

**REGION OF QUEENS MUNICIPALITY
PLANNING ADVISORY COMMITTEE
OCTOBER 15, 2020
7:00 P.M.**

AGENDA

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES –SEPTEMBER 17, 2020**
- 4. BEVERAGE FORMULATION, TESTING AND SMALL-SCALE
PRODUCTION BY DEVELOPMENT AGREEMENT – 412 EAST BERLIN
ROAD, EAST BERLIN**
- 5. LAND USE BYLAW AMENDMENTS – REZONING REQUEST –
85 HILLSIDE ROAD IN BROOKLYN**
- 6. RECYCLING DEPOT AND PROCESSING BY DEVELOPMENT
AGREEMENT – 3965 HIGHWAY 3, BROOKLYN**
- 7. MUNICIPAL PLANNING REVIEW**
- 8. OTHER**
- 9. NEXT MEETING –**
- 10. ADJOURNMENT**

PLANNING ADVISORY COMMITTEE
REGULAR MEETING
SEPTEMBER 17, 2020 - 7:00 P.M.

MINUTES

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

UNAPPROVED

Regrets: Robert Ross

1. CALL TO ORDER -

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

2. APPROVAL OF AGENDA -

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

Motion Carried Unanimously.

3. APPROVAL OF MINUTES - August 19, 2020

It was **MOVED** by **Susan MacLeod** and **SECONDED** by **Don Kimball** that the Minutes of August 19, 2020 be approved as circulated.

Motion Carried Unanimously.

4. ACTION PLAN – SEPTEMBER 2020

Mike updated the Committee with the current list of items.

- Rezone to M1 - 79 Payzant St, Liverpool has been approved by Council and is currently waiting for approval with the Province. The Province has up to 30 days to respond.

- Rezone to C2 - 9692 Highway 8, Caledonia – Ongoing – Public Hearing will be Monday, September 21, 2020 at 7:00PM and then Council will discuss on Tuesday.

5. REZONING REQUEST – 135 & 143 OLD PORT MOUTON ROAD, LIVERPOOL

Mike MacLeod gave an overview of the application to rezone 135 Old Port Mouton Road, PID 70019419 from Restricted Residential (R1) to Highway Commercial (C2) and 143 Old Port Mouton Road, PID 70019401 from Neighbourhood Commercial (C3) to Highway Commercial (C2). The property owners currently have a convenience store at 143 Old Port Mouton Road and a single detached dwelling at 135 Old Port Mouton Road. They wish to further develop their business by opening a restaurant and installing gas pumps.

Heather Kelly introduced the owner and applicant, Jonathan Bower and welcomed him to the meeting. Jonathan spoke about his wishes for the area. They are not looking to open more businesses because the convenience store is suffering, but rather to compete with current gas stations across town and offer more to their current customers. Parking would be expanded from approximately 2000 Sq.Ft to 8000 Sq.Ft, which would stop customers from parking on the side of the road to visit the store. Jonathan has been speaking with his customers for a few years now about the future plans and feedback has been very positive.

Paul Connolly asked if they gave consideration to just opening the restaurant, as the gas pumps might be looked at negatively. Jonathan said their second option is to just have 135 Old Port Mouton Road rezoned to Highway Commercial (C2) to open a restaurant and increase parking for both sites.

In response to a comment from Susan MacLeod regarding Caledonia needing a gas station and the costs to install pumps, Jonathan said they won't necessarily make more money off the gas sales but rather offer a 'one stop shop' for their customers. They are also looking at offering air miles or points type promotions. Susan felt that running the business at this point without the gas pumps might be more acceptable to the community and the Committee.

Raymond Fiske voiced his concerns regarding the gas pumps, the close proximity to the intersection of Old Port Mouton Road and George Street and the possibility of cars lining up on the road like the current issue at Tim Hortons and McDonalds.

Julie Petrella felt that the name of the zone, Highway Commercial, wasn't a fit for this residential area. The risks associated with gas pumps such as leaks and accidental spills in a residential area that could lead to contamination of the ground water supply. She would support the restaurant development but not the addition of gas pumps in a residential area.

Mike Ferguson felt this wasn't the right place for this development. Don Kimball appreciates the proposal but is not convinced that the location is the right fit. Maddie Charlton voiced her concerns about the gas pumps, the elementary school up the road and the potential of lineups on the road but agrees that the restaurant proposal and additional parking are positive changes.

Susan MacLeod inquired about the storage of the gas tanks in the ground and if there was any seismic testing. She is supportive of the restaurant but still has concerns about the gas pumps. Mary White doesn't understand the economics behind installing the gas pumps as it

is very costly.

Heather Kelly gave her input of many changes to this store since the current owner purchased the business six years ago. She felt the restaurant would increase traffic, not the gas station. Houses in this area are on the Municipal water system so she didn't feel that there would be any wells affected and she is supportive of this proposal.

It was **MOVED** by **Susan MacLeod** and **SECONDED** by **Julie Petrella**

THAT the Council of the Region of Queens Municipality give notice of its intention to amend the Municipal Planning Strategy and Land Use Bylaw to rezone PID# 70019401 from Neighbourhood Commercial (C3) to Highway Commercial (C2) and to rezone PID# 70019419 from Restricted Residential (R1) to Highway Commercial (C2).

Motion Defeated 2 For and 7 Opposed.

It was **MOVED** by **Julie Petrella** and **SECONDED** by **Paul Connolly**

THAT the Council of the Region of Queens Municipality give notice of its intention to amend the Municipal Planning Strategy and Land Use Bylaw to rezone PID# 70019419 from Restricted Residential (R1) to Downtown Commercial (C1).

Motion Carried 7 For and 2 Opposed.

6. MUNICIPAL PLANNING REVIEW

Mike MacLeod updated the Committee that the Public Engagement Sessions have started this week and there were meetings in Beach Meadows, Caledonia & Greenfield. The next four meetings, including an online meeting for anyone who doesn't feel comfortable attending a public meeting, will run from October 5th to October 8th. Following the completion of the sessions UPLAND will prepare a report to submit to the Committee. There will then be a meeting with UPLAND to discuss comments and make any suggested changes to work towards a final draft of the MPS & LUB.

Julie Petrella was pleased to see the maps included with the documents as it makes it easier to read through. Paul Connolly attended two of the meetings and feels the changes are being received well by the community but feels more work is needed regarding recreational vehicles. Mary White has some additional information regarding recreational vehicles that she will be bringing to a future meeting.

7. OTHER

Mike Ferguson thanked the Committee for his membership for the past year and wished the members well.

8. NEXT MEETING

The next meeting is tentatively scheduled for October 5th, 2020.

9. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:25 p.m.

Date

**Region of Queens Municipality
Staff Report**

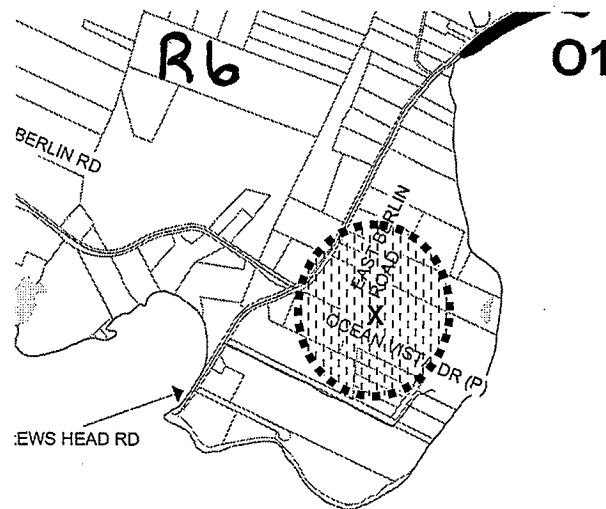
To: Planning Advisory Committee
From: Mike MacLeod
Date: October 15, 2020
**Re: Beverage Formulation, Testing and Small-scale Production by
Development Agreement**

BACKGROUND

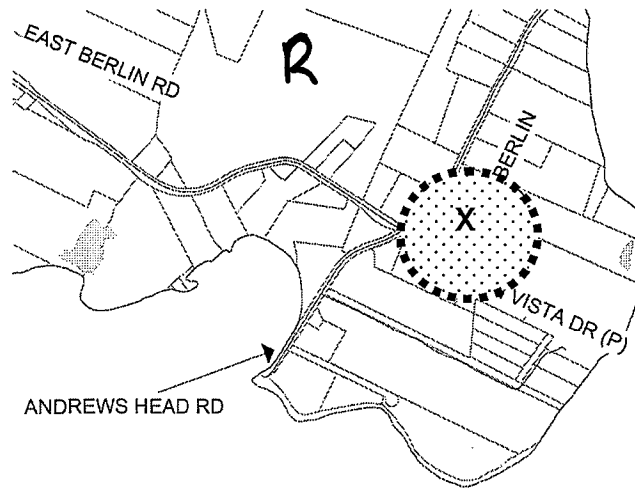
Region of Queens Municipality has received an application to enter into a development agreement to allow for a beverage formulation, testing and small-scale production operation in a Mixed Use Coastal Residential (R6) Zone. The property is located at 412 East Berlin Road in East Berlin and is identified as PID# 70093653. A copy of the application is attached as Appendix A.

DETAILS

The property is zoned as Mixed Use Coastal Residential (R6) under the Land Use Bylaw and has a future land use designation of Residential (R) under the Municipal Planning Strategy.



Zoning Map 3



Generalized Future Land Use Map

The Land Use Bylaw establishes that the intent of the Mixed Use Coastal Residential (R6) Zone is to provide primarily for a broad mixture of residential, commercial and natural resource based development within the Rural Development Area. Within the R6 Zone a development permit shall only be issued for one or more of the following uses:

➤	<i>Agricultural uses;</i>
➤	<i>Apartments up to a maximum of 15 units subject to Section 12.4;</i>
➤	<i>Art galleries / studios;</i>
➤	<i>Bed and breakfast establishments;</i>
➤	<i>Boarding houses to a maximum of five (5) units;</i>
➤	<i>Campgrounds, subject to Section 14.7;</i>
➤	<i>Commercial marine uses;</i>
➤	<i>Condominiums up to a maximum of 15 units, subject to Section 12.5;</i>
➤	<i>Convenience store;</i>
➤	<i>Converted dwellings;</i>
➤	<i>Craft shops;</i>
➤	<i>Day nurseries and kindergartens;</i>
➤	<i>Duplex dwelling;</i>
➤	<i>Equestrian Facilities;</i>
➤	<i>Farmers markets;</i>
➤	<i>Forestry uses, subject to Section 14.8;</i>
➤	<i>Funeral home;</i>
➤	<i>Garden centres / Greenhouses / Nurseries, subject to Section 14.6;</i>
➤	<i>Gift shop;</i>
➤	<i>Grocery stores, subject to Section 14.6;</i>
➤	<i>Group dwellings, subject to Section 12.7;</i>
➤	<i>Home business uses, subject to Section 9.1;</i>
➤	<i>Household livestock operations;</i>
➤	<i>Institutional uses, subject to I1 Zone requirements;</i>
➤	<i>Mini (Mobile) homes, subject to Section 14.4;</i>

➤	Medical clinics, subject to Section 14.6;
➤	Movie rental shops;
➤	Nursing homes, subject to Section 12.6;
➤	Personal service shops, subject to Section 14.6;
➤	Recreation / Open Space (P1) uses, subject to P1 Zone requirements;
➤	Residential care facilities, subject to Section 12.6;
➤	Restaurants (including drive in and take out), subject to Section 14.6;
➤	Self storage businesses;
➤	Semi detached dwellings;
➤	Single detached dwelling;
➤	Small options homes;
➤	Storage of commercial fishing equipment and supplies;
➤	Tourist establishments;
➤	Triplex dwellings;
➤	Wind turbine generators (small scale), subject to Section 6.39

A beverage formulation, testing and small-scale production business is one which would fall under the category of “manufacturing, industrial, assembly and warehousing operation”, which is not a listed permitted use in the R6 Zone. This type of use is one that is permitted in the Light Industrial (M1) Zone. However, the Municipal Planning Strategy sets out that:

*As economic conditions continue to change in the Region, Council wishes to provide for a degree of flexibility to consider new commercial and light industrial developments in certain residential areas that may not ordinarily allow for such uses, but may be beneficial to the local community and / or the Region as a whole. This being said; however, Council realizes that these new ventures have the potential for conflict with existing land uses and that regulations have to be established control the uses. Therefore, Council will consider new commercial development in the **Mixed Use Rural Residential (R5) Zone** and the **Mixed Use Coastal Residential (R6) Zone** by development agreement.*

Policy 3.3.40

*It shall be the intention of Council to consider **Highway Commercial (C2)** and **Light Industrial (M1)** uses in the **Mixed Use Rural Residential (R5)** and **Mixed Use Coastal Residential (R6) Zones** by development agreement under Section 225 of the Municipal Government Act, subject to Policy 12.6.1.*

When evaluating development agreements, Council must be cognizant of the overall goals and policies of this MPS. In particular, it should have regard to the criteria listed in Policy 12.6.1.

Policy 12.6.1

It shall be the intention of Council, when evaluating a Development Agreement, to have regard to the following matters where applicable:

- a. *the proximity of the proposed development to recreational and other community facilities;*
- b. *the impact of the proposed development on:*

1. *existing residential and institutional uses in the area with particular regard to the use and size of the structures that are proposed, buffering and landscaping, hours of operation for the proposed use (where applicable), noise and other similar features of the use and structure in order to minimize any potential land use conflicts with adjacent uses;*
 2. *adequacy of municipal services with particular regard to demands on the sewer system, water system, fire protection, refuse collection, police protection, existing schools and churches;*
 3. *pedestrian and vehicular traffic circulation with particular regard to the traffic that the development will generate, the adequacy of the proposed accesses to and from the site, traffic flows in and around the site in terms of its ability to handle any new traffic, and the adequacy of the proposed parking areas; and*
 4. *structures on abutting lots in terms of proposed exterior siding and in terms of architectural characteristics taking into consideration such things as height, roof line and lot coverage to minimize any potential land use conflicts between the proposed development and structures on abutting properties.*
- c. *submission of a site plan showing the location of the uses and the structure or structures on the lot, building layout, parking areas, accesses to and from the site, signage provisions, buffering or landscaping provisions and lighting provisions;*
 - d. *adequacy of the proposed lot to ensure that adequate screening and landscaping can be undertaken to minimize the potential for any land use conflicts with adjacent uses.*

Policy 12.6.2

It shall be the intention of Council to recognize that Development Agreements shall contain such terms and conditions as are necessary to ensure that the development is consistent with the policies of this MPS. To this end, Development Agreements shall include some or all of the following terms where applicable:

- a. *the specific use or uses of the land;*
- b. *the size of the structures if new ones are proposed or the size of any proposed expansions to existing structure or structures;*
- c. *provisions for adequate buffering to screen the development from adjacent conflicting land uses;*
- d. *any matter that may be addressed in a Land Use Bylaw (i.e. parking requirements and yard requirements);*
- e. *time limits for the initiation of construction;*
- f. *noise levels;*
- g. *the hours of operation and the maintenance requirements of the proposed use or uses; and*
- h. *all other matters enabled in Section 227 of the Municipal Government Act.*

The Municipal Government Act (MGA) allows municipalities the ability to incorporate a fairly broad list of terms into a development agreement to try to mitigate potential negative effects of a proposed use. The MGA sets out that:

Content of development agreement 227

(1) A development agreement may contain terms with respect to

- (a) matters that a land-use by-law may contain;*
- (b) hours of operation;*
- (c) maintenance of the development;*
- (d) easements for the construction, maintenance or improvement of watercourses, ditches, land drainage works, stormwater systems, wastewater facilities, water systems and other utilities;*
- (e) grading or alteration in elevation or contour of the land and provision for the disposal of storm and surface water;*
- (f) the construction, in whole or in part, of a stormwater system, wastewater facilities and water system;*
- (g) the subdivision of land;*
- (h) security or performance bonding.*

(2) A development agreement may include plans or maps.

(3) A development agreement may

- (a) identify matters which are not substantive or, alternatively, identify matters that are substantive;*
- (aa) identify if the variance provisions are to apply to the development agreement;*
- (b) provide for the time when and conditions under which the development agreement may be discharged with or without the concurrence of the property owner;*
- (c) provide that upon the completion of the development or phases of the development, the development agreement, or portions of it, may be discharged by council;*
- (d) provide that if the development does not commence or is not completed within the time specified in the development agreement, the development agreement or portions of it may be discharged by council without the concurrence of the property owner.*

Considerations:

- PID # 70093653 is located on East Berlin Road in the community of East Berlin.
- Property is zoned as Mixed Use Coastal Residential (R6).
- The property is approximately 19 acres in size, with approximately 550 feet of road frontage.
- Area is primarily low density residential development.
- Existing dwelling located on the property.
- East Berlin Road is a listed public road owned and maintained by the Province.
- The closest dwelling is approximately 470 feet from the proposed operation.
- The property is of sufficient size to accommodate off street parking and loading areas.

Options:

1. Maintain status quo (deny development agreement request); or
2. Enter into a development agreement to allow for the establishment of a beverage formulation, testing and small-scale production operation on property identified as PID#70093653 and located at 412 East Berlin Road in East Berlin.

Tentative timeframe should Option 2 be considered:

<u>DATE</u>	<u>PROCEEDURE</u>
October 15, 2020	Planning Advisory Committee
November 10, 2020	Council
November 18, 2020	First Public Notice
November 25, 2020	Second Public Notice
December 8, 2020	Public Hearing
December 8, 2020	Council
December 9, 2020	Amendments to Province
~January 15, 2021	Notice of Passing

Staff have reviewed the application and are of the feeling that sufficient terms and condition can be incorporated into a development agreement to meet the needs of the applicant and also to mitigate potential issues that the operation may have on the surrounding area. With this in mind, it would be Staff's recommendation that a development agreement include provisions respecting, but not limited to:

- Off-street loading / unloading area
- Outdoor storage
- Outdoor lighting

A draft copy of a development agreement has been prepared for discussion purposes and is attached as Appendix B.

APPLICABLE LEGISLATION

Municipal Government Act establishes the process for municipalities to follow in entering into a development Agreement

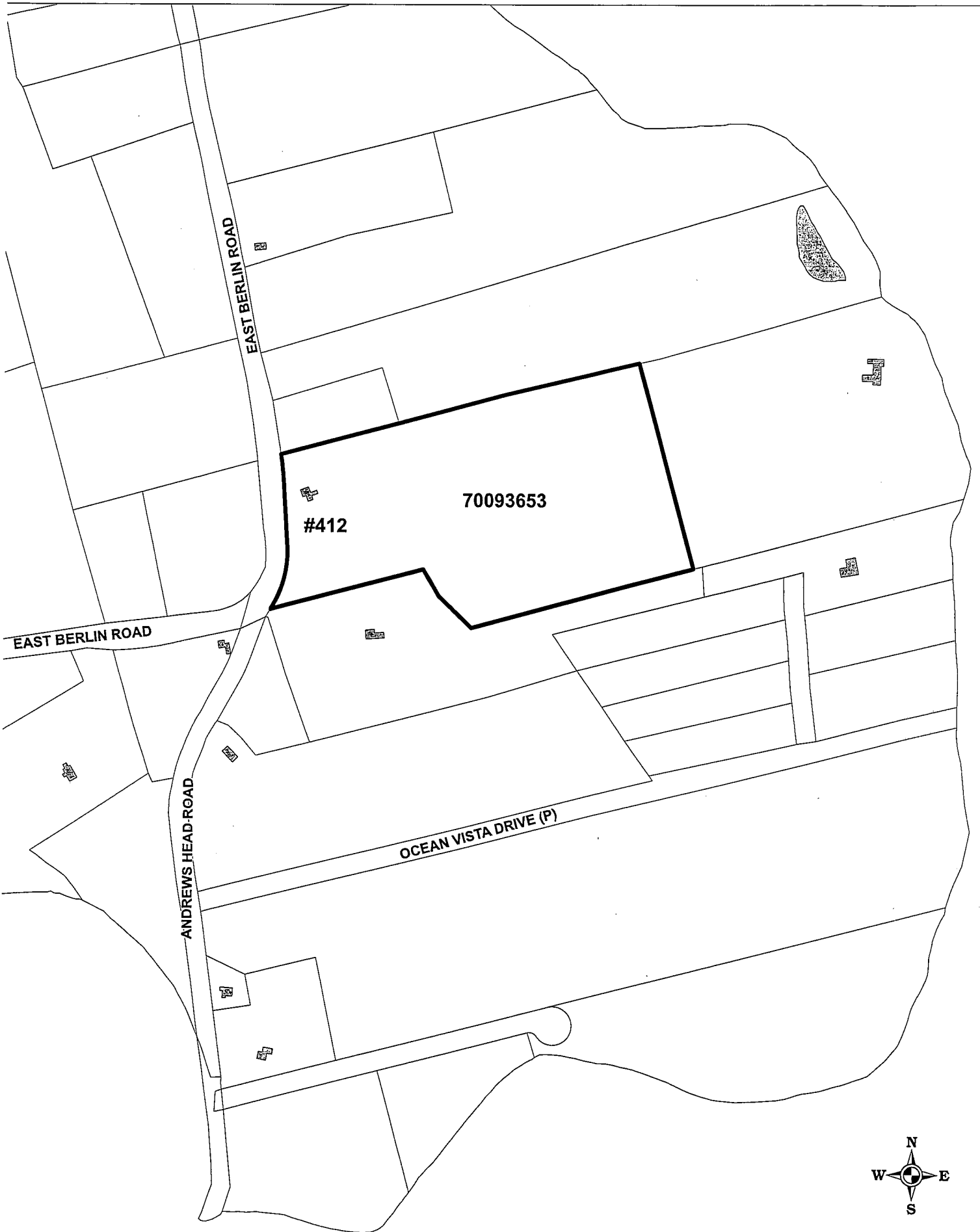
BUDGT IMPACTS

No budget implications. Applicant is responsible for advertising and registration costs for the development agreement process.

RECOMMENDATION

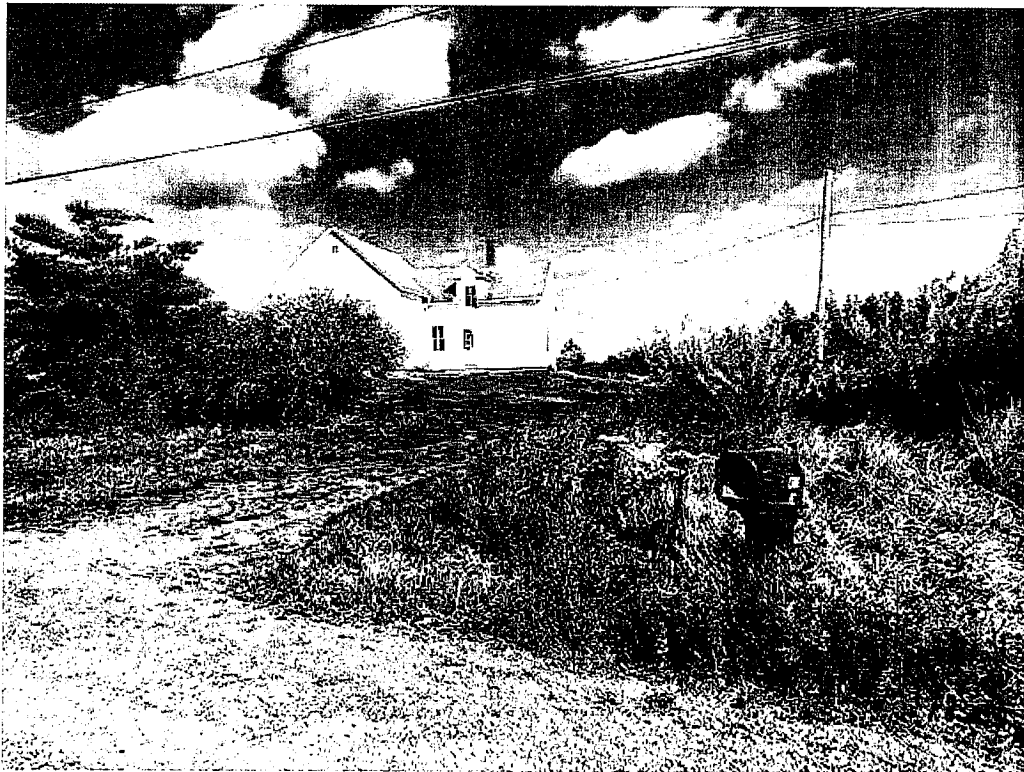
THAT Council of Region of Queens Municipality give notice of its intention to enter into a development agreement to allow for the establishment of a beverage formulation, testing and small-scale production operation on property identified as PID#70093653 and located at 412 East Berlin Road in East Berlin;

AND THAT a Public Hearing be held on December 8, 2020 in the Council Chambers of the Municipal Building, 249 White Point Road in Liverpool, NS, at 9:00 a.m.



1 CM = 50 M







Appendix A

September 11, 2020

To: Mike MacLeod
Director of Planning
Region of Queens Municipality
PO Box 1264
Liverpool, NS
BOT 1K0

RE: Region of Queens Municipality Development Agreement Application
412 East Berlin Road, East Berlin, Nova Scotia
PID 70093653

Dear Mr. MacLeod,

Further to the enclosed Development Agreement Application for the above-mentioned property, this letter is intended to provide further information about the intended use related to the application. For purposes of clarity Snicky & Lukin Investments Ltd is my holding company and Catalyst Development Inc. is my operating company. The Development Agreement Application is being submitted by the holdco which owns the property in question.

As background, I have been in the beverage business for almost forty-five years with soft drinks, wine & spirits, and bottled water etc. Approximately half of this time has been in my own beverage consulting and production business, Catalyst Development Inc., which is based in B.C.

I fell in love with Nova Scotia in the '90's and recently my wife and I have built a home and taken residence here in semi-retirement. I wish to move beverage and food formulation as well as micro scale beverage production (~ 5 - 20 units per minute) to Nova Scotia and to this particular property. The formulation activities include those similar to a kitchen (weighing and mixing of ingredients) with enhanced capabilities for basic beverage analysis such as pH, sugar, acid levels etc. The beverage production would include capabilities to run carbonated and still beverages in cans, bottles and pouches at the exceptionally modest rates noted above. It may also include the micro scale production of dry mixes and beverage concentrates.

There is an empty farmhouse on the property which I have, through a local contractor, determined that the structure is salvageable and this building could be refurbished to serve as the basis for housing the business. It would of course require upgrades to a better well and septic system as well as improvements to the wiring and plumbing in the structure. In addition to the trades work being required, I am optimistic that Nova Scotia suppliers could be used in the supply chain of the business itself and there would be modest local employment.



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

For Internal Use Only

Acceptance Date: _____
Processing Date: _____



1. Application Type:

- Land Use Bylaw Amendment
- Development Agreement

2. Property Information:

#412 East Berlin Road, East Berlin, Nova Scotia, B0J
1H0

Civic address of subject property - _____

70093653

Property Identification Number (PID) - _____

vacant with empty house

Present use of subject property - _____

beverage formulation kitchen & testing

Proposed use of subject property - facility. Small scale beverage

approximately 19 acres

Existing Lot Size - _____

approximately 550'

Existing Lot Frontage - road frontage

3. Property Owner Information:

Snicky & Lukin Investments Ltd.

Name - _____

Applicant is:

- Owner
- Agent of Owner

Civic Address - _____

Mailing Address (If different from Civic Address) - _____

Telephone Number - _____

Email Address - _____

4. Zoning Information:

R6 (I think)

Existing Zoning - _____

not known

Proposed Zoning - _____

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:

- Registered Owner of Property (Please print)

I / We Snicky and Lukin Investments Ltd 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 Ron Kendrick
Signature _____
Date September 11, 2020

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

- Authorization of Registered Owner (Please print)

I / We Snicky & Lukin Investments Ltd authorize Ron Kendrick
To act as agent and sign this application on my / our behalf for property located at
(Civic Address) 412 East Berlin Road, East Berlin, NS and identified as PID# 70093653.

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.

4. **THAT** the manufacturing operation be conducted and wholly contained within an enclosed building and which is not obnoxious by reason of sound, odour, dust, fumes, smoke or other emission, refuse matter, water-carried waste, by reason of unsightly open storage;
5. **THAT** any outdoor storage of materials shall be screened from view by an opaque fence;
6. **THAT** the Developer shall provide off street loading and unloading area;
7. **THAT** any outdoor lighting for proposed operation shall be directed away from abutting properties;
8. **THAT** notwithstanding any other provisions of this Development Agreement, the Developer shall not undertake or carry out any development on the Lands which does not comply with:
 - (a) this Development Agreement;
 - (b) any statutes and regulations of the Province of Nova Scotia to the extent that the same are properly the subject of a development agreement; and
 - (c) appropriate Municipal Bylaws, including without restricting the generality of the foregoing, the Bylaw Respecting the Building Code Act.
9. **THAT** in the event of a dispute, the decision of the Development Officer of the Region as to whether the development is in conformance with the terms of this Agreement shall be conclusive;
10. **THAT** notwithstanding the provisions of the Region of Queens Municipality Municipal Planning Strategy and Land Use Bylaw, the Developer shall be permitted to seek substantial or non-substantial amendments to this Development Agreement, subject to the procedure as set forth in Section 230 of the Municipal Government Act of Nova Scotia;
11. **THAT** amendments which shall be considered substantial are any affecting the following:
 - (a) A change in the uses permitted;
 - (b) Any increase in the size of the building utilized for commercial purposes
12. **THAT** any amendment whether substantial or otherwise must be approved by both parties in writing;
13. **THAT** the Developer agrees to pay for all legal costs, advertising and expenses incurred by the Region that have originated from its application for this Development Agreement;

14. **THAT** this Agreement shall be binding upon the parties hereto, their heirs, successors and assigns and shall run with the land which is subject to this Agreement;
15. **THAT** this Agreement is not assignable without the written consent of the Region;
16. **THAT** enforcement and rights and remedies on default of this Agreement shall be as follows:
 - (a) The Developer agrees that the Development Officer appointed by the Region to enforce this Agreement shall be granted access onto the lands during all reasonable hours without obtaining consent of the Developer. The Developer further agrees that, upon receiving written notification from the Development Officer to inspect the interior of any building located on the lands, the Developer agrees to allow for such inspection during any reasonable hour within two (2) days of receiving such notice.
 - (b) If the Developer fails to observe or perform any condition of this Agreement, after the Region has given the Developer thirty (30) days written notice of the failure or default, then in each such case:
 - (1) the Region shall be entitled to apply to any court of competent jurisdiction for injunctive relief including an order prohibiting the Developer from continuing such default, and the Developer hereby submits to the jurisdiction of such Court and waive any such defense based upon the allegation that damages would be an adequate remedy;
 - (2) The Region may enter upon the lands and perform any of the covenants contained in this Agreement, whereupon all reasonable expenses whether arising out of the entry on the lands or from the performance of the covenants may be recovered from the Developer; if unpaid within 30 days of billing by the Region; by direct suit and such amount shall, until paid, form a lien upon the lands and be shown on any tax certificate issued under the Municipal Government Act;
 - (3) The Region may by resolution discharge this Agreement, upon providing the Developer sixty days (60) written notice, whereupon this agreement shall have no further force or effect and henceforth the development of the lands shall conform with the provisions of the Region of Queens Municipality Land Use Bylaw;

(4) In addition to the above-mentioned remedies, the Region reserves the right to pursue any other remediation under the Municipal Government Act or common law to ensure compliance with this Agreement.

19. **THAT** the entering into of this Agreement was approved by the Council of the Region of Queens Municipality at a duly held meeting of Council convened on the _____ day of _____, 2020.

- (a) This Agreement shall not be entered into, or signed by the parties, until the time for Appeal under Section 228 of the Municipal Government Act of Nova Scotia has elapsed, any appeals which have been lodged have been disposed of and the required resolution of Council has been affirmed by the Nova Scotia Utility and Review Board;
- (b) This Agreement does not come into effect until it is filed, by the Region of Queens Municipality, in the Registry of Deeds as set out in Section 228 of the Municipal Government Act of Nova Scotia.

DRAFT

IN WITNESS WHEREOF the parties have hereto set their hands and affixed their Corporate seals the day and year first above written.

SIGNED, SEALED AND DELIVERED

in the presence of

Witness

) **SNICKY & LUKIN INVESTMENTS LTD.**

)
) Per: _____

) Ron Kendrick

) **REGION OF QUEENS MUNICIPALITY**

)
) Per: _____

) Mayor

Witness

) Per: _____
) Chief Administrative Officer

**PROVINCE OF NOVA SCOTIA
COUNTY OF QUEENS**

ON this ____ day of _____, 2020, before me, the subscriber personally came and appeared _____ a subscribing witness to the foregoing Indenture, who having been by me duly sworn, made oath and said that Ron Kendrick signed, sealed and delivered the same in his/her presence.

A Commissioner of the Supreme Court of Nova Scotia

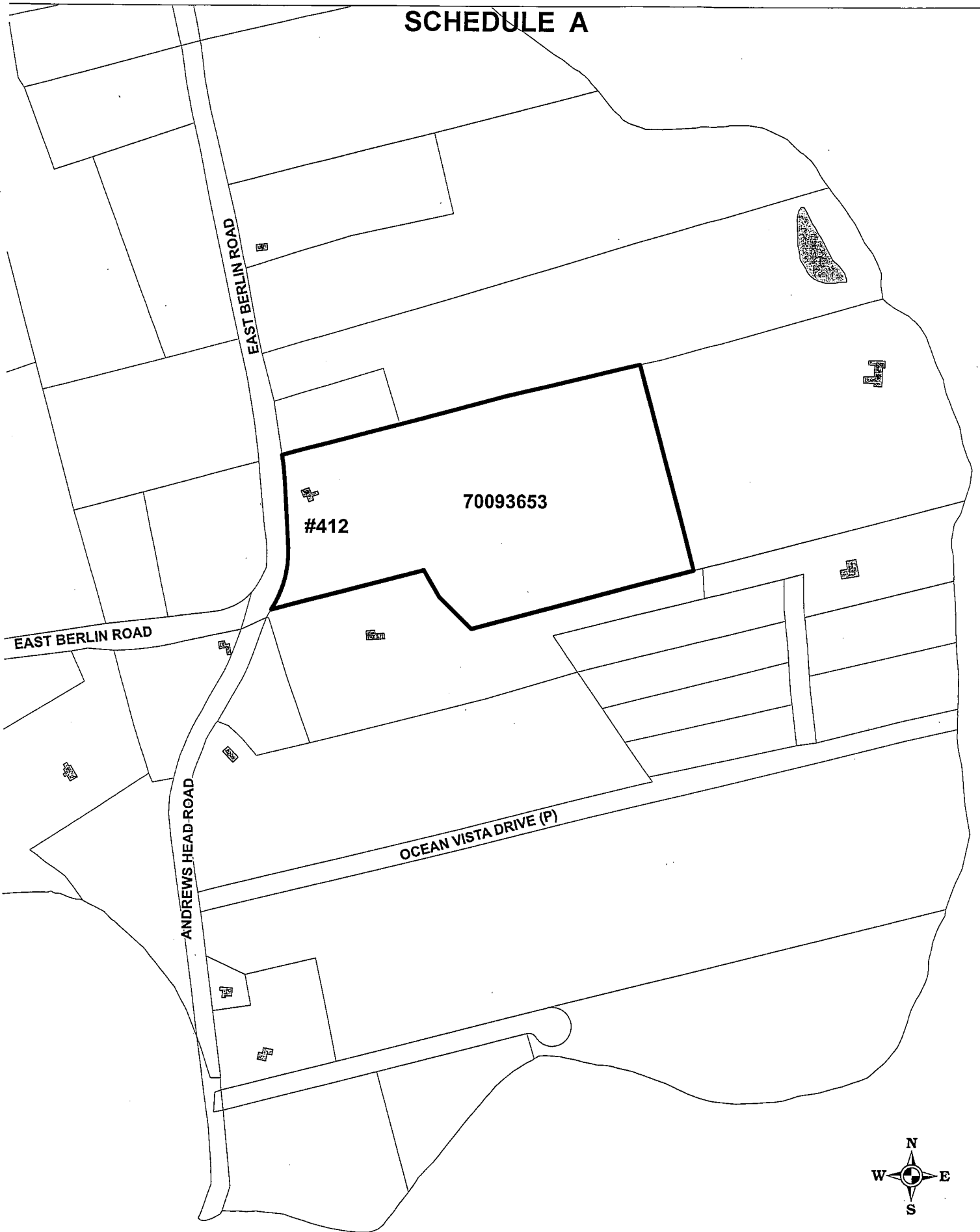
**PROVINCE OF NOVA SCOTIA
COUNTY OF QUEENS**

ON this ____ day of _____, 2020, before me, the subscriber personally came and appeared _____ a subscribing witness to the foregoing Indenture, who having been by me duly sworn, made oath and said that the Region of Queens Municipality, per its authorized officers, David Dagley and Chris McNeill, signed, sealed and delivered the same in his/her presence.

A Commissioner of the Supreme Court of Nova Scotia

DRAFT

SCHEDULE A



1 CM = 50 M

SCHEDULE B

PID# 70093653

ALL that certain lot, piece or parcel of land situate, lying and being in the County of Queens in East Berlin in the County of Queens and Province of Nova Scotia, said lot formerly owned by Alexander Wolfe, bounded and described as follows, that is to say:

BOUNDED on the North by land of James Colp;

ON the West by the Main Road;

ON the South by land of Abraham Corkum, marked Number 1 on the Plan hereafter mentioned;

AND ON the East by the sea shore.

SAVING AND EXCEPTING Lot A1 as shown in Registered Plan No. 114839401 recorded in the Land Registration Office for Queens County.

BEING AND INTENDED TO BE Lot No. 2 as shown on a Plan made by Whitman Freeman, Deputy Surveyor dated December 18, 1863.

AND BEING AND INTENDED TO BE the property formerly of Lorenzo Anthony Corkum consisting of the house, barn and 35 acres of land, more or less, which was devised to Donald E. Corkum by Will of Lorenzo Corkum.

FURTHER BEING AND INTENDED TO BE a portion of the lands conveyed by Donald E. Corkum and his wife to Clarence H. Corkum by Deed dated July 29, 1959 and recorded at the Queens County Registry of Deeds in Book 96 at Page 15.

SUBJECT HOWEVER to an Easement in favour of Nova Scotia Power Incorporated dated July 9, 2019 and registered at the Queens County Land Registration Office on July 24, 2019 as Document No. 114838718.

**Region of Queens Municipality
Staff Report**

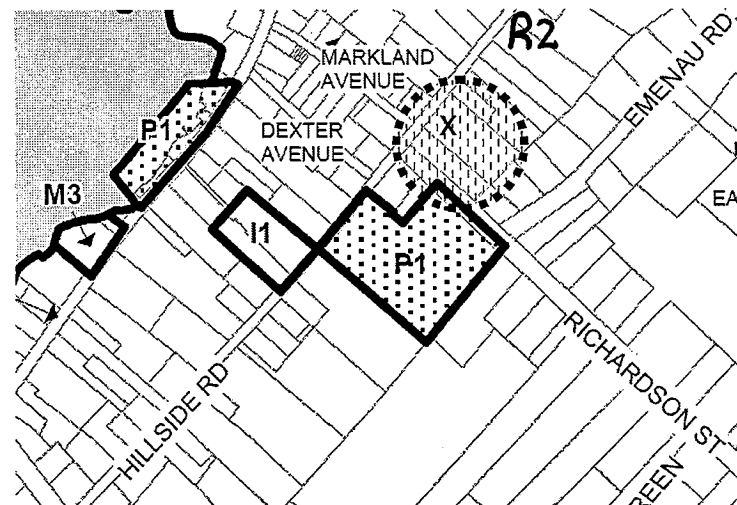
To: Planning Advisory Committee
From: Mike MacLeod
Date: October 15, 2020
Re: Rezoning 85 Hillside Road in Brooklyn

BACKGROUND

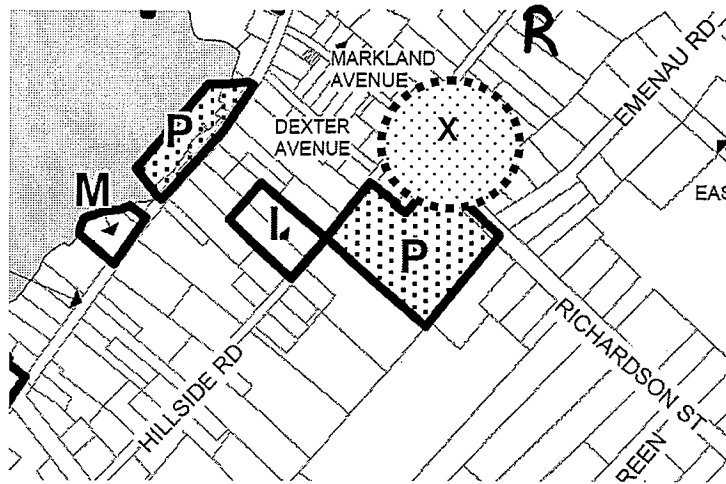
Region of Queens Municipality has received an application to rezone property identified as PID# 70218896 and located at 85 Hillside Road in Brooklyn from General Residential (R2) to Mixed Use Rural Residential (R5). The property owners wish to open a self-storage business in the existing building on the property. A copy of the application is attached as Appendix A.

DETAILS

The property is zoned as General Residential (R2) under the Land Use Bylaw and has a future land use designation of Residential (R) under the Municipal Planning Strategy.



Zoning Map 1



Generalized Future Land Use Map 1

The Land Use Bylaw establishes that the intent of the General Residential (R2) Zone is to provide for a broader mix of low density residential development within the Urban Development Area. Within the R2 Zone, a development permit shall only be issued for one or more of the following uses:

➤	<i>Bed and breakfast establishments with not more than five (5) rooms to let and subject section 10.5;</i>
➤	<i>Boarding houses to a maximum of five (5) units;</i>
➤	<i>Churches subject to the I1 Zone requirements;</i>
➤	<i>Converted dwellings to a maximum of five (5) dwelling units subject to Section 10.4;</i>
➤	<i>Day nurseries and kindergartens;</i>
➤	<i>Duplex dwellings;</i>
➤	<i>Elementary and secondary schools subject to the I1 Zone requirements;</i>
➤	<i>Home Business, subject Section 9.1;</i>
➤	<i>Household livestock operations;</i>
➤	<i>Mini (Mobile) homes subject to Section 11.4 and the Region's Mobile Home Bylaw;</i>
➤	<i>Parks and playgrounds;</i>
➤	<i>Row houses to a maximum of five (5) units;</i>
➤	<i>Semi-detached dwellings;</i>
➤	<i>Single detached dwellings;</i>
➤	<i>Small options homes;</i>
➤	<i>Triplex dwellings</i>

The applicants currently operate a small manufacturing business in the existing building, making Christmas wreath rings and novelty items. This use was permitted through a development agreement, which was entered into in 1999 and was in compliance with policy of the Municipal Planning Strategy of that time. Staff have reviewed the development agreement and have determined that an amendment cannot be considered, as we are unable to allow new land uses that are not permitted under the currently Municipal Planning Strategy and Land Use Bylaw. 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 use was consistent with Brooklyn's Municipal Planning Strategy back in 1999, it is today's MPS that is the yardstick for any new or amended agreement.

The self-storage use being proposed by the applicant is currently only permitted in the Mixed Use Rural Residential (R5) Zone and the Mixed Use Coastal Residential (R6) Zone under the Land Use Bylaw. As such, the only opportunity for consideration of the proposed use would be through amendments to the Municipal Planning Strategy and Land Use Bylaw.

Within the R5 and R6 Zones, the following uses are permitted:

➤ <i>Agricultural uses;</i>
➤ <i>Apartments up to a maximum of 15 units, subject Section 12.4;</i>
➤ <i>Art galleries / studios;</i>
➤ <i>Bed and breakfast;</i>
➤ <i>Boarding houses to a maximum of five (5) units;</i>
➤ <i>Campgrounds, subject to Section 14.7;</i>
➤ <i>Condominiums up to a maximum of 15 units, subject Section 12.5;</i>
➤ <i>Convenience stores</i>
➤ <i>Converted dwellings;</i>
➤ <i>Craft shops;</i>
➤ <i>Day nurseries and kindergartens;</i>
➤ <i>Duplex Dwellings;</i>
➤ <i>Equestrian Facilities;</i>
➤ <i>Farmers markets, subject to Section 14.6;</i>
➤ <i>Forestry uses, subject to Section 14.8;</i>
➤ <i>Funeral home;</i>
➤ <i>Garden centres / Greenhouses / Nurseries, subject to Section 14.6;</i>
➤ <i>Gift shops;</i>
➤ <i>Grocery stores, subject to Section 14.6;</i>
➤ <i>Group dwellings, subject to Section 12.7;</i>
➤ <i>Home businesses, subject Section 9.1;</i>
➤ <i>Household livestock operations;</i>
➤ <i>Institutional uses, subject to I1 Zone requirements;</i>
➤ <i>Intensive livestock operations, subject to Section 14.5;</i>
➤ <i>Mini (Mobile) homes, subject to Section 14.4;</i>
➤ <i>Medical clinics, subject Section 14.6;</i>
➤ <i>Movie rental shops;</i>
➤ <i>Nursing homes, subject to Section 12.6;</i>
➤ <i>Personal service shops, subject to Section 14.6;</i>
➤ <i>Recreation / Open Space (P1) uses, subject to P1 Zone requirements;</i>
➤ <i>Residential care facilities, subject to Section 12.6;</i>
➤ <i>Restaurants (including drive in and take out), subject to Section 14.6;</i>
➤ Self storage businesses;
➤ <i>Semi detached dwellings;</i>
➤ <i>Single detached dwellings;</i>
➤ <i>Small options homes;</i>
➤ <i>Storage of commercial fishing equipment and supplies;</i>
➤ <i>Tourist establishments;</i>
➤ <i>Triplex Dwellings;</i>

► *Wind turbine generators (small scale), subject to Section 6.39*

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:

- PID # 70218896 is located on Hillside Road in Brooklyn.
- Area is primarily low density residential development.
- Property is approximately 1 acre in size, with approximately 150 feet of road frontage.
- Existing building is approximately 4,900 square feet in area.
- The building is currently home to Wa-Su-Wek Limited, which produces Christmas wreath rings and novelty items and also houses the Brooklyn post office.
- Property is zoned as General Residential(R2).
- Existing development agreement (1999) allows for additional use of a manufacturing business on the property.
- A change in zoning would not require an amendment to the Municipal Planning Strategy, as the Generalized Future Land Use Map already has this area designated as Residential (R).

Options:

1. Maintain status quo (deny amendment request); or
2. Amend the Municipal Planning Strategy and Land Use Bylaw to rezone PID# 70218896 from General Residential (R2) to Mixed Use Rural Residential (R5).

Tentative timeframe should Option 2 be considered:

<u>DATE</u>	<u>PROCEEDURE</u>
October 15, 2020	Planning Advisory Committee
November 10, 2020	Council
November 18, 2020	First Public Notice
November 25, 2020	Second Public Notice
December 8, 2020	Public Hearing
December 8, 2020	Council
December 9, 2020	Amendments to Province
~January 15, 2021	Notice of Passing

Staff have reviewed the application and proposed use of the property and have some concern respecting potential impacts on surrounding residential neighbourhood. While it is felt that the proposed use itself would have limited impact, a rezoning opens up potential for many other uses besides the ones being proposed by the applicant. Staff feel that, under current regulations, the potential for land use conflict is too high and as a result, do not support this planning amendment request.

APPLICABLE LEGISLATION

Municipal Government Act establishes the process for municipalities to follow in amending their planning documents.

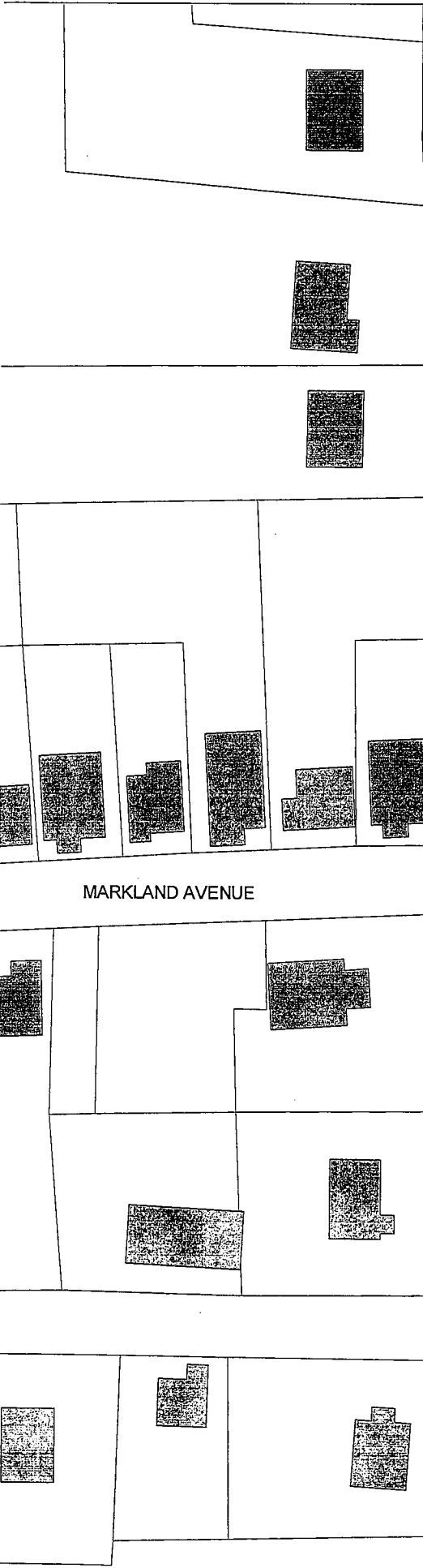
BUDGT IMPACTS

No budget implications. Applicant is responsible for advertising costs for amendment process.

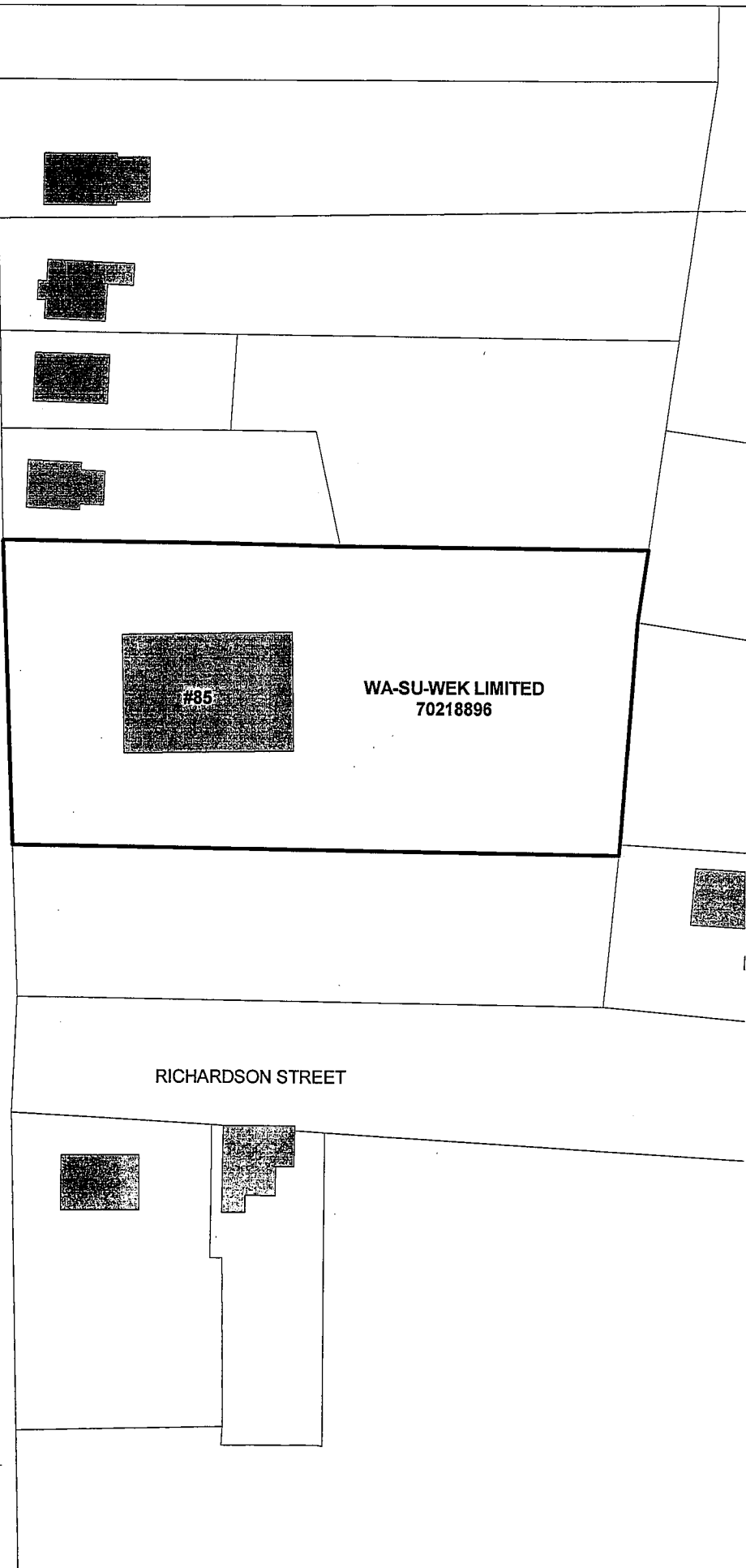
RECOMMENDATION

THAT Council of Region of Queens Municipality amend the Municipal Planning Strategy and Land Use Bylaw to rezone PID# 70218896 from General Residential (R2) to Mixed Use Rural Residential (R5);

AND THAT a Public Hearing be held on December 8, 2020 in the Council Chambers of the Municipal Building, 249 White Point Road in Liverpool, NS, immediately following another public hearing which is scheduled for 9:00 a.m.



HILLSIDE ROAD



MARKLAND AVENUE

RICHARDSON STREET

#35

WA-SU-WEK LIMITED
70218896



Appendix A

WA-SU-WEK Limited

P.O. Box

Nova Scotia Producer of
Christmas Rings
& Novelty Items

email:

Phone:

Fax

To The Region of Queens,

We have been speaking with Wendy Connors, Mike Macleod as well Mayor David Dagley as we are looking at rezoning the 85 Hillside Road (old Brooklyn School Building). In hopes to be able to add to our current business, within the community. The rezoning of the current address, 85 Hillside Road Brooklyn would be from the current R2 zoning, being changed to the R5 zone that is needed for storage units. As per the information Mayor Dagley has emailed us.

Currently we operate a small wreath ring and novelty item business Wa-Su-Wek Ltd that has been in business within the Queens County community for 38 years and then expanded with the Brooklyn Canada post office at our 85 Hillside Road Brooklyn NS address. We have experienced some hardships over the last few years and we are looking to expand our business in hopes of being able to keep our doors open. If we are not able to add a new service at this location to help increase revenue, we will be looking at possible closure as soon as December 31st 2020 for both Wa-Su-Wek Ltd and the Brooklyn Postal Outlet.

This being said we have been looking at expanding within the current building just by doing a few minor Reno's within the building itself nothing on the current exterior. The Reno's that would be done are adding a few interior walls. As well rearranging, our current working areas within the building. Our Business adventure that we have been looking at is adding storage units. We are looking at adding between 6 to 14 units within the building. These units' customers would be able to access them from the inside, during current business hours Monday to Friday 9:00 AM to 4:30 PM or via appointment outside the regular business hours.

We do not see this type of business having any negative impact on our neighbors. As we currently have a loading area that trucks are in and out of picking up and dropping stock off daily, within the current business hours Monday to Friday 9:00 AM to 4:30 PM. As well with the current traffic and parking with the post office on site. As far as access by appointment these appointments would be within reason no access to building during the hours of 10:00 PM – 6:00 AM in respect to our current neighbors.

At this point in time a quick response from the Region of Queens would be greatly appreciated as we're on a tight dead line to get the Reno's done and advertising out for this business adventure. As we are down to only a few months, for us to be able to expand, our current business to keep the doors open.

Thank you for your time
WA-Su-Wek Ltd



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

For Internal Use Only
Acceptance Date: _____
Processing Date: _____

1. Application Type:

- Land Use Bylaw Amendment
- Development Agreement

2. Property Information:

Civic address of subject property - 85 Hillside Rd Brooklyn

Property Identification Number (PID) - 70218896

Present use of subject property - Commercial zone R2

Proposed use of subject property - Commercial/Storage zone R5

Existing Lot Size - 46,174 sqft 1.06 acres

Existing Lot Frontage - _____

3. Property Owner Information:

Name - Wa-Su-Wek Ltd

Applicant is:

- Owner
- Agent of Owner

Civic Address - 85 Hillside Road Brooklyn NS B0J 1H0

Mailing Address (if different from Civic Address) - -same-

Telephone Number - 902-707-1001

Email Address - i

4. Zoning Information:

Existing Zoning - R2

Proposed Zoning - R5

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:

- Registered Owner of Property (Please print)

I / We _____ 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 Cathy Conrad (BOD)
Signature Cathy Conrad
Date Sept. 21/20

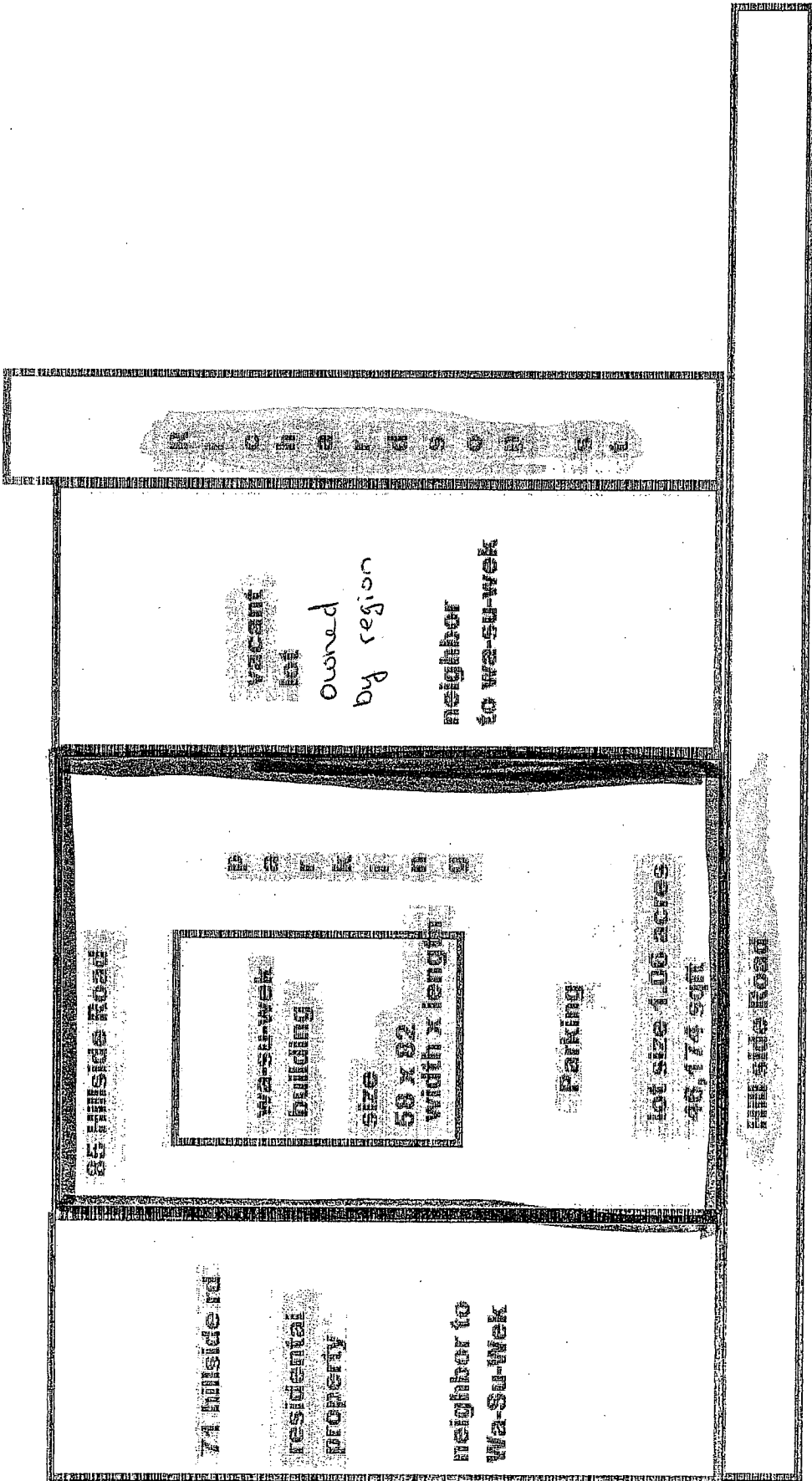
Registered Owner (if more than one) Albert Conrad (BOD)
Signature Albert Conrad
Date Sept 21/20

- Authorization of Registered Owner (Please print)

I / We _____ authorize _____
To act as agent and sign this application on my / our behalf for property located at
(Civic Address) _____ and identified as PID# _____.

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.



█ - 85 Hillside Rd (wa-su-wek Ltd)

17 - Road Ways Near (wa-su-wek Ltd)

ALL THAT CERTAIN LOT PIECE OR PARCEL OF LAND SITUATED LYING AND BEING AT BROOKLYN IN THE COUNTY OF QUEENS AND IN THE PROVINCE OF NOVA SCOTIA AND MORE PARTICULARLY BOUNDED AND DESCRIBED AS FOLLOWS:

BEGINNING AT AN IRON BOLT WITH AN ALUMINIUM CAP MARKING THE EASTERN BOUNDARY OF HILLSIDE ROAD AND THE SOUTHERN BOUNDARY OF LANDS OF LURAL MANSFIELD;

THENCE S87-55-41E FOR 319.71 FEET ALONG THE SOUTHERN BOUNDARY OF LANDS OF LURAL MANSFIELD AND LANDS OF WELLS AND HILDA PARNELL TO AN IRON BOLT WITH AN ALUMINIUM CAP MARKING THE WESTERN BOUNDARY OF LANDS OF DAVID GRANT;

THENCE S06-56-11W FOR 150.41 FEET ALONG THE WESTERN BOUNDARY OF LANDS OF DAVID GRANT AND LANDS OF ALFRED AND THERESSA BREWESTER TO AN IRON BOLT WITH AN ALUMINIUM CAP MARKING THE NORTHERN BOUNDARY OF LOT #3 TO BE RETAINED BY THE REGION OF QUEENS MUNICIPALITY;

THENCE N87-51-00W FOR 299.58 FEET ALONG THE SAID RETAINED LANDS TO AN IRON BOLT WITH AN ALUMINIUM CAP MARKING THE EASTERN BOUNDARY OF HILLSIDE ROAD;

THENCE N00-45-16W FOR 149.64 FEET ALONG THE EASTERN BOUNDARY OF HILLSIDE ROAD TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED LOT CONTAINS IN ALL 1.06 ACRES MORE OR LESS.

BEARINGS ARE NOVA SCOTIA GRID NORTH.

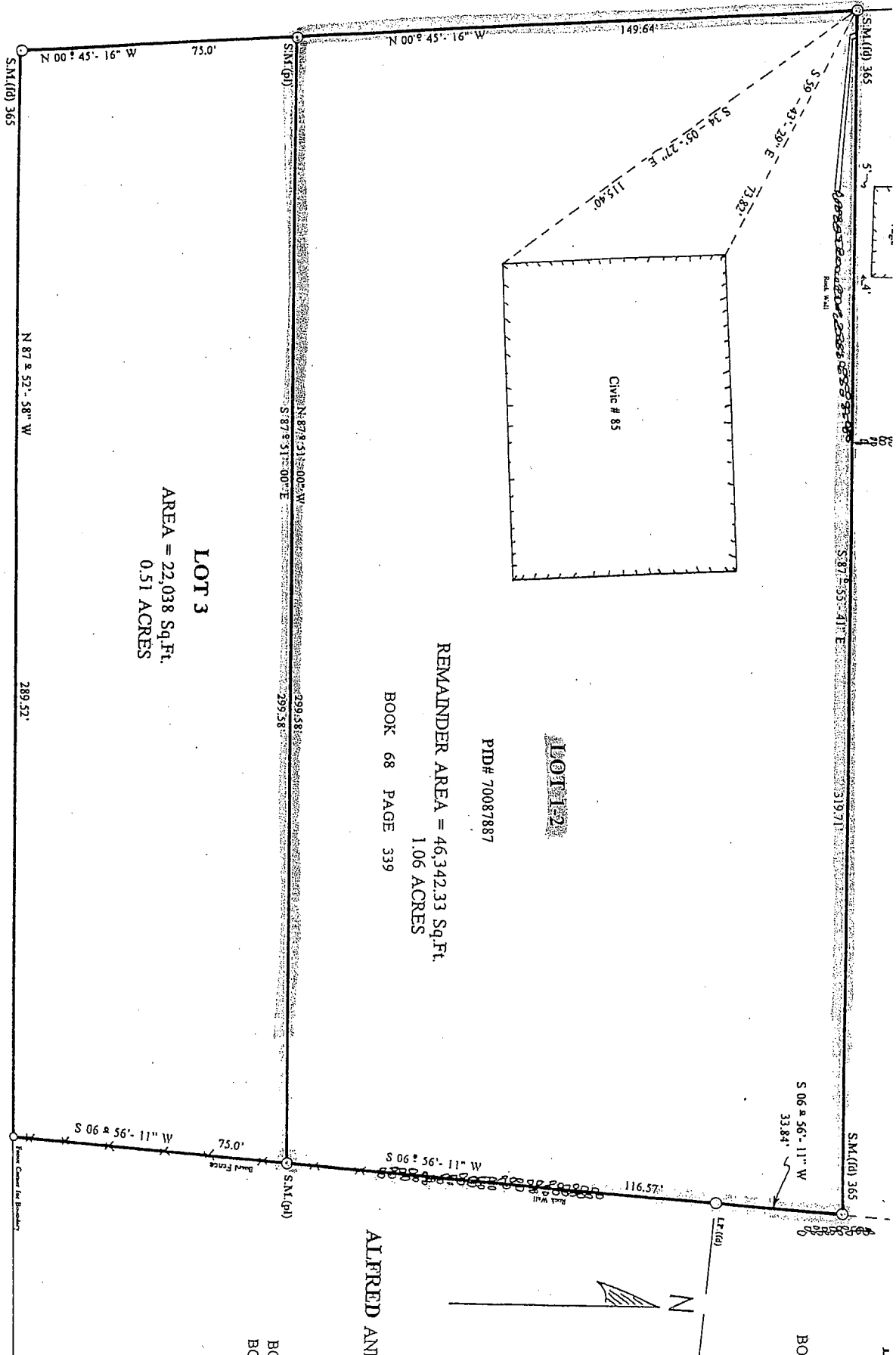
BEING AND INTENDED TO BE THAT PORTION OF PROPERTY AS SHOWN AS LOT #1-2 ON A PLAN OF SURVEY, PLAN #C-166, BY MERVIN W. HARTLEN N.S.L.S. #365 DATED THE 25TH DAY OF MAY 1999 AND REVISED THE 22ND DAY OF JULY 1999.

ALSO BEING AND INTENDED TO BE A PORTION OF THE LANDS AS DESCRIBED IN A DEED OF CONSOLIDATION AS RECORDED IN BOOK 359 AT PAGE 134-135.

To Highway #3

HILLSIDE ROAD

30' Wide



RICHARDSON ROAD

Road Width Varies

To North Street

LOT 3
AREA = 22,038 Sq.Ft.
0.51 ACRES

LOT 1
REMAINDER AREA = 46,342.33 Sq.Ft.
1.06 ACRES

PID# 70087887

BOOK 68 PAGE 339

ALFRED AND TH

LA

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BOOK 1
BOOK 1

BOOK 2

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**Region of Queens Municipality
Staff Report**

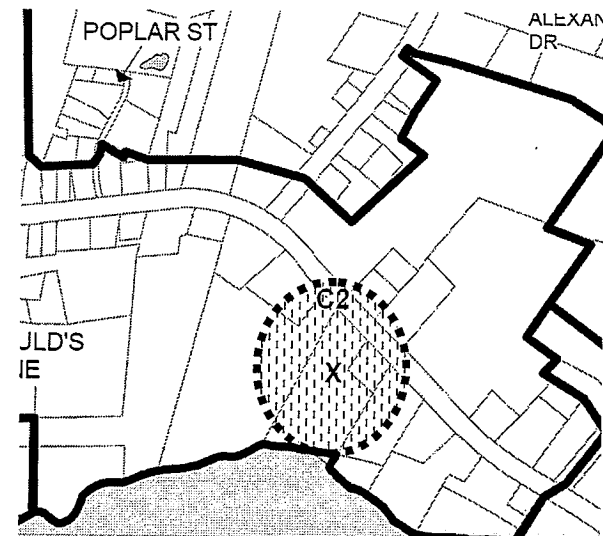
To: Planning Advisory Committee
From: Mike MacLeod
Date: October 15, 2020
Re: Recycling Depot and Processing by Development Agreement

BACKGROUND

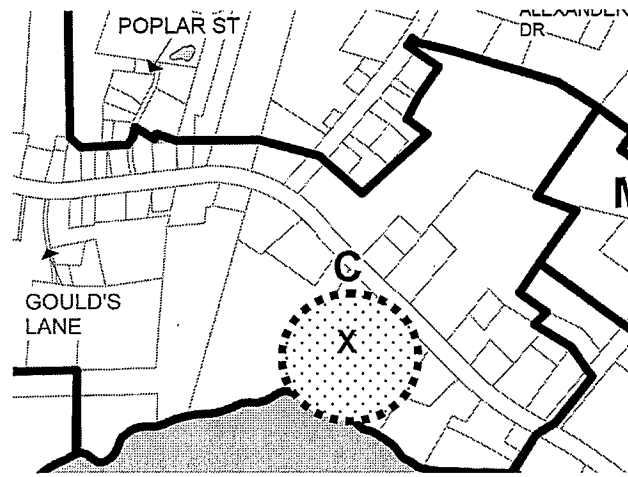
Region of Queens Municipality has received an application to enter into a development agreement to allow for a recycling depot and processing operation in a Highway Commercial (C2) Zone. The property is located at 3965 Highway 3 in Brooklyn and is identified as PID# 70083902. A copy of the application is attached as Appendix A.

DETAILS

The property is zoned as Highway Commercial (C2) under the Land Use Bylaw and has a future land use designation of Commercial (C) under the Municipal Planning Strategy.



Zoning Map 1



Generalized Future Land Use Map 1

The Land Use Bylaw establishes that the intent of the C2 Zone is to provide for a broad range of commercial development within the Urban Development Area, emphasizing a more large-scale form of development servicing the travelling public. Within the C2 Zone, a development permit shall only be issued for one or more of the following uses:

➤ 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
➤ Art galleries / studios;
➤ Banks and financial institutions;
➤ Bed and breakfasts;
➤ Bowling alleys;

➤ Business and professional offices;
➤ Convenience stores;
➤ Day nurseries and kindergartens;
➤ Existing residential uses (Refer to Section 17.3);
➤ Farmers market;
➤ Funeral homes;
➤ Grocery stores;
➤ Institutional (I1) uses, subject to the I1 Zone requirements;
➤ Lounges;
➤ Medical clinics;
➤ Microbrewery, subject to Section 18.5;
➤ Motel and hotels;
➤ Parks;
➤ Parking lots and parking structures;
➤ Personal service shops;
➤ Places of entertainment;
➤ Public information booths;
➤ Radio and television stations;
➤ Recreational uses;
➤ Residential dwelling units located on the floor above any permitted commercial use;
➤ Restaurants;
➤ Retail stores;
➤ Service and repair shops;
➤ Taxi and bus stations;
➤ Theatres;
➤ Tourist establishments;
➤ Utilities;
➤ Warehousing uses, which are located entirely within an enclosed building

Recycling depots and processing operations are not a listed permitted use in the C2 Zone. This type of use is one that is permitted in the Light Industrial (M1) Zone. However, the Municipal Planning Strategy sets out that:

Policy 4.4.15

*It shall be the intention of Council to consider **Light Industrial (M1) uses in the Highway Commercial (C2) Zone** by Development Agreement under Section 225 of the Municipal Government Act, subject to Policy 12.6.1.*

When evaluating development agreements, Council must be cognizant of the overall goals and policies of this MPS. In particular, it should have regard to the criteria listed in Policy 12.6.1.

Policy 12.6.1

It shall be the intention of Council, when evaluating a Development Agreement, to have regard to the following matters where applicable:

- a. *the proximity of the proposed development to recreational and other community facilities;*
- b. *the impact of the proposed development on:*

1. *existing residential and institutional uses in the area with particular regard to the use and size of the structures that are proposed, buffering and landscaping, hours of operation for the proposed use (where applicable), noise and other similar features of the use and structure in order to minimize any potential land use conflicts with adjacent uses;*
 2. *adequacy of municipal services with particular regard to demands on the sewer system, water system, fire protection, refuse collection, police protection, existing schools and churches;*
 3. *pedestrian and vehicular traffic circulation with particular regard to the traffic that the development will generate, the adequacy of the proposed accesses to and from the site, traffic flows in and around the site in terms of its ability to handle any new traffic, and the adequacy of the proposed parking areas; and*
 4. *structures on abutting lots in terms of proposed exterior siding and in terms of architectural characteristics taking into consideration such things as height, roof line and lot coverage to minimize any potential land use conflicts between the proposed development and structures on abutting properties.*
- c. *submission of a site plan showing the location of the uses and the structure or structures on the lot, building layout, parking areas, accesses to and from the site, signage provisions, buffering or landscaping provisions and lighting provisions;*
 - d. *adequacy of the proposed lot to ensure that adequate screening and landscaping can be undertaken to minimize the potential for any land use conflicts with adjacent uses.*

Policy 12.6.2

It shall be the intention of Council to recognize that Development Agreements shall contain such terms and conditions as are necessary to ensure that the development is consistent with the policies of this MPS. To this end, Development Agreements shall include some or all of the following terms where applicable:

- a. *the specific use or uses of the land;*
- b. *the size of the structures if new ones are proposed or the size of any proposed expansions to existing structure or structures;*
- c. *provisions for adequate buffering to screen the development from adjacent conflicting land uses;*
- d. *any matter that may be addressed in a Land Use Bylaw (i.e. parking requirements and yard requirements);*
- e. *time limits for the initiation of construction;*
- f. *noise levels;*
- g. *the hours of operation and the maintenance requirements of the proposed use or uses; and*
- h. *all other matters enabled in Section 227 of the Municipal Government Act.*

The Municipal Government Act (MGA) allows municipalities the ability to incorporate a fairly broad list of terms into a development agreement to try to mitigate potential negative effects of a proposed use. The MGA sets out that:

Content of development agreement 227

(1) A development agreement may contain terms with respect to

- (a) matters that a land-use by-law may contain;*
- (b) hours of operation;*
- (c) maintenance of the development;*
- (d) easements for the construction, maintenance or improvement of watercourses, ditches, land drainage works, stormwater systems, wastewater facilities, water systems and other utilities;*
- (e) grading or alteration in elevation or contour of the land and provision for the disposal of storm and surface water;*
- (f) the construction, in whole or in part, of a stormwater system, wastewater facilities and water system;*
- (g) the subdivision of land;*
- (h) security or performance bonding.*

(2) A development agreement may include plans or maps.

(3) A development agreement may

- (a) identify matters which are not substantive or, alternatively, identify matters that are substantive;*
- (aa) identify if the variance provisions are to apply to the development agreement;*
- (b) provide for the time when and conditions under which the development agreement may be discharged with or without the concurrence of the property owner;*
- (c) provide that upon the completion of the development or phases of the development, the development agreement, or portions of it, may be discharged by council;*
- (d) provide that if the development does not commence or is not completed within the time specified in the development agreement, the development agreement or portions of it may be discharged by council without the concurrence of the property owner.*

Considerations:

- PID # 70083902 is located on Highway 3 in Brooklyn.
- The property is approximately 2.36 acres in size, with approximately 158 feet of road frontage.
- Area is a mix of commercial and low density residential development.
- Existing building is approximately 5,500 square feet in area.
- The building is currently vacant, but had previously been used for an automobile repair shop and an automobile sales operation.
- Property is zoned as Highway Commercial (C2).
- The road network is sufficient to accommodate traffic generated by the business.
- The property is of sufficient size to accommodate off street parking.
- There is existing vegetative buffer between subject property and residential property to the west.

Options:

1. Maintain status quo (deny development agreement request); or
2. Enter into a development agreement to allow for the establishment of a recycling depot and processing operation on property identified as PID#70083902 and located at 3965 Highway 3 in Brooklyn.

Tentative timeframe should Option 2 be considered:

<u>DATE</u>	<u>PROCEEDURE</u>
October 15, 2020	Planning Advisory Committee
November 10, 2020	Council
November 18, 2020	First Public Notice
November 25, 2020	Second Public Notice
December 8, 2020	Public Hearing
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December 9, 2020	Amendments to Province
~January 15, 2021	Notice of Passing

Staff have reviewed the application and are of the feeling that sufficient terms and condition can be incorporated into a development agreement to meet the needs of the applicant and also to mitigate potential issues that the operation may have on the surrounding area. With this in mind, it would be Staff's recommendation that a development agreement include provisions respecting, but not limited to:

- Off-street parking
- Maintenance of a vegetative buffer from abutting properties
- Outdoor storage
- Outdoor lighting
- Hours of operation

A draft copy of a development agreement has been prepared for discussion purposes and is attached as Appendix B.

APPLICABLE LEGISLATION

Municipal Government Act establishes the process for municipalities to follow in entering into a development Agreement

BUDGT IMPACTS

No budget implications. Applicant is responsible for advertising and registration costs for a development agreement process.

RECOMMENDATION

THAT Council of Region of Queens Municipality give notice of its intention to enter into a development agreement to allow for the establishment of a recycling depot and processing operation on property identified as PID#70083902 and located at 3965 Highway 3 in Brooklyn;

AND THAT a Public Hearing be held on December 8, 2020 in the Council Chambers of the Municipal Building, 249 White Point Road in Liverpool, NS, following another public hearing which is scheduled for 9:00 a.m.



Appendix A



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

For Internal Use Only

Acceptance Date: _____
Processing Date: _____

1. Application Type:

- Land Use Bylaw Amendment
 Development Agreement

2. Property Information:

Civic address of subject property - Hwy 3, 3965 Sandy Cove Road
Property Identification Number (PID) - 70083902
Present use of subject property - Vacant
Proposed use of subject property - Recycling Depot
Existing Lot Size - 2.36 acres
Existing Lot Frontage - 50m

3. Property Owner Information:

Name - New Germany Enviro Center/Shelley Zinck

Applicant is:

- Owner
 Agent of Owner

Civic Address - 1 0R1E0

Mailing Address (If different from Civic Address) - _____

Telephone Number - _____

Email Address - _____

4. Zoning Information:

Existing Zoning - C2

Proposed Zoning - M1

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:

- Registered Owner of Property (Please print)

I / We David & Shelley Zinck, New Germany Enviro Center 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 David & Shelley Zinck, New Germany Enviro Center
Signature _____
Date Oct 2, 2020

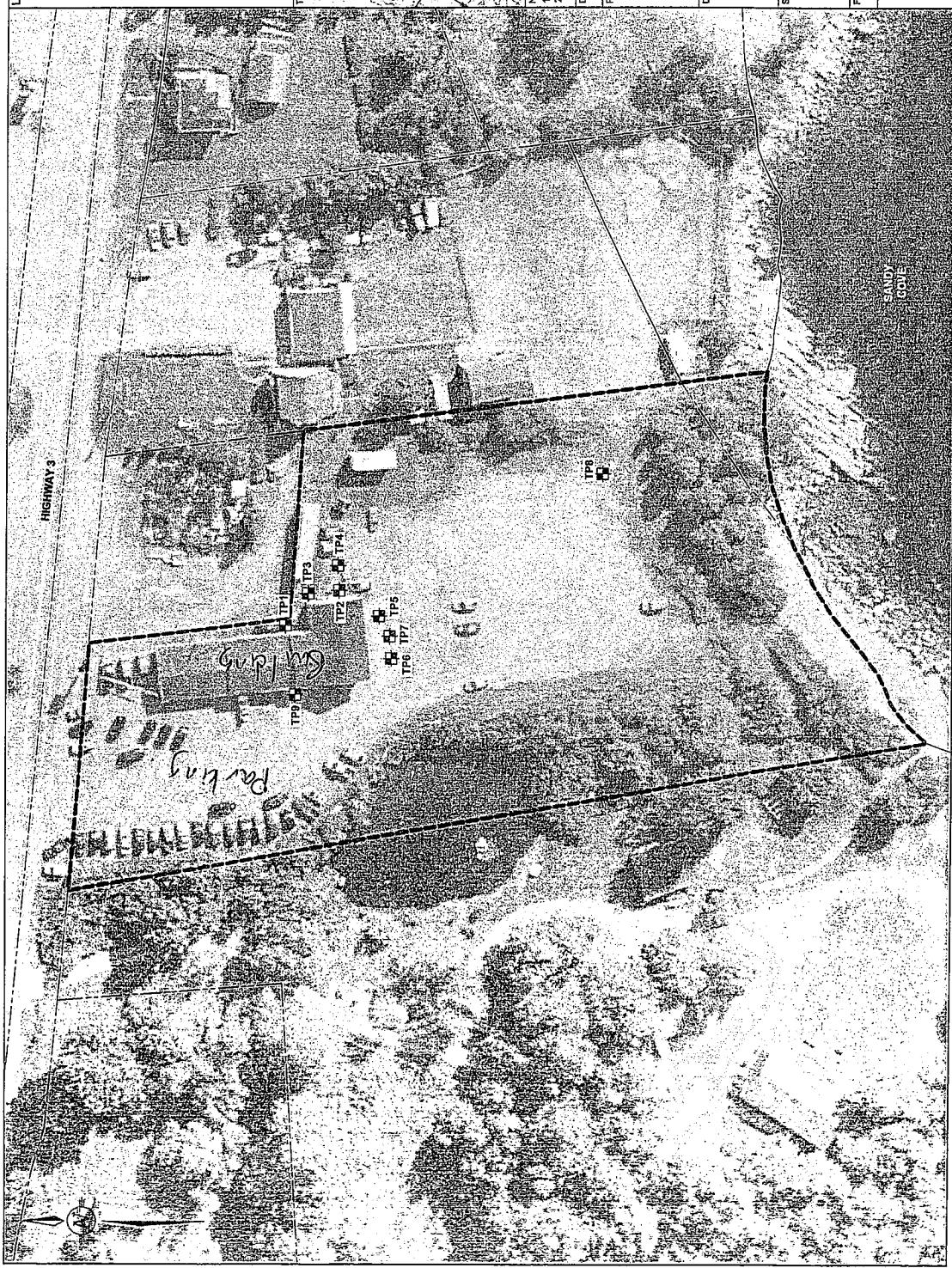
Registered Owner (if more than one) David Zinck
Signature David Zinck
Date Oct 2, 2020

- Authorization of Registered Owner (Please print)

I / We _____ authorize _____
To act as agent and sign this application on my / our behalf for property located at
(Civic Address) _____ and identified as PID# _____.

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.



Legend

- TEST PIT
- PROPERTY LINE
- SITE BOUNDARY

Topographic map 21M02, source Geodatin (Government of Canada)

Notes

- Coordinates system: NAD83(CSRS) / UTM zone 20N.
- Aerial photograph from 2016, Source Geomatic Centre NS.

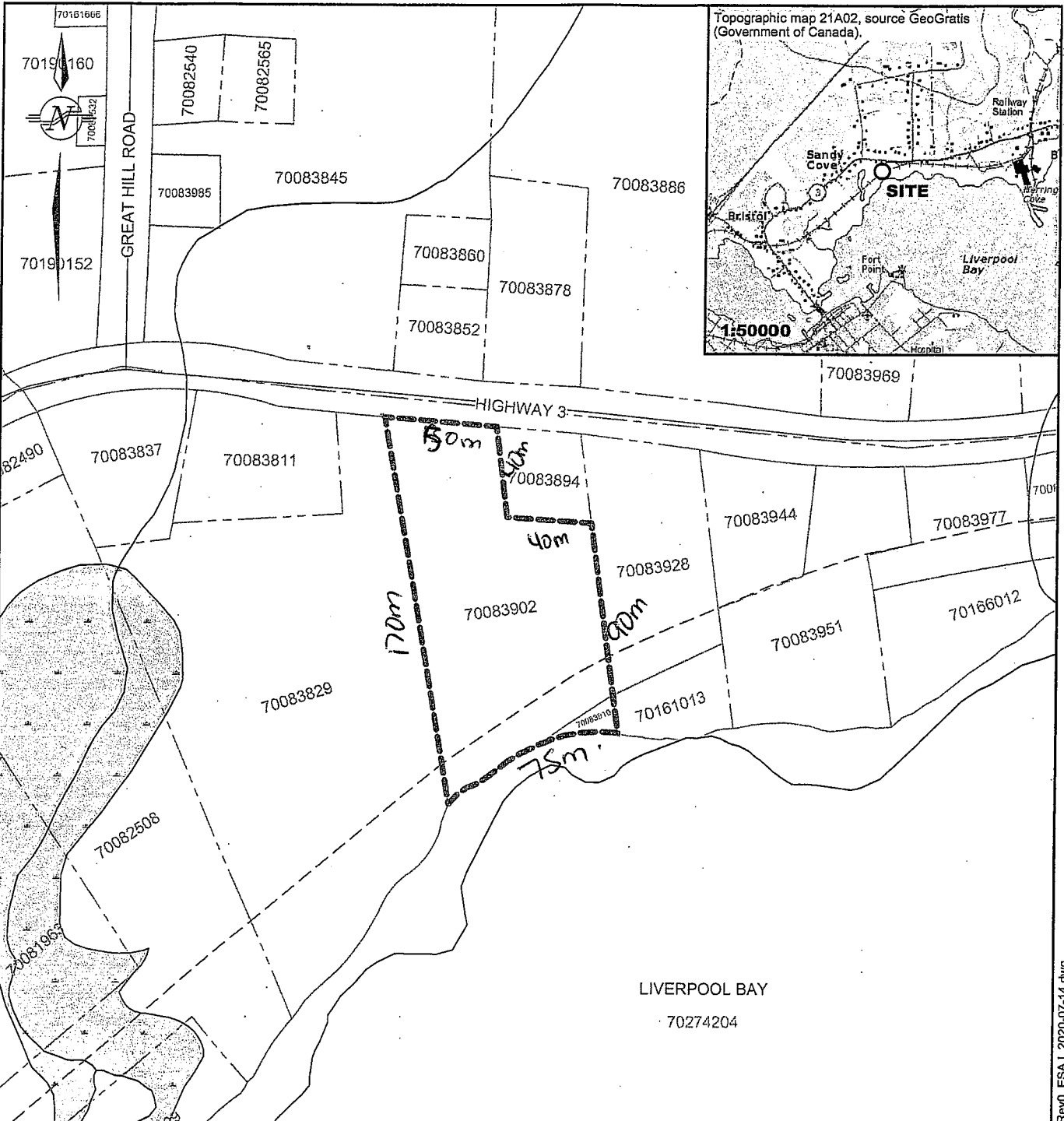
Date	September 2020	Drawn By	CHG	Checked By	NG
Project					

TEST PIT INVESTIGATION
 PIDS 70083802 AND 70083910
 3963 SANDY COVE ROAD, BROOKLYN, NS

Scale 1:750

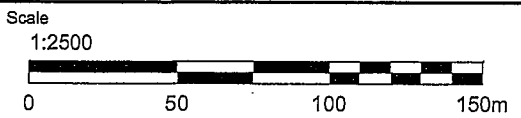
File No. 20300.02 Drawing FIGURE 2 Revision No. 0

Drawing



Note:
 1. Road, hydrographic and property features displaying in this map are from GeoNB Mapping dataset (Province of New Brunswick).
 2. Coordinate system: New Brunswick; Stereographic projection, NAD83 (CSRS) Datum.

Legend	----- PROPERTY LINE	----- WATERCOURSE
	===== ROAD	WETLAND
	----- TRAIL	SITE BOUNDARY



Project
 PHASE I ESA, PIDs 70083902 AND 70083910
 3965 SANDY COVE ROAD
 BROOKLYN, NS

Drawing
 SITE LOCATION PLAN



Drawn By CHG	Date JULY 2020	Project No. 20300.01	Drawing No. FIGURE 1	Revision No. 0
-----------------	-------------------	-------------------------	-------------------------	-------------------

N:\files\203000\20300.01\06_Drafting\20300.01_DWG01_Rev0_ESA_I_2020-07-14.dwg



Photo 1 - Southeast facing view of the Site.

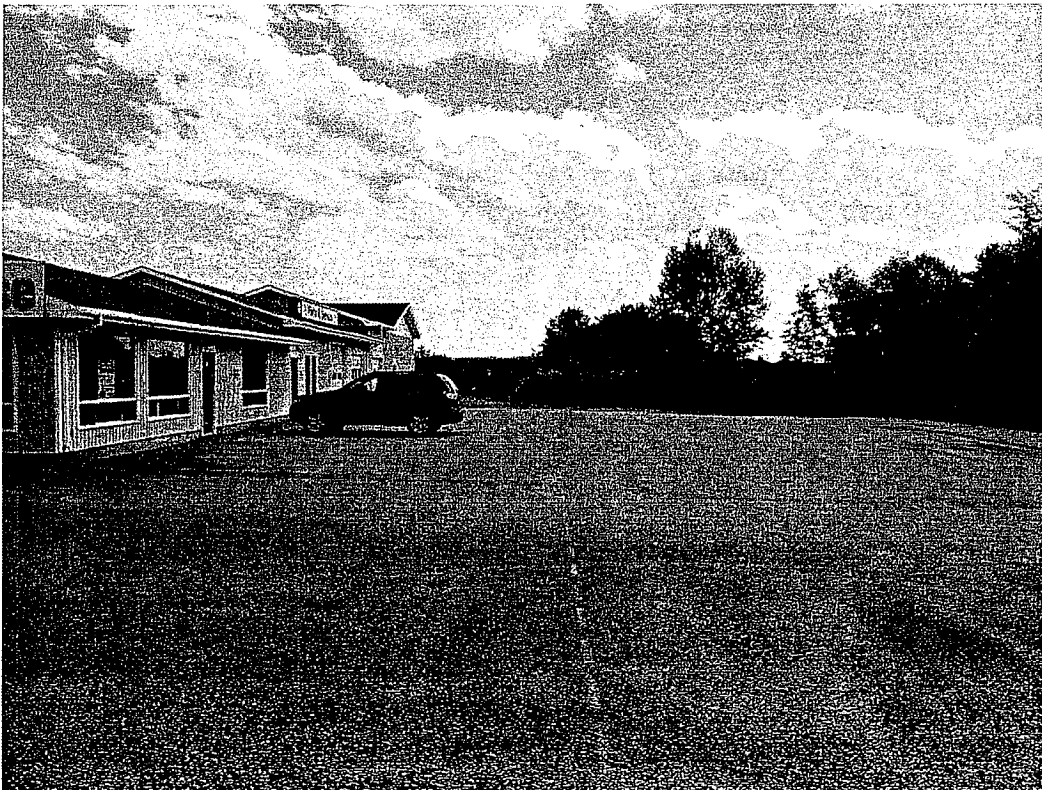


Photo 2 - Asphalt-paved parking lot to the west of the Site.

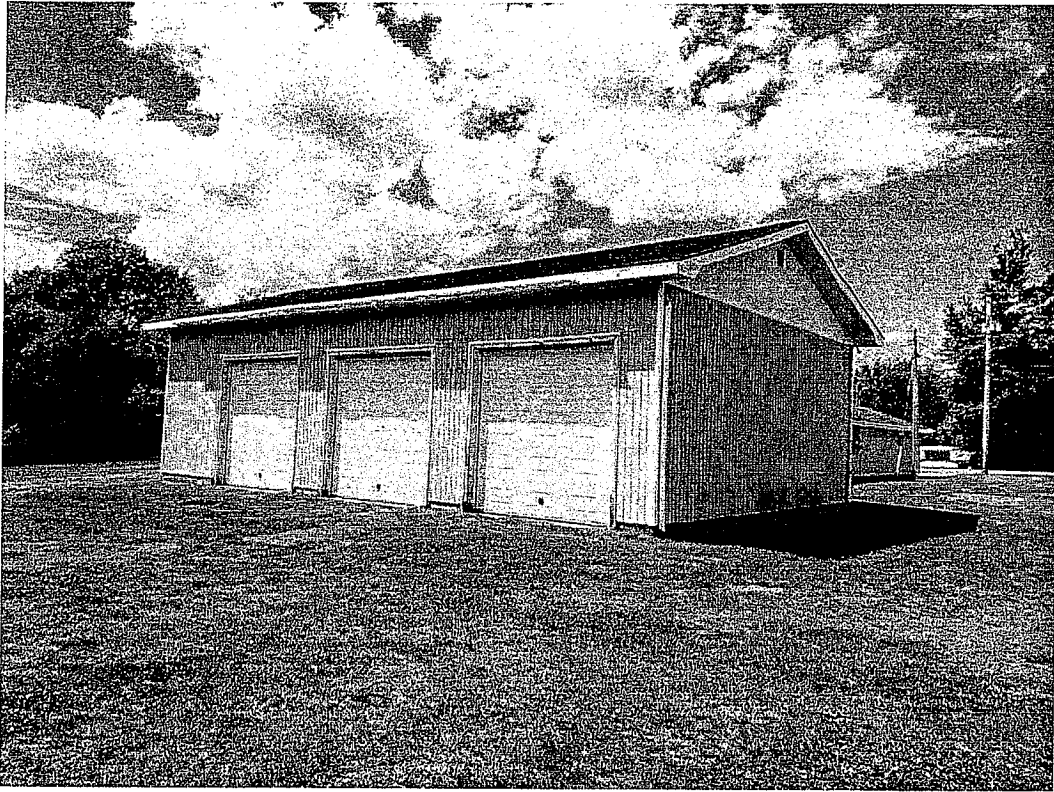


Photo 3 - Three (3) of the service bays (location of TP5, TP6 and TP7).

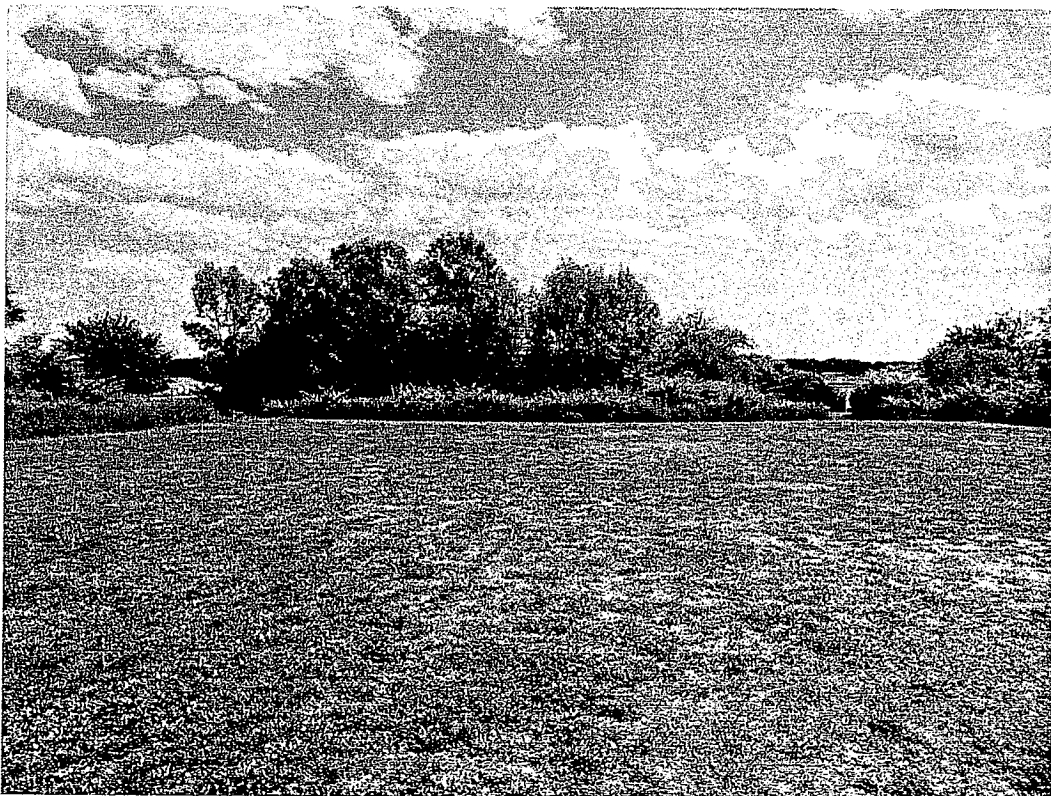


Photo 4 - South facing view of the southern portion of the Site (location of TP8).




Photo 5 - Western side of the Site building with three (3) service bays (location of TP9).



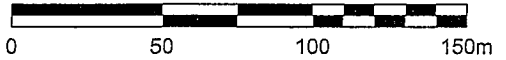
2010

Legend

 SITE BOUNDARY

Scale

1:2500



Project
PHASE I ESA, PIDs 70083902 AND 70083910
3965 SANDY COVE ROAD
BROOKLYN, NS

Drawing
HISTORICAL AERIAL PHOTO
2010



GEMTEC

CONSULTING ENGINEERS
AND SCIENTISTS

Drawn By
CHG

Date
JULY 2020

Project No.
20300.01

Drawing No.
FIGURE B6

Revision No.
0

October 4th, 2020

This bylaw amendment & development application is pertaining the to commercial property recently purchased by New Germany Enviro Center (David & Shelley Zinck) at 3965 Hwy 3, Sandy Cove Road in Brooklyn.

The purpose of us purchasing the property was to run our new recycling business (Queens Enviro Center) out of.

First we need to establish that the old stigma image of what a bottle depot looks like and what the new Queens Enviro Center will look like are two entirely different scenarios.

The QEC (Queens Enviro Center) will be run and managed exactly like the NGEC (New Germany Enviro Center). We pride ourselves in winning the top Small Enviro Depot in Nova Scotia from Divert NS in 2018. We received this award after only owning the business for one year.

We are a clean, organized and well-respected facility by all of our customers. We have customers that drive from Greenwood, Middleton Lunenburg and New Ross. Our customers appreciate our efforts to providing them with a safe and large area to bring their recyclables in. We offer superior customer service and make the customers feel appreciated. Customers are always complimenting us on how clean the depot is and says they have never seen one like it before.

We are offering the people of Queens the experience of top-notch service like our New Germany customers do. Your current facility is a scene from the past and we are proud to offer the new way of how recycling depots are to be run in the future.

We never leave product outside in fact from the outside it will be hard to tell there is a recycling business on the inside.

I know the region of Queens is looking for an electronic drop-off and we have secured the license to receive electronics. Our facility will also except paint cans for recycling and the free reuse paint program. Again none of this produce will be kept outside until we have a truck coming to pick up the product.

Customers will enter the receiving area (only two customers allowed in at a time due to Covid-19 restrictions) and greeted by friendly staff. There will be two counting areas available to reduce the wait time for customers. The custom counting tables are stainless; they have drains on each end that drip into buckets and are dumped frequently. The tables are washed down every night and disinfected with spray nine. There are no odors in the depot.

Customers are paid promptly. We have an ongoing 1 in 200 chances for residents to win \$50 if they count, sort and label their bags. Instructions are printed out and given out to them when they are paid.

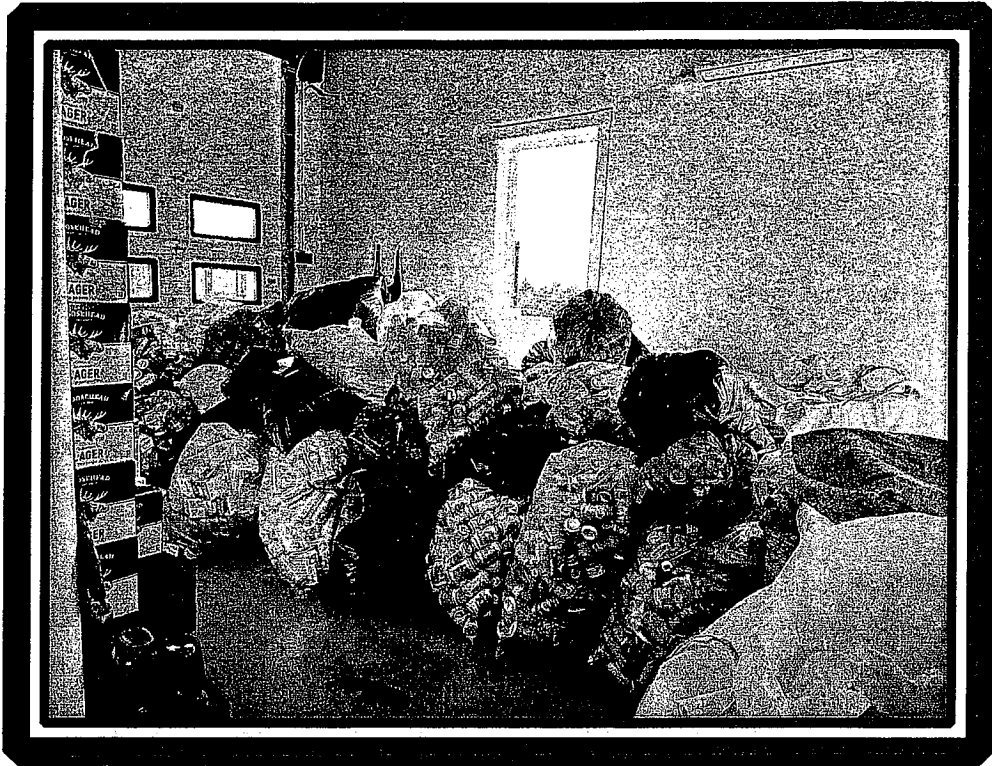
We will be taking pop cans tabs for Easter Seals to make wheelchairs; plastic covers less than 2" in diameter to be used in water & sewer treatment plants and they are also used to manufacture composite lumber. We are taking used eyeglasses and hearing aids for the local Lions Club. We also take dry cell batteries i.e. AA and 9 volt and ship them to a factory in Ontario where they extract the magnesium and potassium and produce corn fertilizer which is shipped out west.

In New Germany we have several customers who want to donate their bottle money to local charities. We support the local elementary school hot breakfast program by donating an extra 1% of the monies collected from customers. Our contribution this fall to the school was over \$1000. We also accept donations for the local Lions Club, Legion, United Church and Misfit Manor Dog Rescue. We will be looking for groups in need in the Liverpool area as well to help support.

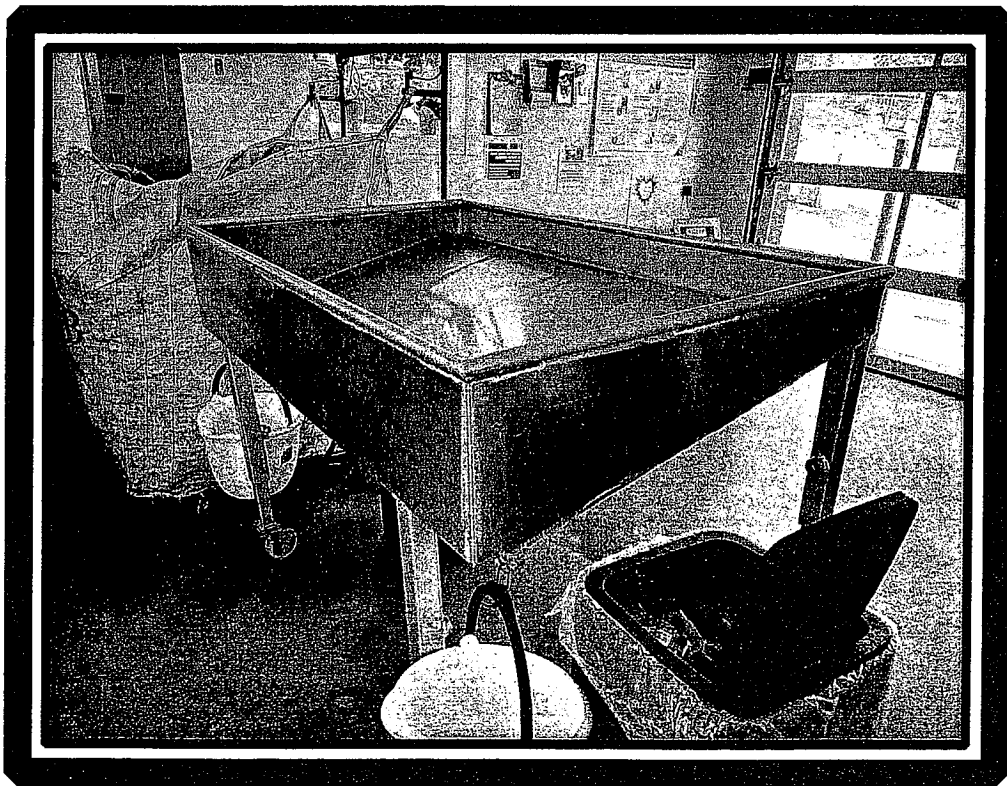
I have attached a few photos of the New Germany Dépot; Queens will look like this as well but on a larger scale.



Product is NEVER left outside. Customers have lots of room for safe parking with no obstacles to run into.



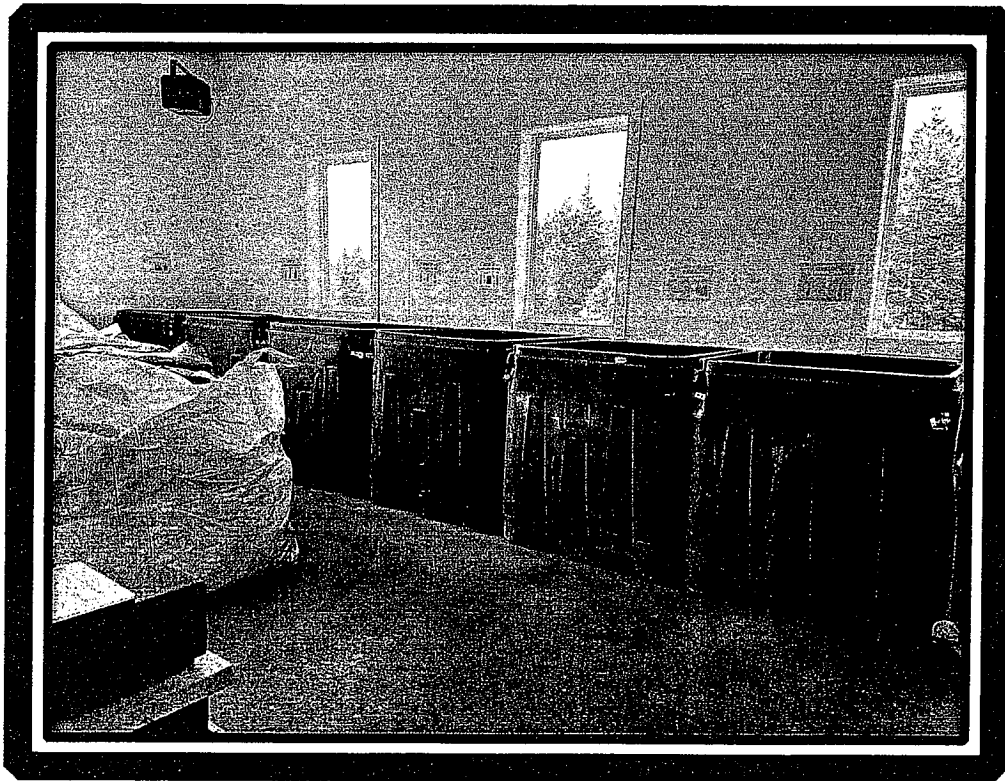
Any product not processed during the day is stored inside until the next morning.



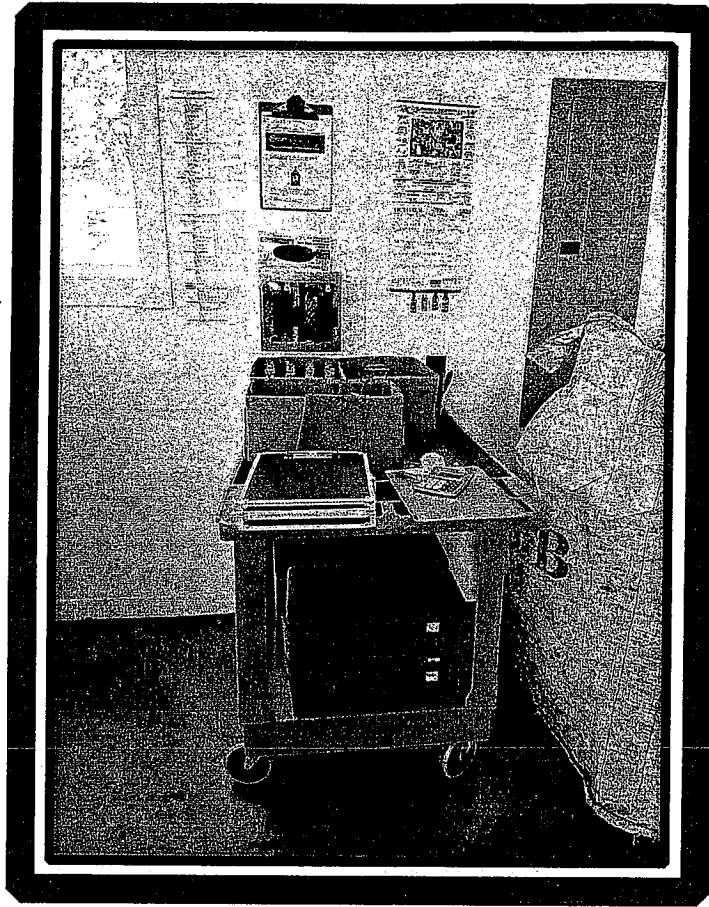
Custom designed counting table is washed and disinfected each night. Liquid from product drains into the buckets and not on the floor.



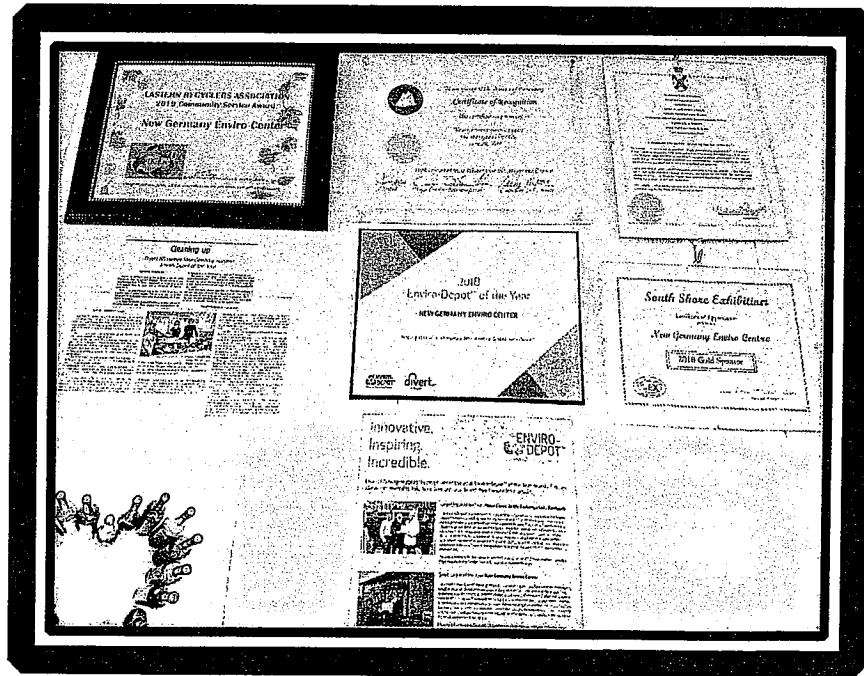
Custom made bag frames with wheels are designed to hold the bags until they are full enough to ship.



Blue tubs are kept inside and lined up to make sorting easier.



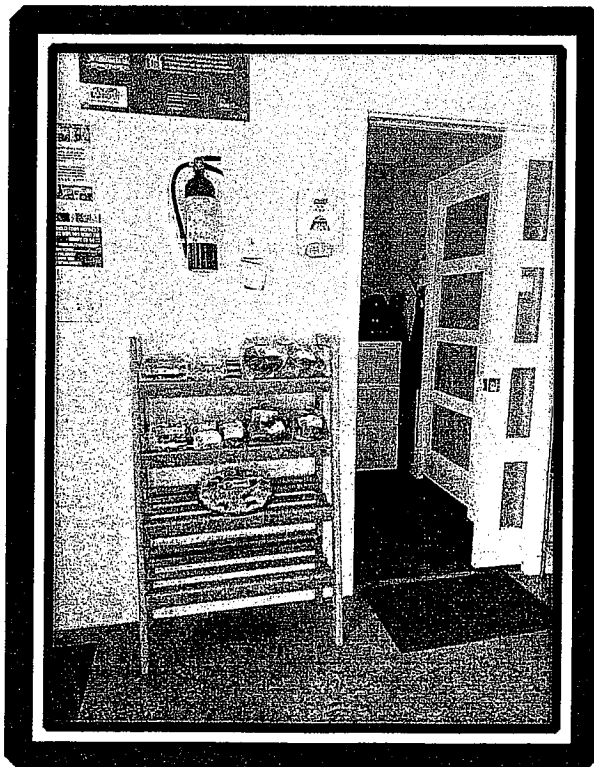
Each counting table has a workstation for the employee.



Bragging wall with awards and recognitions for customers to view while they wait for their money.



Free paint reuse shelf on the bottom.



NGEC even offers a bakery shelf to our customers. Fresh bread and goodies are baked fresh every Monday and Friday.

Covid-19 is taken very seriously at NGECC for the staff and customers safety. Staff are required to wear gloves, facemask or shield. For the customers we request they wear a mask when inside and NGECC only allows one customer inside at a time since the 6' spacing is a concern. Customers have access to a no touch hand sanitizer mounted to the wall.

We plan to have QEC open five days a week. Monday, Tuesday, Thursday and Friday from 9-4 and Saturday from 9-1.

Recycling depots are categorized as a M1 zoned business in the Queens bylaws however the Sandy Cove Road property that housed the auto dealership was zoned as C2. In the bylaws auto dealerships can be a M1 or a C2. On page 57 of the bylaws it states that an M1 business can go in a C2 zone. I would like to hear from the zoning committee as to why my recycling business can't fall under this section.

I now hold the operating license from L & C Bottle Recycling so Louise can no longer run the depot from her location. I am the only one that can have a recycling depot in Liverpool (Queens). Until this matter can be cleared up there will be no bottle recycling service in the Region of Queens. I know this can be a three-month process; I am just concerned the residents on Queens can't wait that long for the depot to reopen.

5. **THAT** the Developer shall provide a minimum of eight (8) off-street parking space for the business;
6. **THAT** the proposed parking area shall be maintained with a stable surface, that is treated to prevent the raising of dust or loose particles;
7. **THAT** any lighting for proposed parking area shall be directed away from abutting properties;
8. **THAT** a vegetative buffer be maintained at all times between the Lands and the adjacent properties to the west (70083829) and to the east (70083928);
9. **THAT** the hours of operation for the recycling depot and processing shall be from 7:00 am to 7:00 pm;
10. **THAT** notwithstanding any other provisions of this Development Agreement, the Developer shall not undertake or carry out any development on the Lands which does not comply with:
 - (a) this Development Agreement;
 - (b) any statutes and regulations of the Province of Nova Scotia to the extent that the same are properly the subject of a development agreement; and
 - (c) appropriate Municipal Bylaws, including without restricting the generality of the foregoing, the Bylaw Respecting the Building Code Act.
11. **THAT** in the event of a dispute, the decision of the Development Officer of the Region as to whether the development is in conformance with the terms of this Agreement shall be conclusive;
12. **THAT** notwithstanding the provisions of the Region of Queens Municipality Municipal Planning Strategy and Land Use Bylaw, the Developer shall be permitted to seek substantial or non-substantial amendments to this Development Agreement, subject to the procedure as set forth in Section 230 of the Municipal Government Act of Nova Scotia;
13. **THAT** amendments which shall be considered substantial are any affecting the following:
 - (a) A change in the uses permitted;
 - (b) Any increase in the size of the building utilized for commercial purposes

14. **THAT** any amendment whether substantial or otherwise must be approved by both parties in writing;
15. **THAT** the Developer agrees to pay for all legal costs, advertising and expenses incurred by the Region that have originated from its application for this Development Agreement;
16. **THAT** this Agreement shall be binding upon the parties hereto, their heirs, successors and assigns and shall run with the land which is subject to this Agreement;
17. **THAT** this Agreement is not assignable without the written consent of the Region;
18. **THAT** enforcement and rights and remedies on default of this Agreement shall be as follows:
 - (a) The Developer agrees that the Development Officer appointed by the Region to enforce this Agreement shall be granted access onto the lands during all reasonable hours without obtaining consent of the Developer. The Developer further agrees that, upon receiving written notification from the Development Officer to inspect the interior of any building located on the lands, the Developer agrees to allow for such inspection during any reasonable hour within two (2) days of receiving such notice.
 - (b) If the Developer fails to observe or perform any condition of this Agreement, after the Region has given the Developer thirty (30) days written notice of the failure or default, then in each such case:
 - (1) the Region shall be entitled to apply to any court of competent jurisdiction for injunctive relief including an order prohibiting the Developer from continuing such default, and the Developer hereby submits to the jurisdiction of such Court and waive any such defense based upon the allegation that damages would be an adequate remedy;
 - (2) The Region may enter upon the lands and perform any of the covenants contained in this Agreement, whereupon all reasonable expenses whether arising out of the entry on the lands or from the performance of the covenants may be recovered from the Developer; if unpaid within 30 days of billing by the Region; by direct suit and such amount shall, until paid, form a lien upon the lands and be shown on any tax certificate issued under the Municipal Government Act;
 - (3) The Region may by resolution discharge this Agreement, upon providing the Developer sixty days (60) written notice, whereupon this agreement shall have no further force or effect and henceforth the development of the lands shall conform

with the provisions of the Region of Queens Municipality Land Use Bylaw;

- (4) In addition to the above-mentioned remedies, the Region reserves the right to pursue any other remediation under the Municipal Government Act or common law to ensure compliance with this Agreement.

19. **THAT** the entering into of this Agreement was approved by the Council of the Region of Queens Municipality at a duly held meeting of Council convened on the _____ day of _____, 2020.

- (a) This Agreement shall not be entered into, or signed by the parties, until the time for Appeal under Section 228 of the Municipal Government Act of Nova Scotia has elapsed, any appeals which have been lodged have been disposed of and the required resolution of Council has been affirmed by the Nova Scotia Utility and Review Board;
- (b) This Agreement does not come into effect until it is filed, by the Region of Queens Municipality, in the Registry of Deeds as set out in Section 228 of the Municipal Government Act of Nova Scotia.

DRAFT

IN WITNESS WHEREOF the parties have hereto set their hands and affixed their Corporate seals the day and year first above written.

SIGNED, SEALED AND DELIVERED
in the presence of

Witness

) NEW GERMANY ENVIRO CENTRE INC.

) Per: _____

) David Zinck

) Per: _____

) Shelley Zinck

) REGION OF QUEENS MUNICIPALITY

) Per: _____

) Mayor

Witness

) Per: _____

) Chief Administrative Officer

PROVINCE OF NOVA SCOTIA
COUNTY OF QUEENS

ON this _____ day of _____, 2020, before me, the subscriber personally came and appeared _____ a subscribing witness to the foregoing Indenture, who having been by me duly sworn, made oath and said that David Zinck and Shelley Zinck signed, sealed and delivered the same in his/her presence.

A Commissioner of the Supreme Court of Nova Scotia

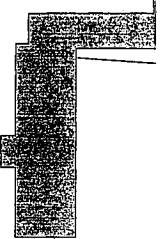
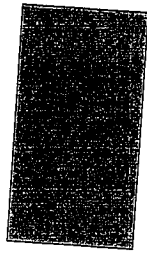
PROVINCE OF NOVA SCOTIA
COUNTY OF QUEENS

ON this ____ day of _____, 2020, before me, the subscriber personally came and appeared _____ a subscribing witness to the foregoing Indenture, who having been by me duly sworn, made oath and said that the Region of Queens Municipality, per its authorized officers, David Dagley and Chris McNeill, signed, sealed and delivered the same in his/her presence.

A Commissioner of the Supreme Court of Nova Scotia

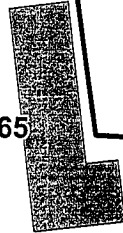
DRAFT

SCHEDULE "A"



HIGHWAY 3

#3965



70083902

Vegetative Buffer

Vegetative Buffer

Dwelling
#3957



Dwelling
#3979



SCHEDULE B

ALL that certain lot, piece or parcel of land, situate, lying and being at Sandy Cove in the Village of Brooklyn in the County of Queens and in the Province of Nova Scotia and more particularly bounded and described as follows:

Beginning at an iron bolt with an aluminum cap marking the southern sideline of Highway #3 and the western boundary of Lands of Seaboard Daisei Limited;

Thence S 12-53-00 W a distance of 119.85 feet along lands of Seaboard Daisei Limited to an iron bolt with an aluminum cap;

Thence S 63-42-00 E a distance of 120.02 feet along the southern boundary of lands of Seaboard Daisei Limited to an iron bolt with an aluminum cap marking lands of Norman Rogers;

Thence S 12-53-00 W a distance of 139.67 feet along lands of Norman Rogers to an iron bolt with an aluminum cap marking the Northern boundary of the Canadian National Railways Right-of-Way;

Thence S 78-13-00 W a distance of 277.16 feet along the Canadian National Railways right of way to the Eastern boundary of lands now or formerly of Fred Henderson;

Thence N 10-26-00 E a distance of 439.34 feet along lands now or formerly of Fred Henderson to an iron bolt with an aluminum cap marking the southern sideline of Highway #3;

Thence S 64-01-00 E a distance of 158.31 feet along the southern sideline of Highway #3 to the place of beginning;

The above described lot contains in all 2 acres more or less.

Bearings are magnetic for the year 1979.

Together with a small parcel of land between the CNR right of way and Liverpool Harbour measuring 47.78 feet adjoining lands of Norman Rogers, 85 feet more or less along Liverpool Harbour and 80 feet more or less along the CNR right of way;

The above two lots being and intended to be the parcel of land as shown on a plan of survey, Plan #4025 showing lands of Goldie Long by Mervin Hartlen, NSLS # 365 dated the 5th day of February, 1979.

SCHEDULE "A" CONTINUED

Page 2

Being the same lands conveyed to Goldie Long by Joseph and Stella Henderson and recorded in the Registry of Deeds at Liverpool, Nova Scotia in Book Number 75 at Page 681. The said Goldie Long having died in June 1983 and having devised the above described lands to Kathleen Whynot.

BEING AND INTENDED TO BE the same lands as described in a deed from Kathleen Whynot to South Shore Dodge Chrysler Limited dated June 28, 1984, and recorded at the Registry of Deeds at Liverpool, Nova Scotia, on June 28, 1984, in Book 219 at Page 290.

J. [Signature]

Province of Nova Scotia
County of Queens
I hereby certify that the within Instrument
was recorded in the Registry of Deeds Office
at Liverpool, in the County of Queens
at 3:00 o'clock P.M. on *Wednesday*
the *4th* day of *December*
A. D. 19 *85* in Book Number *231*
at Pages *609-612*.
Glenn [Signature]
Registrar of Deeds for the Registration District
of the County of Queens

STATE OF CLERK

I hereby certify that the land transfer tax on
this deed has been paid in full on this
4th day of *Dec* A. D. 19 *85*

A. Smith
Municipal Clerk

of the Municipality of []

Progress Report

1
October
2020

Project:
Region of Queens Plan Review

Reporting Period:
September, 2020

Dear Mr. MacLeod and the Queens Planning Advisory Committee,

Please find attached a progress report for the work completed during the month of September, 2020.

This past month we were finally able to host public meetings on the draft documents. This included Beach Meadows, Caledonia, and Greenfield. These meetings were well-attended, with lots of good feedback. We have also received many follow-up comments and questions coming out of those meetings.

Looking ahead to the coming months, we are scheduled to hold the remainder of the public draft meetings:

- Online - October 5 from 6pm to 8pm
- Port Mouton - West Queens Recreation Centre - October 6 from 6pm to 8pm
- Mill Village - Fire Hall - October 7 from 6pm to 8pm
- Liverpool - Fire Hall - October 8 from 6pm to 8pm

Nova Scotia has been fortunate in regards to the (lack of) second wave of COVID-19 cases. As a result, I see no barriers to these meetings going ahead. Current registrations for the meetings are 15 online, 21 in Port Mouton, 3 in Mill Village, and 6 in Liverpool. This is well within the capacity of each venue.

We intend to leave the comment period on the drafts open until the end of October, at which point we will develop a summary of the feedback and work with PAC to create final draft documents.

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%	October
<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%	October
<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>	Ongoing	First group: Complete Second group: October

Pending

**Phase 6:
Final Presentation and Approvals**

Task	Estimated Task Progress	Predicted Completion Date
<i>Task 6.1: Community Input Summary</i>	Pending	November
<i>Task 6.2: Final Revisions</i>	Pending	December
<i>Task 6.3: Formal MPS and LUB Adoption</i>	Pending	Early 2021
<i>Task 6.4: Project Wrap-Up</i>	Pending	Early 2021

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
- First group of public meetings

Next Month Steps

- Second group of public meetings