

A meeting of the Planning Services Public Advisory Panel (PSPAP) was held at the Town Hall on Monday, June 13, 2016, starting at 7:00 p.m.

## **PRESENT**

Chairing the meeting, Deputy Mayor Dan Smith; Councillor Darren Boates; Citizens-at-large Colin Crowell (entered at 7:08 p.m.), Mike Hazelwood, and Tom Spinney; Chief Administrative Officer, Rachel Turner; Planner and Development Officer, Chris Millier; and Recording Secretary, Sharon McAuley.

Regrets: Reinhold Griff

Also in attendance was one (1) citizen.

### **1. CALL TO ORDER**

Chair Smith called the meeting to order at 7:00 p.m.

### **2. APPROVAL OF THE AGENDA**

**160613.01: It was moved and seconded to approve the agenda as circulated. Motion carried.**

### **3. APPROVAL OF THE MINUTES**

**160613.02: It was moved and seconded, that the minutes of the Planning Services Public Advisory Panel of May 24, 2016, be approved as circulated. Motion carried.**

### **4. PUBLIC CONSULTATION PROCESS**

Planner and Development Officer, Chris Millier provided an overview of the Plan Review and the options available to the Panel to provide the community with the opportunity to have input into the new MPS and LUB documents:

- the Panel is approaching the end of the policy review;
- C. Millier, R. Turner and S. McAuley will compile a summary for review by the Panel;

Colin Crowell entered the meeting at 7:08 p.m.

- the community can help provide clarity to some of the tough pieces;
- how the public consultation process is conducted is really up to the Panel and can include public meetings, surveys, meetings with stakeholders, newsletters, etc.

The Panel agreed to:

- send out a letter to residents raising awareness of the MPS/LUB Plan Review and that the Panel will be looking for community input in September;
- the letter asking questions around planning or issues about development or lack of development in Middleton;
- create an inflow of questions which can be from “my taxes are too high” to “there are cats using my garden as a litter box”;
- talk to Larry Powell at the Annapolis Valley Register regarding information pieces on the MPS/LUB Plan Review;
- exposure on the Town website and social media.

C. Millier, R. Turner and S. McAuley will develop a draft awareness letter and send it to Panel members for review.

One (1) citizen left the meeting at 7:30 p.m.

## 5. REVIEW: MPS SECTOR / LAND USE POLICIES

Planner and Development Officer, Chris Millier facilitated a review of the existing Municipal Planning Strategy (MPS) policies relating to Implementation which applies to all sectors.

### a. GENERAL POLICIES (PART 3.1)

Policy #	Policy	Changes
I 1	MGA Enabled	keep
I 2	General Intent	keep

#### Other:

C. Millier recommends that the Town change the Planning Services Public Advisory Panel Bylaw to the Planning Advisory Committee (PAC) Bylaw as the PAC is what is recognized in the MGA.

### b. MPS AMENDMENTS (PART 3.2)

Policy #	Policy	Changes
I 3	Amendments Required	keep
I 4	Ministerial Approval	keep

### c. ACTIONS NOT REQUIRING AMENDMENTS (PART 3.3)

Policy #	Policy	Changes
I 5	Adjacency/Soft Boundaries	use hard boundaries

### d. LAND USE BYLAW & LAND USE BYLAW AMENDMENTS (PART 3.4)

Policy #	Policy	Changes
I 6	Zones	<ul style="list-style-type: none"><li>• keep format</li><li>• change to reflect new zones</li></ul>
I 7	Amendments	keep
I 8	Conformity with MPS	keep
I 9	Rezoning for Mobile Home Development	<ul style="list-style-type: none"><li>• the mobile home zone is being deleted;</li><li>• the policy will be duplicated in each of the sectors and will designate the range of rezonings that will be allowed in each of the zones.</li></ul>
I 10	Rezoning Criteria	<ul style="list-style-type: none"><li>• the Panel may want to discuss with the public.</li><li>• how to ensure the public is notified of proposed changes (advertising, website, ads, etc.).</li></ul>

I 11	Rezoning Consideration Process	<ul style="list-style-type: none"> <li>change development officer to planning officer;</li> <li>request a report from the planning officer should be after the referral to PAC;</li> <li>the Panel may want to broaden the policy.</li> </ul>
I 12	Compliance with MGA	keep

**e. DEVELOPMENT AGREEMENT (PART 3.6)**

Policy #	Policy	Changes
I 13	Uses by DA	<ul style="list-style-type: none"> <li>keep</li> <li>will have to be updated to reflect new zones</li> <li>delete B</li> </ul>
I 14	DA Criteria	keep
I 15	Contents of a DA	<ul style="list-style-type: none"> <li>keep</li> <li>cross-reference with MGA.</li> </ul>
I 16	DA Criteria	<ul style="list-style-type: none"> <li>keep</li> <li>delete section (d) as it is problematic;</li> <li>move section (e) as it is more suitable to the environmental sector;</li> <li>question to ask - when change is proposed what is the most important criteria for you?</li> </ul>

**f. SUBDIVISION (PART 3.8)**

Policy #	Policy	Changes
I 17	Subdivision	keep

**g. DEVELOPMENT OFFICER (PART 3.9)**

Policy #	Policy	Changes
I 18	Development Officer	<ul style="list-style-type: none"> <li>keep</li> <li>delete reference to section of the MGA.</li> </ul>

**h. BUILDING BYLAW (PART 3.10)**

Policy #	Policy	Changes
I 19	Building Bylaw	delete

**i. SEWER BYLAW (PART 3.11)**

Policy #	Policy	Changes
I 20	Sewer Bylaw	<ul style="list-style-type: none"> <li>with a new MPS/LUB, the solicitor, public works and CAO will need to review and update the sewer bylaw if required.</li> </ul>

**j. UNSIGHTLY PREMISES BYLAW (PART 3.12)**

Policy #	Policy	Changes
I 21	Unsightly Premises Bylaw	delete

**k. CAPITAL PROGRAM (PART 3.13)**

Policy #	Policy	Changes
I 22	Capital Program	Change wording to - The Town's Capital Investment Plan will direct expenditures on the construction of new and the upgrading of existing Town streets, sidewalk, and sewer, water and storm sewer infrastructure.
I 23	Capital Program	delete

**6. NEXT MEETING**

The next meeting will be on Monday, July 11, 2016 and include a review of Definitions (Land Use Bylaw - Part 2) and General Provisions for All Zones (Land Use Bylaw - Part 3).

**7. ADJOURNMENT**

160613.03: It was moved and seconded to adjourn the meeting at 8:27 p.m. Motion carried.



CHAIR



RECORDING SECRETARY



## **PLANNING SERVICES PUBLIC ADVISORY PANEL**

### ***Municipal Planning Strategy and Land Use Bylaw Plan Review***

**Town Hall – Council Chambers**

**Monday, June 13, 2016**

**7:00 pm**

### **AGENDA**

1. Call to Order
2. Approval of the Agenda
3. Approval of Minutes
4. Public Consultation Process
5. Review: MPS Sector/Land Use Policies (Implementation)
6. Next Meeting – July 11, 2016
7. Adjournment