she contacted Logan McDaid from Eastlink but never heard back from him. Mike said he will follow-up with Logan.

5. MUNICIPAL PLANNING REVIEW

Mike MacLeod went over the progress report from UPLAND for the month of October, noting that most of the tasks from Phase One have been completed, with the exception of the website. Robert Ross felt that the website wasn't 90% complete, as indicated. Mike said he would follow-up with UPLAND and see what rationale they use when determining the percentage complete on the website.

Mary White inquired about the number of completed surveys. Mike said there were 110 community surveys and 13 business surveys completed to date. The Committee discussed trying to engage the public more in this process. Robert indicated that Council could take a strong stand with the Municipal Planning Strategy on how they would like to see the environment managed, ie. forestry, aquaculture, etc., even though it is outside of Council's control. After discussing the list of issues to be addressed with the new MPS/LUB, the committee originally created, Mike said he would put this list on next month's agenda. Robert suggested that each member bring a few items, which they would like to see on the list, to the next meeting.

Mike mentioned that Council will be meeting with UPLAND on November 27th, after the regular Council meeting. Julie and Robert felt that it was important for Council members to be interviewed individually as part of the Stakeholder Engagements and prior to the meeting.

A short discussion regarding the survey was held. Paul Connolly suggested that paper copies of the survey be brought around to business for the public to pick up as not everyone can/will do it online. Posters have been distributed throughout Queens indicating where copies can be picked up. Robert felt the survey was too long for an initial survey, with too much captured in one survey, and that those answering it wouldn't want to finish. Mike mentioned that the upcoming Municipal Matters will include a little information about the survey.

Robert suggested the committee meet with UPLAND in December and no later than January. Mike will set something up. Julie mentioned that it would be helpful if UPLAND would incorporate the timetable dates into the monthly reports.

Regarding Phase Three, Robert suggested the discussion papers not be submitted by UPLAND all at once as that would be a lot of information to read through for PAC and staff. Julie would like PAC to be included in the email communications that Mike has with UPLAND.

6. OTHER -

Mike updated the committee on the PAC terms that expired at the end of October. With Wayne Wentzell indicating that he won't be reoffering for District 5, the Councillor for that area will look for another representative.

7. NEXT MEETING

The next meeting is scheduled for December 3rd, 2018.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:17 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
Eastlink Development Agreement	October 10, 2018	Mike	A new public hearing has been scheduled for January 22, 2019 at 9:00 am, due to an administrative error in the notification process.
MPS / LUB Review RFP		Mike	Ongoing



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.

30
November
2018

UPLAND

Urban Planning + Design Studio

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Progress Report

Project:

Region of Queens Plan Review

Reporting Period:


November 2018

Dear Mr. MacLeod and the Queens Planning Advisory Committee,

Please find attached a progress report for the work completed during the month of November, 2018. Through this phase of the project we have focused primarily on the discussion papers, and this work will continue over the next few months. The public and business surveys close today, and we will begin the process of collating and analyzing the results, before developing a draft Vision and associated goals and objectives for review with PAC early in the new year.

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> 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> 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 continued phone interviews with stakeholders. This coming period we will conclude the final interviews for the initial round of stakeholder interviews.	75%
<i>Task 2.3: Staff Engagement</i>	Pending
<i>Task 2.4: Survey</i> The survey closes today. We will be conducting data harvest and analysis early in the next period.	90%
<i>Task 2.5: Open House Meetings</i> The next round of open houses will occur during the draft review phase.	50%
<i>Task 2.6: Creative Tactics</i> We have had challenges coordinating youth activities with schools. We are continuing to pursue this option, while looking at alternate methods for youth outreach activities.	30%

<p><i>Task 2.7: Community Vision</i> This coming period we had an project update presentation and workshop with Council. As we collate the survey results we will combine these with other engagement results to develop the Community Vision and associated goals and objectives, for review by PAC early in the new year.</p>	20%
<p><i>Task 2.8: Metric Reporting</i> We have continued to collate engagement records.</p>	30%
<p><i>Task 2.9: What We Heard Report</i> We have continued to collect engagement results into a formal report.</p>	25%

Ongoing

**Phase 3:
Analysis and Discussion Papers**

Over the past period we have been focusing our efforts on conducting the analysis side of the "Analysis and Discussion Papers". This will continue through the next period with an intention of posting the first half of these documents on the project webpage. In the winter months this will be followed up with the second half, "Discussion", that includes policy recommendations

Task	Task Status
<i>Task 2.1: Population and Demographics Paper</i>	40%
<i>Task 2.2: Environment Paper</i>	40%
<i>Task 2.3: Residential Development Paper</i>	35%
<i>Task 2.4: Economic Paper</i>	25%
<i>Task 2.5: Infrastructure Paper</i>	25%
<i>Task 3.6: General Policy Paper</i>	20%

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
- Council project update and workshop

Next Month Steps

- Continue stakeholder interviews
- Continue analysis and discussion papers
- Collate and analyze survey results
- Develop Vision, Goals, and Objectives

		2018						2019										
		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
1	Project Initiation and Management																	
1.1	Start Up Meeting + Site Visit	●																
1.2	Data Collection																	
1.3	Document Review																	
1.4	Project Brand																	
1.5	Engagement Plan																	
1.6	Project Web Presence																	
1.7	Monthly Progress Reports																	
2	Citizen and Stakeholder Engagement																	
2.1	Communications																	
2.2	Stakeholder Engagement																	
2.3	Staff Engagement							●										
2.4	Public Survey																	
2.5	Open House Meetings																	
2.6	Creative Tables																	
2.7	Community Vision							X										
2.8	Media Reporting																	
2.9	What We Heard Report															X		
3	Analysis and Discussion Papers																	
3.1	Population and Demographics Discussion Paper							X										
3.2	Environment Discussion Paper							X										
3.3	Residential Development Discussion Paper							X										
3.4	Economic Discussion Paper							X										
3.5	Infrastructure Discussion Paper							X										
3.6	General Policy Discussion Paper							X										
4	Project Findings and Recommendations																	
4.1	Policy Report								X									
4.2	Issues Workshop with Planning Advisory Committee								●									
5	Drafting / Policy Development																	
5.1	Prepare Draft MPS																	
5.2	Prepare Draft LUB																	
5.3	Prepare Mapping																	
5.4	Submit Draft MPS & LUB													X				
5.5	Draft Plan Presentation												●					
5.6	Community Consultation																	
6	Final Presentation and Approvals																	
6.1	Community Input Summary																	
6.2	Final Revisions																X	
6.3	Formal MPS & LUB Adoption																●	
6.4	Project Wrap-up																	X

● = Client Meeting

X = Deliverable Submission