

**REGION OF QUEENS MUNICIPALITY
PLANNING ADVISORY COMMITTEE
AUGUST 17, 2020
7:00 P.M.**

AGENDA

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES – JULY 13, 2020**
- 4. ACTION PLAN – AUGUST 2020**
- 5. LAND USE BYLAW AMENDMENTS – REZONING REQUEST –
9692 HIGHWAY 8 IN CALEDONIA**
- 6. MUNICIPAL PLANNING REVIEW**
- 7. OTHER**
- 8. NEXT MEETING – SEPTEMBER 14, 2020**
- 9. ADJOURNMENT**

PLANNING ADVISORY COMMITTEE
REGULAR MEETING
JULY 13th, 2020
(Virtual Meeting Via ZOOM)

MINUTES

Present: Councillor Heather Kelly, Chair
Councillor Raymond Fiske
Councillor Susan MacLeod
Maddie Charlton
Mike Ferguson
Don Kimball
Julie Petrella
Robert Ross
Mary White
Mike MacLeod, Planner
Wendy Connors, Development Officer

UNAPPROVED

Regrets: Paul Connolly

1. CALL TO ORDER -

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

Heather Kelly took the opportunity to welcome Kris Ingram & Alyssa Little, applicants in the rezoning request under Agenda Item 4.

2. APPROVAL OF AGENDA -

Additions: 6.1 Administration & Enforcement of Bylaws – Robert Ross

It was MOVED by **Maddie Charlton** and SECONDED by **Susan MacLeod** that the Agenda be approved as amended.

Motion Carried Unanimously.

3. APPROVAL OF MINUTES - January 6, 2020

It was MOVED by **Robert Ross** and SECONDED by **Maddie Charlton** that the Minutes of August 19, 2019 be approved as circulated.

Motion Carried Unanimously.

4. LAND USE BYLAW AMENDMENT – REZONING REQUEST – 79 PAYZANT STREET, LIVERPOOL

Mike MacLeod gave an overview of the application from C. Eugene Ingram Construction Ltd. to rezone property identified as PID# 70024518 and located at 79 Payzant Street in Liverpool. The property is currently zoned Restricted Residential (R1) under the Land Use Bylaw and has a future land Use Designation of Residential (R) under the Municipal Planning Strategy. The owners wish to open an automotive machining and welding business on the property, requiring a rezoning to Light Industrial (M1).

There is an existing development agreement registered on the property, allowing for several uses not currently permitted in the R1 Zone, such as offices, recreational, retail stores and parking of vehicles. This agreement was entered into between the Town of Liverpool and C. Eugene Construction Limited in 1987 and was in compliance with policy at the time. The uses being proposed by the property owners do not comply with the zone permitted uses or the uses permitted under the development agreement.

Staff have reviewed the development agreement, in consultation with the municipal solicitor, have determined that an amendment to the agreement cannot be considered, as we are unable to allow new land uses that are not currently permitted under the Municipal Planning Strategy and Land Use Bylaw. The Municipal Government Act establishes that a municipality shall not act in a manner that is inconsistent with the Municipal Planning Strategy (MPS). While the development agreement and permitted uses were consistent with the Town of Liverpool's Municipal Planning Strategy back in 1987, it is today's MPS that is the yardstick for any new or amended agreement.

The uses being proposed by the applicant would be those considered under a Light Industrial (M1) designation. As such, the only opportunity for consideration of the proposed use would be through amendments to the Municipal Planning Strategy and Land Use Bylaw.

Mike Ferguson stated he was in favour of allowing the business to proceed in some fashion, provided there are restrictions on hours of work, no outdoor work, and a limit on the decibel level of noise generated by the business. Mike feels that it's a great opportunity for a new business especially during these difficult times.

Julie Petrella felt that the property owners were already doing what they not supposed to be doing under the current development agreement and was concerned about the brook that runs along the rear of the property. Julie agrees that it's great for the business but doesn't feel it's great for the community, which is what planning is all about.

Robert Ross feels that this is a tough application as the business owners are long time entrepreneurs of the community and that it creates employment, but questions whether it's the right fit for the area. Robert's biggest concern from a land use perspective was the welding, machining and other obnoxious impacts and if it would be contained behind closed doors, even on hot days. He also felt that the previous uses were more passive, but this proposed use is stepping it up to more of an industrial use and that the adjacent property owners should be consulted about this proposal prior to the public hearing because they are the ones that will be most affected. Robert asked if there is any way through restrictive covenants or a legal agreement that we could restrict to only the uses being proposed by the applicant.

Heather Kelly clarified that this amendment process will lead to a public hearing and the community will be notified of the hearing. Mike MacLeod stated that we also have the option under the MPS/LUB review to incorporate a new zone with a limited number of uses permitted, rather than amend the current bylaw, as the current M1 zone allows for a wide variety of uses that would also be permitted on this property, should this property be rezoned. Amending the current development agreement is not possible.

Susan MacLeod stated that her first aim is to help the applicants do what they would like to do in a community that needs this type of service. She noted that noise was not an issue any time she has been around the building. The building has been unsightly for a number of years and the owners are planning renovations that will improve the outward appearance of the building. Susan felt that we shouldn't wait for the MPS/LUB review to be completed because this may be delayed too long and it still doesn't guarantee that it will happen for the owners. She also felt that we should not have a negative motion and work with the applicants so they can accomplish their business goals. Susan spoke to an adjacent property owner, who has two apartment buildings and he stated that he has no objection to the business operation. He felt like the business was needed in the community and it will be nice to see an improvement to the outward appearance of the building. The Ingram family have been long time business owners in the community and have contributed to the community in many ways.

Maddie Charlton agrees that we need to move forward with the application and that this is a business that we need in Queens, as this service currently is not offered here. The community is changing and we need to be open to that.

The applicants stated that time is of the essence and that they are willing to work with the municipality and the community to be able to operate their business properly. The brook at the rear of the building has been addressed with Nova Scotia Environment to ensure there was no environmental impact, as everything is contained within the building.

Mike Ferguson inquired if the applicants see themselves, as business owners, staying in consultation with the local area, in the long term. The applicants said they have gone around to the neighbours in the area and plan to continue as they want to be part of the community.

Maddie asked the applicants to let the committee know what their business hours will be. They currently work Monday to Friday, 8 AM to 5 PM. No evening or weekend work unless an emergency arises as they are 'on call' with the Liverpool & Port Medway Fire Departments but that work should happen off-site or the next business day.

Susan doesn't feel like it would be any more intrusive than the days when TRA Foods had their business operating on that property.

Julie is concerned that if we make this change, it stays with the property and future owners might not be as respectful to the people who live in the area, as the current operators of the business are. We shouldn't be basing our changes on personalities.

Don Kimball stated that even though he's hearing a lot of positive things about the applicants/owners, we have planning for a reason, and this rezoning could lead to a lot of discomfort down the road for the area.

Mary White agrees with Don and Julie. We have been working for a couple of years on a

new MPS/LUB and if this proposal doesn't fit with this community, then we shouldn't be making it fit just because we like the applicants.

Maddie doesn't see the harm in leaving this up to the community to decide, as most people have been accustomed to a commercial business operating on this property for many years. She has walked by this building numerous times and has never heard any noise.

Robert feels that a neighbourhood meeting should be held to give the community a chance to be heard and ask questions. The applicants are willing to have additional conversations with the community should the municipality request. Susan agrees that a community or neighbourhood meeting is a good idea but the municipality is unable to have any public meetings at this time due to the current pandemic. Robert stated that the applicant could hold this meeting without any municipal involvement and that we should make a motion to have the applicants hold a public information meeting.

Heather Kelly advised that this information meeting is not a requirement for the applicants. She also felt that there was a sufficient amount of interaction with the residents in the area and that they will have another opportunity during the public hearing. The request before us tonight is for rezoning and the applicants have been waiting quite some time to go through this process. We shouldn't send the applicants away to hold a public meeting when it's not a requirement. Mike MacLeod reiterated that it's not part of the Region's policy to require public information meetings for a rezoning request.

It was **MOVED** by **Mike Ferguson** and **SECONDED** by **Susan MacLeod**

THAT the Council of the Region of Queens Municipality amend the Municipal Planning Strategy and Land Use Bylaw to rezone PID# 70024518 from Restricted Residential (R1) to Light Industrial (M1);

AND THAT a Public Hearing be held on August 28, 2020 in the Council Chambers of the Municipal Building, 249 White Point Road in Liverpool, NS, at 9:00 a.m.

Motion Carried 6 For and 3 Opposed.

5. MUNICIPAL PLANNING REVIEW

Mike MacLeod gave a brief update on the status of the planning review project. The current pandemic had hit at a bad time for our project. We are unable to hold public information sessions at this time. UPLAND is working on preparing a number of videos outlining the changes proposed and will be posted on the projects website. This isn't meant to replace the public meetings but rather another avenue for the public to interact. These should be completed this week.

Robert enquired about whether UPLAND is giving some consideration to the pandemic, how events such as this affect potential planning and would like to know what other communities are doing. For example, some communities have turned some downtown streets into pedestrian only. Mike will bring this to Ian Watson at UPLAND.

6. OTHER -

6.1 ADMINISTRATION AND ENFORCEMENT OF BYLAWS

Recreational Vehicles

Robert Ross stated that we have had a proliferation of RV's, that are becoming an issue in Queens, especially along the ocean and feels like we should have tighter controls. Our oceanfront is one of the biggest assets that we have in Queens County and we should be putting development controls in place that would be in keeping with our aspirations for the coast.

Public Access to the Ocean

Robert advised that public access to the ocean has become an issue lately. The municipality should be identifying, mapping and protecting them.

Unlawful Land Uses and Enforcement of the Bylaws

Robert expressed concern respecting parking activity that is occurring at the end of Carter's Beach Road on private property. It is not permitted and should be enforced. The municipality needs to be more responsive and aggressive, with enforcement.

Heather explained that when issues arise within the municipality, work is usually done behind the scenes to remedy this issues. The municipality doesn't have the ability to enforce everything that's wrong so we rely on the public to let us know when things are not right so we can investigate properly.

7. NEXT MEETING

The next meeting is scheduled for August 10th, 2020.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:50 p.m.

Date

ITEM 4

Planning Advisory Committee -

Action Plan



Region of Queens Municipality

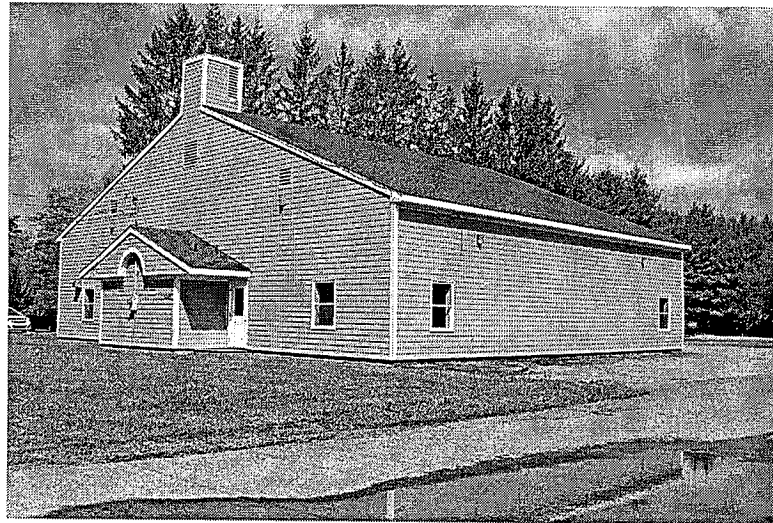
Action	Date	Responsibility	Status
Mersey Seafoods Rezoning	March 5, 2018	Mike	Completed
17 School Street, Milton rezoning	March 5, 2018	Mike	Completed
Lewis MacLachlan Development Agreement in Caledonia for automobile repair	April 9, 2018	Mike	Completed
Rezoning Municipal lands on Payzant and Brunswick 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	Application Denied
Rezone 3 White Point Road, Liverpool to C3.	May 6, 2019	Mike	Completed
Rezone 128 Gorham Street, Liverpool to C1	August 19, 2019	Mike	Completed
Rezone 79 Payzant Street in Liverpool to M1	July 13, 2020	Mike	Ongoing
MPS / LUB Review		Mike	Ongoing

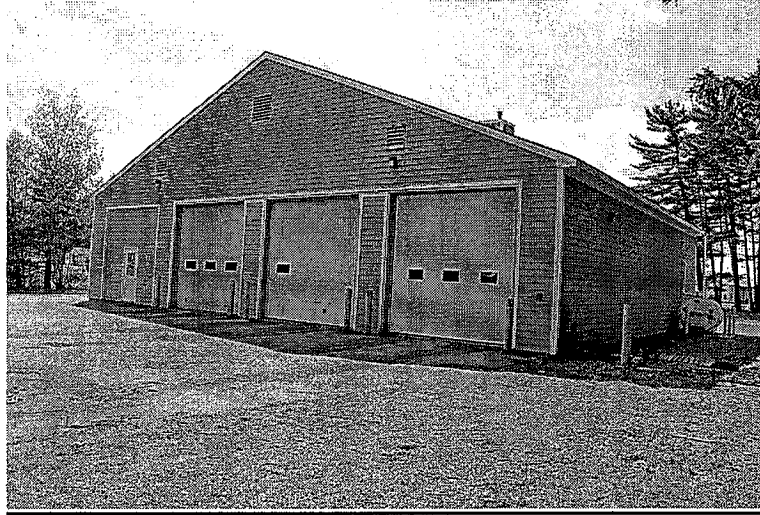
**Region of Queens Municipality
Staff Report**

To: Planning Advisory Committee
From: Mike MacLeod
Date: August 17, 2020
Re: Rezoning of 9692 Highway 8 in Caledonia

BACKGROUND

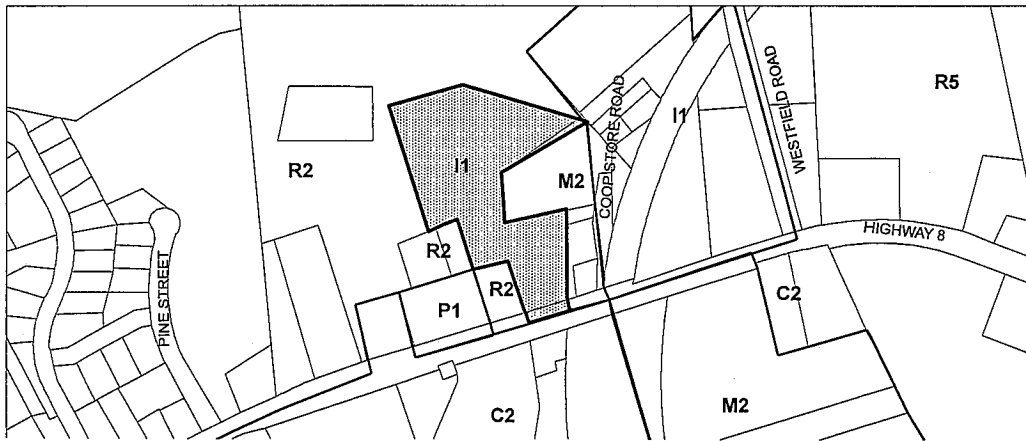
The Region of Queens Municipality is in the process of trying to sell property located at 9692 Highway 8 in Caledonia (PID# 70154695) and known as the former school bus garage. Currently, the Region has a pending offer on the property from an individual who wishes to establish an apple cider production business on the property. A condition of the sale is that the property be properly zoned to permit this use, as it is not permitted under current zoning. The prospective purchaser has made application to have the property rezoned. A copy of the application is attached as Appendix A.





DETAILS

The property is zoned as Institutional (I1) under the Land Use Bylaw and has a future land use designation of Institutional (I) under the Municipal Planning Strategy.



Zoning Map 1

Within the Institutional (I1) Zone, a development permit shall only be issued for one or more of the following uses:

➤	<i>Business and professional offices;</i>
➤	<i>Cemeteries;</i>
➤	<i>Churches, church halls, places of worship and religious institutions;</i>
➤	<i>Community centres;</i>
➤	<i>Dwelling units as an accessory use to the main institutional use, to a maximum of three (3) units;</i>
➤	<i>Extended care facilities;</i>

➤ Hospitals;
➤ Legions;
➤ Libraries;
➤ Municipal buildings and uses;
➤ Museums;
➤ Private clubs and fraternal organizations;
➤ Provincial and federal government buildings and uses;
➤ Public schools and accessory playgrounds and educational institutional uses;
➤ Tourism information uses;
➤ Wind turbine generators (small scale), subject to Section 6.39

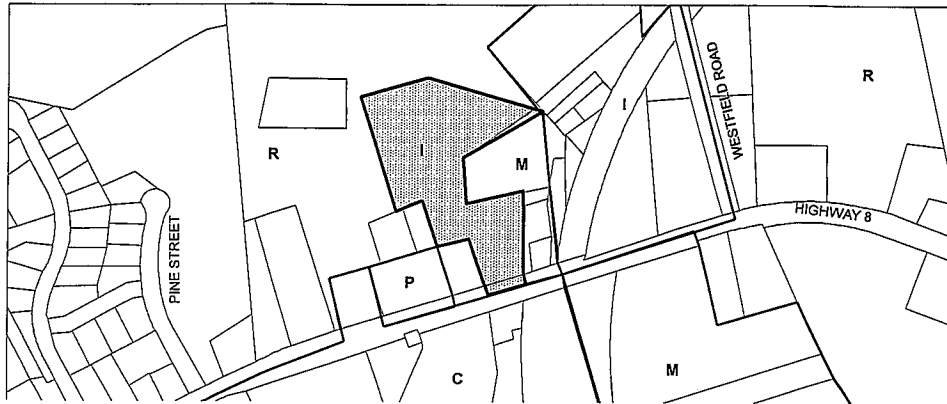
The use being proposed by the applicant would be one considered under a Highway Commercial (C2) Zone. As such, the only opportunity for consideration of proposed use would be through amendments to the Land Use Bylaw.

Within the Highway Commercial (C2) Zone, the following uses are permitted:

➤ Amusement centres;
➤ Animal hospitals and veterinary establishments;
➤ Automobile repair shop;
➤ Automobile sales establishments;
➤ Automobile service stations, subject to Section 19.5;
➤ Automobile washing establishments subject to Section 19.4;
➤ Boats, trailers, snowmobile and ATV sales and rental;
➤ Convention facilities;
➤ Day nurseries and kindergartens;
➤ Downtown Commercial (C1) uses;
➤ Funeral home;
➤ Garden centres;
➤ Heavy equipment sales and rentals;
➤ Hotels and motels (including bed and breakfast operations);
➤ Outdoor commercial display;
➤ Public and private parks;
➤ Recreation / Open Space (P1) uses;
➤ Recreational vehicle park;
➤ Retail lumber and home improvement supplies;
➤ Shopping centres;
➤ Strip malls;
➤ Wind turbine generators (small scale), subject to Section 6.39

The proposed use would fall under the definition of “microbrewery”, which is a permitted use in the Downtown Commercial (C1) Zone and thus permitted in the C2 Zone.

While Zoned as Institutional (I1), the Generalized Future Land Use, as set out in the Municipal Planning Strategy, has also designated the property as Institutional.



Generalized Future Land Use Map

The MPS has established policy to allow flexibility in interpreting zoning boundaries, where they abut another future land use designation. The MPS sets out the following:

12.3 Actions Not Requiring Municipal Planning Strategy Amendment

The Generalized Future Land Use Map sets out the boundaries of the intended future land use designations within the Region of Queens Municipality. Council is of the opinion that there should be some flexibility in interpreting these boundaries when dealing with development on lands abutting another future land use designation. To accommodate this, Council will adopt 'A General Flexibility Policy'. This will enable Council to consider requests to re-zone abutting properties to any zone permitted in the abutting future land use designation.

Policy 12.3.1

Where a parcel of land abuts another future land use designation on the Generalized Future Land Use Map, it shall be the intention of Council to consider requests to rezone the parcel of land to any zone permitted under the abutting future land use designation without requiring a Strategy amendment, provided that all other policies in this MPS are complied with.

In looking at proposed amendments to the Land Use Bylaw, Council has established, through policy, a number of evaluation criteria and are as follows:

Policy 12.5.2

It shall be the intention of Council, when considering amendments to the Land Use Bylaw, to have regard to the following:

- a. that the proposal conforms with the intentions of this MPS and to the requirements of all other Region Bylaws and regulations.*
- b. that the proposal is not inappropriate, or could create potential problems in relation to:*
 - 1. the financial capability of the Region to absorb any costs relating to the development;*

2. *adequacy of sewer, water, and fire protection services to support the proposed development;*
 3. *adequacy and proximity of recreational and other community facilities;*
 4. *the adequacy of road networks in, adjacent to, or leading to the proposed development in terms of ability to handle traffic that the proposed development will generate;*
 5. *the potential for the contamination of watercourses or the creation of erosion, sedimentation and /or flooding; and*
 6. *the potential for damage to or destruction of designated historical buildings and sites.*
- c. *that adequate requirements are contained in the Land Use Bylaw to reduce conflict between the proposed development and any adjacent or nearby land uses by reason of:*
1. *type of use;*
 2. *height generation, access to and egress from the site and parking provisions;*
 3. *traffic generation, access to and egress from the site and parking provisions;*
 4. *outdoor storage;*
 5. *signs;*
 6. *provision is made for buffering, landscaping, screening and access control to reduce potential incompatibility with adjacent land uses and traffic;*
 7. *development is located so as not to obstruct any natural drainage channels or watercourses;*
 8. *the adequacy of the building separations to provide sufficient space to permit access for fire fighting equipment and to prevent the spread of fire; and*
- d. *site suitability in terms of percentage of slope, soil and geological conditions and other environmental and physical constraints; and*
- e. *potential for buffer areas, landscaping and screening to reduce potential incompatibility with adjacent land uses and transportation networks.*

Considerations:

- The property was previously utilized as the school bus garage for the North Queens area. It is a 5.6 acre parcel of land.
- The building is an approximately 3,900 square foot commercial structure constructed around 1986.
- The property is now owned by the Municipality and has been vacant for the last two years.
- The property is currently located in Institutional (I1) Zone and has a Future Land Use Designation of Institutional (I).
- The subject property abuts a Commercial future land use designation under the MPS.
- Land uses in the immediate area include the North Queens Medical Centre, an industrial machining and fabrication business, Queens County Fair Grounds, Home Hardware and North Queens Aquatic Centre.
- The property is located on provincial Highway #8.
- The use being proposed for the property is an apple cider production operation.

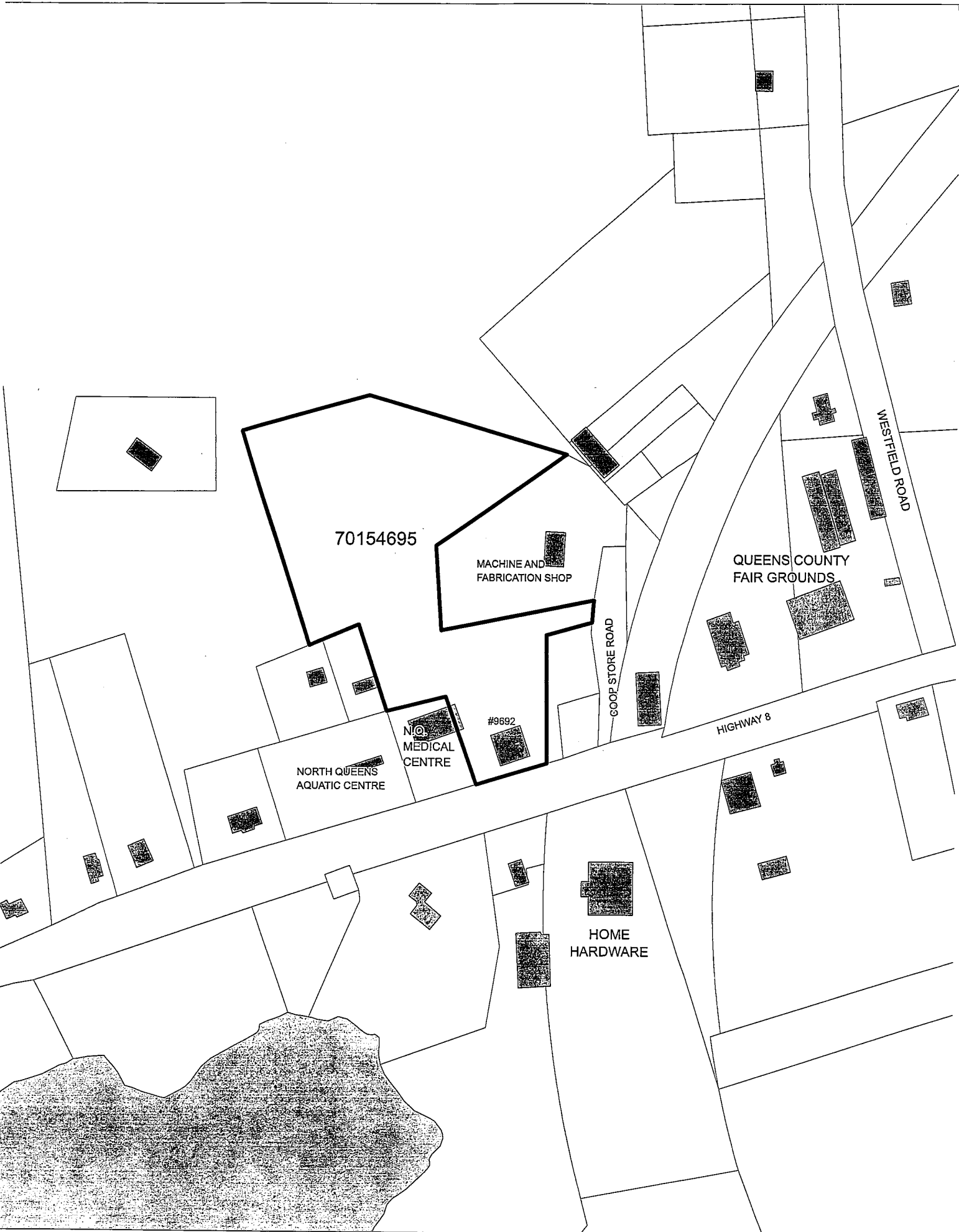
Tentative timeframe:

<u>DATE</u>	<u>PROCEEDURE</u>
August 17, 2020	Planning Advisory Committee
August 25, 2020	Council
September 2, 2020	First Public Notice
September 9, 2020	Second Public Notice
September 22, 2020	Public Hearing
September 22, 2020	Council
September 30, 2020	Notice of Passing
October 15, 2020	Appeal Period ends

Recommendation:

THAT the Council of Region of Queens Municipality amend the Land Use Bylaw to rezone PID# 70154695 from Institutional (I1) to Highway Commercial (C2);

AND THAT a Public Hearing be held on September 22, 2020 in the Council Chambers of the Municipal Building, 249 White Point Road in Liverpool, NS, at 9:00 a.m.



70154695

MACHINE AND
FABRICATION SHOP

NORTH QUEENS
AQUATIC CENTRE

N.Q.
MEDICAL
CENTRE

#9692

HOME
HARDWARE

QUEENS COUNTY
FAIR GROUNDS

HIGHWAY 8

GOOP STORE ROAD

WESTFIELD ROAD

Oakfield Enterprises

July 21, 2020

Planning Department
Region of Queens Municipality
Liverpool, N.S.

Dear Mr. MacLeod,

This letter supplements the application for re-zoning by the above entity relating to 9692 Highway #8, PID 70154695, dated July 21, 2020.

The application is to change the current zoning from institutional to C2 to accommodate the planned use as a distillery.

The Region is the current registered owner, and under terms of our purchase and sale agreement, the purchaser is required to apply for this zoning change. Accordingly, I have applied as the future owner and the usual application fee is being waived by the Region.

I would like to close the purchase as soon as possible but recognize that the required procedures for re-zoning take time.

Yours truly,



Michael Laurie
Owner



REGION OF QUEENS MUNICIPALITY
LAND USE BYLAW AMENDMENT &
DEVELOPMENT AGREEMENT APPLICATION

~~For Internal Use Only~~
Acceptance Date: July 22/20
Processing Date: Aug 3/20

1. Application Type:

- Land Use Bylaw Amendment
 Development Agreement
 Zoning change

2. Property Information:

Civic address of subject property - 9692 Highway # 8, Caledonia

Property Identification Number (PID) - 70154695

Present use of subject property - Vacant - former school bus repair site

Proposed Use of subject property - Microbrewery

Existing Lot Size - 5 acres

Existing Lot Frontage - _____

Future

3. Future Property Owner Information:

Name - Oakfield Enterprises / Michael Laurie

Applicant is:

- Owner Future
 Agent of Owner

Civic Address - _____

Mailing Address (if different from Civic Address) - _____

Telephone Number - _____

Email Address - _____

4. Zoning Information:

Existing Zoning - Institutional

Proposed Zoning - C2

5. Property Servicing Information:

Water Services -

- Municipal System - Existing Proposed
Drilled Well - Existing Proposed
Dug Well - Existing Proposed
Other - _____

Sewer Services -

- Municipal System - Existing Proposed
On-site System - Existing Proposed
Other - _____

Access -

- Public Road - Existing Proposed
Private Road - Existing Proposed
Other - _____

6. Declaration:

- ^{Future} Registered Owner of Property (Please print)

I/we Michael Laurie do solemnly declare that I / We are the current registered owner(s) of the property described in this application. I / We have examined the contents of this application and certify that the information submitted is accurate.

Registered Owner Michael Laurie
Signature Michael Laurie
Date July 21, 2020

Registered Owner (if more than one) _____
Signature _____
Date _____

- Authorization of Registered Owner (Please print)

I/we Mike Macleod authorize Michael Laurie
To act as agent and sign this application on my / our behalf for property located at
(Civic Address) 9692 Hwy 8, Caledon and identified as PID# 70154695.

Notes:

1. The requirements of a Land Use Bylaw amendment or development agreement application are established by the Planning Department of the Region of Queens Municipality. An application approval process will not commence until a completed application and advertising deposit are received.
2. Please make cheques payable to the Region of Queens Municipality. Following completion of the amendment process, the unused balance will be returned to the applicant. However, should the deposit be insufficient to cover the cost of advertising, the applicant will be responsible for the difference.
3. It is recommended that an applicant have a pre-consultation meeting with staff of the Planning Department prior to submitting this application.



Progress Report

Project:
Region of Queens Plan Review

Reporting Period:
April to July, 2020

Dear Mr. MacLeod and the Queens Planning Advisory Committee,

Please find attached a progress report for the work completed during the months of April to July, 2020.

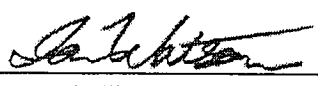
The past few months have been challenging in terms of project work due to the prohibition on municipal meetings, which have prevented meetings to review the public drafts of the planning documents. In the interim we developed and released a series of eleven "highlight" videos that summarize various aspects of the drafts. Those are available now on the project website.

We have also started reaching out to venues to see who is taking bookings at this time and what, if any, restrictions they have on bookings/capacity. We have heard some indication that the prohibition on municipal meetings has or may be relaxed. As soon as that is confirmed we will be in a position to choose some dates and get the meetings booked. Given the need to book the meetings and then advertise them, I expect the earliest possible timing would be nearer to the end of August or into early September. With the municipal elections scheduled for mid-October it may be challenging to adopt the final documents until the early winter; however, we will have more certainty around final project timelines once we can set dates for the public meetings.

This is certainly been a challenging time, but we are hopeful Queens: Planning for the Future can move forward in the near future, and that we can wrap up the project before the year is out.

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

Sincerely,



Ian Watson, MCIP

Complete

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

Task	Estimated Task Progress	Predicted Completion Date
<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>	Complete	-
<i>Task 1.7: Monthly Progress Reports</i>	Ongoing	Last day of each month

Ongoing

**Phase 2:
Citizen and Stakeholder Engagement**

Task	Estimated Task Progress	Predicted Completion Date
<i>Task 2.1: Communications</i>	90%	Communications will occur on schedule with other engagement tasks
<i>Task 2.2: Stakeholder Engagement</i>	95%	September
<i>Task 2.3: Staff Engagement</i>	Complete	-
<i>Task 2.4: Survey</i>	Complete	-
<i>Task 2.5: Open House Meetings</i>	Complete	-
<i>Task 2.6: Creative Tactics</i>	Complete	-
<i>Task 2.7: Community Vision</i>	Complete	-
<i>Task 2.8: Metric Reporting</i>	50%	September
<i>Task 2.9: What We Heard Report</i>	Complete	-

Complete

**Phase 3:
Analysis and Discussion Papers**

Task	Estimated Task Progress	Predicted Completion Date
<i>Task 2.1: Population and Demographics Paper</i>	Complete	-
<i>Task 2.2: Environment Paper</i>	Complete	-
<i>Task 2.3: Residential Development Paper</i>	Complete	-
<i>Task 2.4: Economic Paper</i>	Complete	-
<i>Task 2.5: Infrastructure Paper</i>	Complete	-
<i>Task 3.6: General Policy Paper</i>	Complete	-

Complete

**Phase 4:
Project Findings and Recommendations**

Task	Estimated Task Progress	Predicted Completion Date
<i>Task 4.1: Policy Report</i>	Complete	-
<i>Task 4.2: Issues Workshop with PAC</i>	Complete	-

Ongoing

**Phase 5:
Drafting / Policy Development**

Task	Estimated Task Progress	Predicted Completion Date
<i>Task 5.1: Prepare Draft MPS</i>	Complete	-
<i>Task 5.2: Prepare Draft LUB</i>	Complete	-
<i>Task 5.3: Prepare Mapping</i>	Complete	-
<i>Task 5.4: Submit Draft MPS & LUB</i>	Complete	-
<i>Task 5.5: Draft Plan Presentation</i>	Complete	-
<i>Task 5.6: Community Consultation</i>	Pending	September

Pending

**Phase 6:
Final Presentation and Approvals**

Task	Estimated Task Progress	Predicted Completion Date
<i>Task 6.1: Community Input Summary</i>	Pending	September
<i>Task 6.2: Final Revisions</i>	Pending	September
<i>Task 6.3: Formal MPS and LUB Adoption</i>	Pending	Late fall or early winter
<i>Task 6.4: Project Wrap-Up</i>	Pending	By end of 2020

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 workshops
- PAC communication materials
- General survey in online and paper format
- Business survey in online format
- Advertising materials
- Council project update (x2) and workshop
- Meeting with PAC to update on project and discuss Community Vision
- Stakeholder calls and meetings
- Six discussion papers
- Policy Direction paper
- PAC policy direction workshop
- Third draft of Vision, Goals, and Objectives
- Public release of discussion papers and Policy Direction paper
- Staff workshop
- PAC check-in
- First, second, and third internal draft MPS
- First, second, and third internal draft LUB
- First, second, and third internal draft zoning
- Present and discuss first and second internal drafts with PAC
- Public draft MPS and LUB
- Presentation of drafts to Council
- Communications on drafts

Next Month Steps

- Book, and possibly hold, public meetings on the draft documents