

Region of Queens Municipality

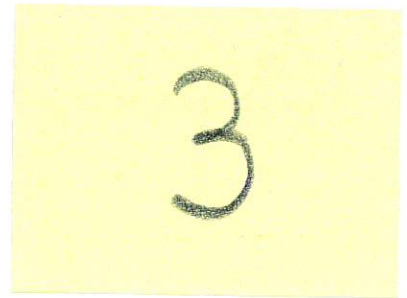
Planning Advisory Committee

May 5, 2025 6:00 p.m.

Agenda

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Approval of Minutes – September 9, 2024
- April 7, 2025**
- 4. Amend Municipal Planning Strategy and Land Use Bylaw -
Multiple Unit Dwellings in Downtown Commercial (CD) Zone**
- 5. Committee Review of Planning Documents**
- 6. Other**
- 7. Adjournment**

**Planning Advisory Committee
September 9, 2024 - 6:00 p.m.**



Minutes

Present: Councillor Maddie Charlton, Chair
Councillor David Brown
Councillor Carl Hawkes
Pamela Brennan
Jonathan Bower
Zenia Horton
Linda Rafuse
Mary White
Mike MacLeod, Planner
Wendy Connors, Development Officer

Regrets: Gary Clark
Deanna Armstrong

1. Call to Order -

The meeting was called to order at 6:00 p.m.

2. Approval of Agenda –

It was MOVED by **Carl Hawkes** and SECONDED by **David Brown** that the Agenda be approved as circulated.

Motion Carried Unanimously

3. Approval of Minutes

3.1 It was MOVED by **David Brown** and SECONDED by **Carl Hawkes** that the Minutes of October 11, 2023 be approved as circulated.

Motion Carried Unanimously

- 3.2** It was MOVED by **Carl Hawkes** and SECONDED by **Mary White** that the Minutes of November 6, 2023 be approved as circulated.

Motion Carried Unanimously

- 3.3** It was MOVED by **David Brown** and SECONDED by **Zenia Horton** that the Minutes of January 31, 2024 be approved as circulated.

Motion Carried Unanimously

4. Grouped Dwelling Development By Development Agreement

Mike MacLeod gave an overview of the proposed Development Agreement that would allow the establishment of a grouped dwelling development (bareland condominium) on property identified as PID# 70116660.

Mary White inquired if the proposed development will be getting water from Ponhook Lake. The applicant, Laurie Wamboldt said there are currently two wells on the property but they intend to supplement water from the lake, which will include a treatment facility. There was discussion related to short-term rentals but this application is not tied to this type of use.

It was MOVED by **David Brown** and SECONDED by **Linda Rafuse**

THAT Council of the Region of Queens Municipality give notice of its intention to enter into a development agreement with 4557380 Nova Scotia Limited to allow for the establishment of a grouped dwelling development, consisting of forty one units, on property identified as PID# 70116660 and located off Laurie Wamboldt Road in Greenfield.

AND THAT a Public Hearing be held on November 26th, 2024 in the Council Chambers of the Municipal Building, 249 White Point Road in Liverpool, NS, at 6:00 p.m.

Motion Carried 6 in favour and 2 against

5. Potential Amendments to Municipal Planning Strategy & Land Use Bylaw

There was discussion on potential amendments to the Municipal Planning Strategy & Land Use Bylaw. Topics include:

- Short Term Rentals
- RV Parking Site Requirements
- Definition for Grouped Dwellings
- Accessory Buildings not permitted in some front yards
- Text updates on zoning maps
- Additional shoreline protection measures
- Discussion around light, light emitting and glare

Mike indicated that this is an open ended list so more items can be added as time goes on.

6. Other

There was a short discussion regarding the Planning Advisory Committee and the new Municipal Council after the election.

7. Adjournment

There being no further business, the meeting was adjourned at 7:06 p.m.

Date

Planning Advisory Committee

April 7, 2025 - 6:00 p.m.

Minutes

Present: Councillor Maddie Charlton, Chair
Councillor Stewart Jenkins
Councillor Wanda Carver
Stephanie Miller Vincent
Zenia Horton
Mary White
Pamela Brennan
Deanna Armstrong
Mike MacLeod, Director of Land Use

Regrets: Jonathan Bower
Linda Rafuse

1. Call to Order

The meeting was called to order at 6:00 p.m.

2. Welcome and Introductions

Maddie Charlton welcomed all members, new and returning, to the meeting and introductions were made.

3. Approval of Agenda

Addition:
7.1 Trans Coastal Adaptations

It was MOVED by **Mary White** and SECONDED by **Pam Brennan** that the Agenda be approved as amended.

Motion Carried Unanimously

4. Planning Advisory Committee

4.1 Policy

Mike MacLeod gave an outline of the policy that Council adopted for

the Planning Advisory Committee, including background and expectations. Many of the members are returning to the Committee, with one new member of the public and two new Councillors. Maddie Charlton has been appointed as Chair and Stewart Jenkins has been appointed as Vice Chair of the Committee.

4.2 Code of Conduct

The Code of Conduct for Members of Council and Public Committee Members – Policy number 74, was discussed. Maddie inquired if members need to sign and have a copy of the Policy. Mike indicated there is a copy in the agenda but there is no requirement to sign. Any questions on this policy should be directed to Mike for clarification.

4.3 Roles and Responsibilities

Mike went over the Roles and Responsibilities for the Planning Advisory Committee and what is taken into consideration when dealing with planning matters. Committee members indicated they would like to get back to the regular meeting schedule.

5. Committee Membership

Mike MacLeod included the Committee membership list and asked for any updates to be communicated to him.

6. Meeting Time and Dates

The majority of the Committee would prefer to keep the meetings on the first Monday of the month at 6:00PM. Additionally, it is possible to attend the meeting virtually.

The next meeting is scheduled for Monday, May 5th, 2025 at 6:00 p.m.

7. Other

- 7.1** Pamela Brennan discussed a group referred to as Trans Coastal Adaptations. It is associated with Saint Mary's University and they are a chapter of the BC Water Stewardship. The group focuses their efforts on coastal shorelines but are starting to look towards inland

lakes, due to algae bloom and Pamela's property is part of the pilot program. She would like to see this group do a presentation to the Committee or Council. Maddie Charlton suggested a presentation to Council would be a great opportunity to get information out to the public. Pamela will make arrangements for a presentation to Council.

8. Adjournment

There being no further business, the meeting was adjourned at 7:29 p.m.

Date

Region of Queens Municipality Staff Report

To: Planning Advisory Committee

From: Mike MacLeod, Director of Land Use

Date: May 5, 2025

Re: Residential Dwelling Units as a Main Use in the Downtown Commercial (CD) Zone

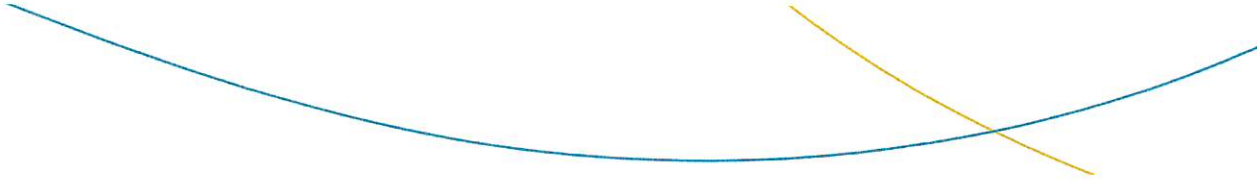
Background

Region of Queens Municipality has received a request to make amendments to its Municipal Planning Strategy and Land Use Bylaw, which seeks to allow for new multiple-unit residential dwellings as the primary or sole use within the Downtown Commercial (CD) Zone. A copy of the application is attached as Appendix A.

There is a recognized need for new residential dwelling units in Queens County, including downtown Liverpool. In trying to attract new business and industry to the area and grow our communities, the need for residential dwelling units will place increasing pressure on the existing housing market.

Details

Economic times have changed and there has been a development shift over the last few decades, which has seen commercial development moving away from downtown core areas to the outskirts of a town or city (ie. big box development). This trend holds true for the Region's largest commercial core area; downtown Liverpool. Our relatively small population and competition with larger urban centres can often make it challenging to attract new commercial development to the downtown area. As a result, many community "main Streets" are seeing increased vacancies in commercial space in these areas, Liverpool included.

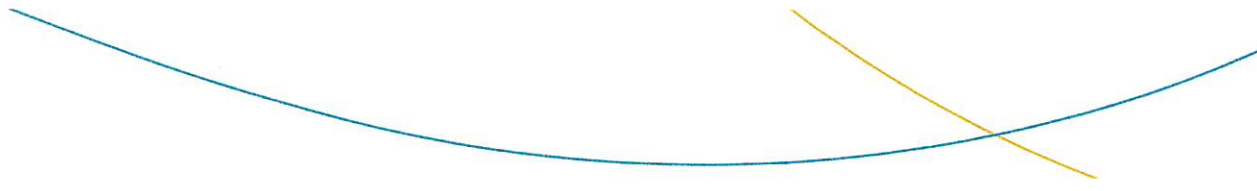


With this in mind, a question that gets raised frequently is can this vacant commercial space be better utilized under other types of uses, including full residential development? This is an issue that previous council's have wrestled with over the years. In 2003, Council for the Town of Liverpool entertained a similar planning amendment request from a property owner in Liverpool's downtown commercial core area. During the discussion / consultation process for this amendment application, several key considerations were identified:

- Parking -
 - Under the Municipality's Land Use Bylaw, there are no requirements for parking for new development in the Downtown Commercial (C1) Zone. Parking provisions for this zone has been removed previously, as it was felt that new commercial development was inhibited because there was no room to accommodate parking.
 - Parking for commercial businesses, for the most part, is in a constant state of motion.
 - Residential dwelling units, on the other hand, will require dedicated spaces. If these parking spaces cannot be provided on-site, where will they be accommodated.
- Reduction in properties available for new commercial development -
 - If an existing commercial property is converted to a residential use, it will most likely remain residential.
- Planning amendments would not only apply to a specific property, but to all properties within the Zone.

Council, at that time, was open to new residential dwelling units in the Downtown Commercial zone, but were hesitant to opening up the zone to residential uses as-of-right. Council instead opted to amend Liverpool's planning documents to allow new residential dwelling units through a development agreement process and subject to additional development criteria. This provision was incorporated into the Regional Municipal Planning Strategy and Land Use Bylaw that was adopted in 2009.

In July of 2023, Council completed a formal review and adopted a new Municipal Planning Strategy and Land Use Bylaw. Through the review process, revitalization of downtown Liverpool as a commercial core area was identified



as an issue of importance. The provision to allow new residential dwelling units through a development agreement process was not included in the revised planning documents.

The current Municipal Planning Strategy sets out that:

5.1.1 *Downtown Commercial Zone*

Downtowns were long the heart of many communities in Queens. Many of them developed during a time before the automobile, modern financial instruments, and modern construction methods and, as a result, feature smaller buildings, packed closely together and located close to the street.

Along with the growth of commercial plazas, shopping centres, and large-format retail came a decline in downtowns. However, recent decades have seen somewhat of a renaissance in these areas; the smaller commercial spaces are a good fit for independent businesses and the fine-grained streetscapes are attractive to people looking for slower-paced shopping experiences.

Downtown Liverpool features the largest and most complete "main street" in Queens, appropriately located on Main Street and its side streets. It is defined by a mix of both older Victorian and Georgian buildings and modern buildings.

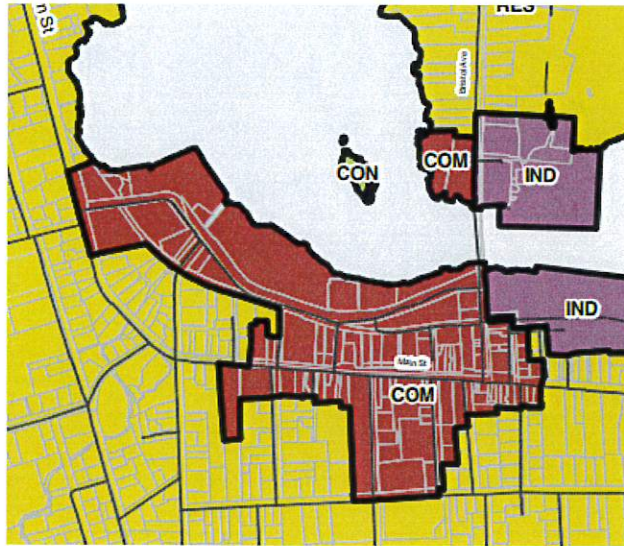
Other downtowns in Queens do not feature the same critical mass and density of commercial buildings, having lost them to redevelopment over the years or never developing them in the first place. However, Council is supportive of establishing a denser commercial core within Caledonia, Milton, and Brooklyn; if demand warranted such an approach in the future, Council could consider applying the Downtown Commercial Zone to these communities.

Policy 5-20: *Council shall establish the Downtown Commercial Zone in the Land Use Bylaw. This zone is intended to enable and promote fine-grained, walkable downtown areas reflective of a traditional "main street".*

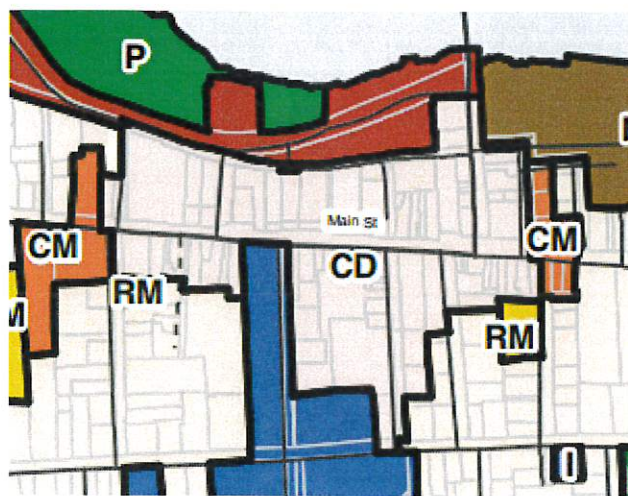
Policy 5-21: *The Downtown Commercial Zone shall permit a range of commercial and community uses of a scale and type appropriate to a downtown context. Automobile-related uses shall be prohibited, with the exception of parking lots designed to minimize their impact on the pedestrian*

experience. **Residential uses shall be permitted, but shall only be located in buildings with commercial uses and shall be secondary to the commercial storefront.**

The intent of policy 5-21 is to maintain the commercial nature of this commercially designated area.



Future Land Use Map



Zoning Map

In accordance with Policy 5-21, the Land Use Bylaw sets out that dwelling units can be considered in commercial buildings through a site plan approval process (Section 17.2 of the LUB). Site plan approval is a development approval



process in which applicants must meet an additional set of criteria set out in the Land Use Bylaw. This tool is useful for approvals that might require an additional level of oversight or flexibility in the ways impacts on neighbours are reduced, but that do not necessarily need to go through the complex and time consuming process required for a development agreement.

The criteria for site plan approval for Dwellings in Commercial Buildings includes the following:

Where a zone permits dwellings in commercial buildings by site plan approval, the Development Officer shall approve a site plan agreement where the requirements of this Land Use Bylaw and the following matters have been addressed:

(a) Use Allocation

- I. Dwellings located on the ground floor shall not exceed a total of 50 percent of the ground floor area.*
- II. Dwellings located on the ground floor shall be located to the rear of the commercial use(s).*
- III. On corner lots, ground floor commercial use(s) shall wrap around the corner from the front lot line along the flankage lot line to a minimum distance of 5 metres or 50 percent of the building depth, whichever is less.*
- IV. In buildings constructed after May 24, 2022, ground-floor residential uses shall have a floor-to-floor height of no less than 4 metres.*

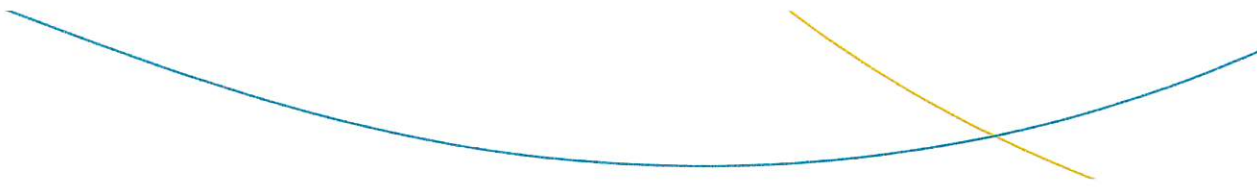
(b) Access

- I. Entrance(s) to residential uses shall be separate from the entrances for other uses.*
- II. Residential entrances shall not exceed a width of 2 metres on the front façade.*

In order to consider a proposal for new multiple-unit residential dwellings as the primary or sole use (no commercial use) within the Downtown Commercial (CD) Zone, amendments to both the Municipal Planning Strategy and Land Use Bylaw would be required.

Options for Consideration -

1. Allow new multiple unit residential dwellings as a permitted main use in the Downtown Commercial (CD) Zone –

- 
- Rewrite existing policy in the Municipal Planning Strategy to allow for multiple unit residential dwellings as a permitted main use in the CD Zone. Amend the Land Use Bylaw to reflect policy changes.
2. Allow new multiple unit residential dwellings in the Downtown Commercial (CD) Zone through development agreement -
 - Rewrite existing policy in the Municipal Planning Strategy to allow for new residential dwelling units in the CD Zone by development agreement. Amend the Land Use Bylaw to reflect policy changes.
 3. Maintain status quo.
 - Deny the application.

Potential Recommendation Options:

1. THAT Council of the Region of Queens Municipality give notice of its intention to amend the Municipal Planning Strategy and Land Use Bylaw to allow new multiple unit residential dwellings as a permitted main use in the Downtown Commercial (CD) Zone.

Or

2. THAT Council of the Region of Queens Municipality give notice of its intention to amend the Municipal Planning Strategy and Land Use Bylaw to allow new multiple unit residential dwellings as a permitted main use in the Downtown Commercial (CD) Zone through development agreement;

AND THAT Council of the Region of Queens Municipality give notice of its intention to enter into a development agreement with SDL Investments Limited to allow for a 16-unit multiple unit dwelling on property located at 194 Main Street in Liverpool and identified as PID# 70026364.

Or

3. THAT Council of the Region of Queens Municipality maintain status quo and deny the application to amend the Municipal Planning Strategy and Land Use Bylaw to allow new multiple unit residential dwellings as a permitted main use in the Downtown Commercial (CD) Zone.



Applicable Legislation

Municipal Government Act and Region of Queens Municipality Municipal Planning Strategy and Land Use Bylaw.

Appendix A

February 25, 2025

Region of Queens Municipality

Liverpool, NS

Mike:

Please see attached our application to amend the Region's Planning Documents for the renovation of 194 Main Street, Liverpool.

The existing structure will be fully renovated to include up to 16 residential units, covered parking for all tenants and guests and approximately 20 storage units to be made available to the tenants.

To date we have completed a Phase 1 environmental assessment with no identified issues.

The attached plan is not yet fully designed but provides you and your team a rendering of our intended use of the property. Our goal is to complete renovations of the building by early next year.

I look forward to addressing any questions from you or your team and would be happy to meet with the PAC and/or Council to present the project and answer any questions.

Sincerely,

Eric Fry

President, SDL Investments Limited



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

Region of Queens Municipality
Planning Amendment and Development Agreement Application



1. Application Type:

- Land Use Bylaw Amendment
- Development Agreement

2. Property Information:

Civic address of subject property – 194 Main St, Liverpool NS
Property Identification Number (PID) – 70026364
Present use of subject property – Commercial - vacant
Proposed Use of subject property – Residential
Existing Lot Size - 16,302 sq'
Existing Lot Frontage - 61.5 ft on Main, 64.5 ft on Water

3. Property Owner Information:

Name – SDL Invesments Limited
Applicant is :
 Owner
 Agent of Owner
Civic Address - _____
Mailing Address (If different from Civic Address) - _____
Telephone Number - _____
Email Address - _____

4. Zoning Information:

Existing Zoning - CD

Proposed Zoning - Residential

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 Eric Fry, President of SDL Investments Limited 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 SDL Investments Limited

Signature *Eric Fry*

Date Feb 25, 2025

Registered Owner (if more than one) _____

Signature _____

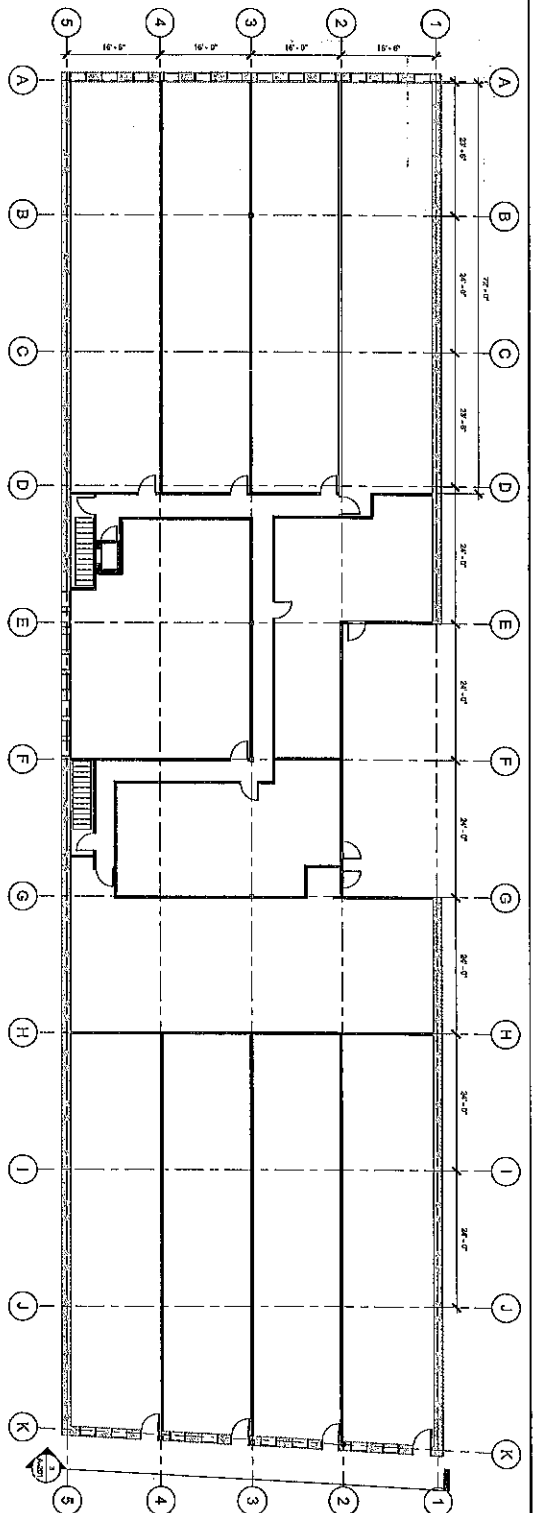
Date _____

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:

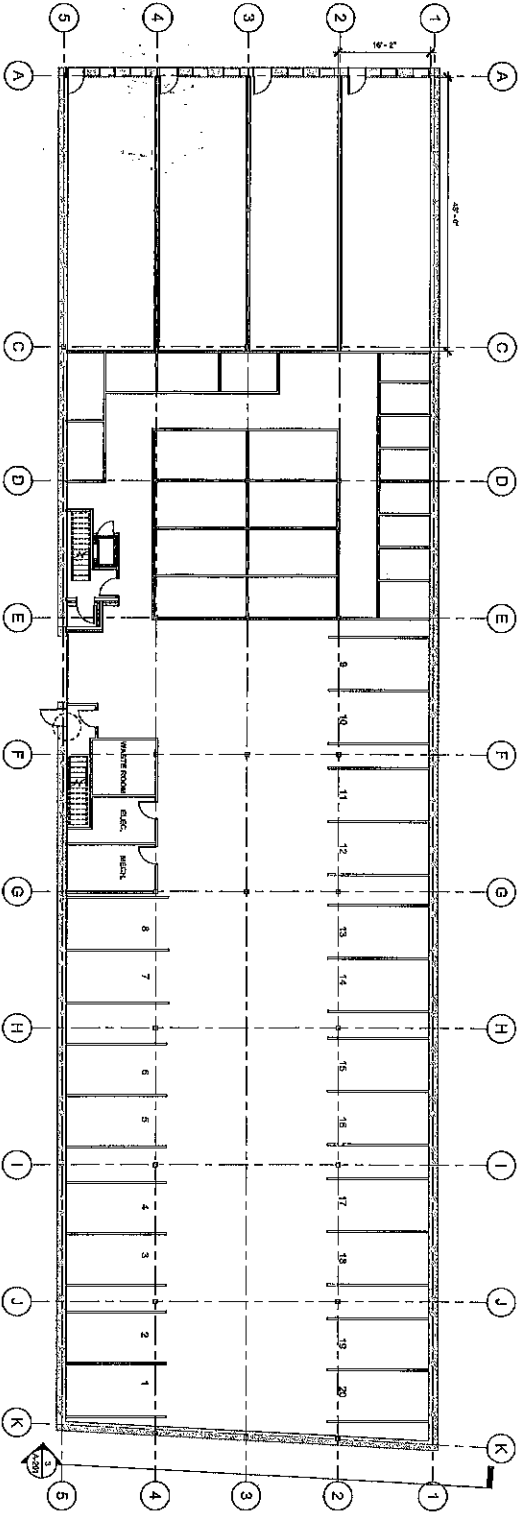
1. The requirements of a Land Use Bylaw amendment or development agreement application are established by the Planning Department of the Region of Queens Municipality. An application approval process will not commence until a completed application and advertising deposit are received.
2. Please make 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.



UNIT COUNT	
LEVEL	NUMBER OF UNITS
1	4
2	12
TOTAL	16

COUNT RECORD	
UNIT TYPE	NUMBER
RESIDENTIAL	12
STAIRS	2
MERCH.	1
ELEC.	1

① Level 1, New
1" = 10'-0"



COUNT RECORD	
UNIT TYPE	NUMBER
RESIDENTIAL	4
STAIRS	2
MERCH.	1
ELEC.	1

② PARKING LEVEL
1" = 10'-0"



T.A. SCOTT
ARCHITECTURE + DESIGN
DRAWING INSPIRATION

No.	Description	Date
1	ISSUED FOR PERMITS	2/24/09

No.	Description	Date

194 MAIN STREET, LIVERPOOL

Floor Plans

Project Number: 24-079
 Date: 2025.02.11
 Drawn By: M.BENJALIEU
 Checked By: TAS
 Scale: 1" = 10'-0"
A-101



Region of Queen's Municipality
Municipal Planning Strategy



Region of Queens Municipality

249 White Point Road
Liverpool, Nova Scotia
BOT 1K0

First Reading: April 26, 2022
Public Hearing: May 17, 2022
Second Reading: May 24, 2022
Effective Date: July 20, 2022
With Consolidations to: N/A

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