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CHAPTER 1

1.1 Current Situation

This project is to prepare an Official Plan and Development Control Bylaw for the Community of Malpeque Bay. The Community of Malpeque Bay was incorporated as a municipality in 1973, comprised of the small communities of Indian River, Hamilton, Malpeque, Baltic, Spring Valley, Darnley and Sea View.

The Community has, over the years, been experiencing unprecedented economic and property development. No Official Plan and Bylaw were instituted to direct development. The lack of clear vision was identified as an issue, and the Community elected to begin the process of preparing an Official Plan in 2008.

A Planning Board was appointed, a consultant was hired, and the community began an extensive process of public consultation. Over the past two years ten separate public meetings have been held to share information and to gather input from a variety of stakeholders. In addition, other modes of communication were utilized, including public notices in local newspapers, website links on the progress of the community plan, and an email list of participants.

Over the course of this two year period, residents were informed about the project, Provincial staff and local representatives presented information on the current requirements for an Official Plan. Workshops were held to identify important planning issues, including the Special Planning Area requirements (Princetown Point - Stanley Bridge). Protection of agricultural resources and scenic viewscales were discussed. In addition, the work of the Commission on Land and Local Governance, and the (future) impact of the subsequent report “New Foundations” was considered. A draft document “Proposed Plan for Malpeque Bay” was presented and discussed. Commercial Areas were proposed, as were various important scenic viewscales.

The Planning Board reviewed the proposed implementation of a common vision, as outlined in the report, “Possible Actions for Plan Implementation”. A Landowners’ Committee was formed to address specific concerns with regard to development of bylaws and the Special Planning Area. A report from this committee is to be completed in the near future.

To date, three main areas of concern have been identified: Land Use and Scenic Viewscales, Agriculture and the Special Planning Area. The Community has called for Tenders to work in conjunction with the Planning Board to develop the formal draft of the Official Plan and Development Control Bylaw.

Draft Documents will be prepared in consultation with provincial staff. The Community will prepare further consultation with the public after development of the draft Official Plan and Zoning and Development Control Bylaw.

1.2 Requirements of the Project

As no formal plan has ever been developed to date, an entirely new Official Plan and Development Control Bylaw will be developed. This plan will utilize the extensive body of work that has been developed to date. This includes information from the 10 public consultation sessions, and the subsequent reports. Goals, Objectives and Policies will reflect the established overall vision for the community.

We will work with the Planning Board to prepare a formal Draft Official Plan, and formal Draft Zoning and Development Control Bylaw, utilizing our land use planning expertise and the existing input gathered from the process of public consultation. The Bylaws and regulations will include the portion of the community that resides within the Special Planning Area of Princetown Point – Stanley Bridge. The formal Draft Official Plan and Development Control Bylaw will be in a format that meets the requirements for and Official Plan under the “Planning Act” requirements.

We will develop a clear and concise Draft Official Plan and Development Control Bylaw, and utilize Geographic Information Systems for land use mapping.

Given the existing financial and time constraints, we will propose a streamlined process to facilitate a timely project completion date. Given the extensive amount of consultation and participation to date, we propose the following process:

Winter/Spring of 2011

- Meet with the Planning Board and Staff to review the process and documents to date
- Prepare a Draft Official Plan for Council/ Planning Board Review
- Present Draft Official Plan to Council /Planning Board
- Council/Planning Board will review Draft Plan
- Planning Board will forward comments to Consultant
- Consultant will incorporate comments as suggested into the Plan

Early Summer/Late Summer 2011

- Presentation of Draft Official Plan at Public Meeting
- Collection of comments and feedback
- Meet with Planning Board to review comments
- Consultant will incorporate changes to create a Formal Draft Official Plan and Zoning and Subdivision Control Bylaw
- Consultant will present the Formal Draft for Council and Consultant will present the Formal Draft Official Plan and Zoning and Subdivision Control Bylaw at a Formal Public Meeting of Council

CHAPTER 2 WORK PLAN – METHODOLOGY

2.1 Meet with Council/Planning Board (Meeting 1- Client Meeting)

We will plan to meet with Council, the Planning Board, and any relevant staff to discuss the planning process and documents, including the process of public consultation, the work schedule and key issues to be addressed in the Official Plan and Zoning and Development Control Bylaw. We will work closely with the Planning Board to identify issues and to set priorities.

We propose an initial meeting with Council to be followed by a meeting with the Planning Board.

2.2 Agency Referrals

We will consult with relevant provincial departments and agencies and local organizations to ensure compliance with regulations and policies and to collect input on key issues or interests in the community. These may include:

Provincial Departments - Agriculture; Finance and Municipal Affairs; Environment, Energy and Forestry; Tourism and Culture; Transportation and Infrastructure Renewal

Agencies such as Kensington North Watersheds Association and PEI ADAPT Council will be contacted for input.

2.3 Review with Consultant

We will request to review the project with the prior consultant. The existing process of extensive public consultation, and resulting documentation will be used to inform development of the Formal Draft Official Plan and Formal Zoning and Development Control Bylaw.

2.4 Update or Develop Base Maps

Existing maps will be updated, where necessary, to reflect current boundaries and land use. It is anticipated that minor revisions to existing mapping will be required. A general land use map will be developed. A zoning map will be developed for the entire community.

2.5 Prepare Draft Official Plan and Zoning and Development Control Bylaw (First Draft) for Council or Planning Board Review

The Draft Official Plan and Zoning and Development Control Bylaw will be prepared after a process of analysis of existing documents and in consultation

with Planning Board and Council, taking into consideration information gathered to date from various stakeholders, including the public consultation process. Three hard copies (or suitable electronic copies) of the Draft Plan and Bylaw will be sent to Council/ Planning Board for their review prior to meeting to discuss the Drafts.

2.6 Meet with Council/ Planning Board to Present Draft Official Plan and Zoning and Development Control Bylaw (Meeting 2- Client Meeting)

We propose to present the First Formal Draft Official Plan and Zoning and Development Control Bylaw to Council and Planning Board for their review. The Planning Board can comment directly on the Draft Plan, or elect to send comments/ changes electronically or in writing. The Consultant will incorporate comments as suggested into the text of the plan. The edited Draft Plan will be forwarded electronically to the Planning Board.

2.7 Second Draft of Official Plan and Zoning and Development Control Bylaw

Based on comments from the Planning Board and Council, we will prepare another draft of the Official Plan and Zoning and Development Control Bylaw (Second Draft).

2.8 Public Meeting (Meeting 3- Public Meeting)

Obtaining public input is an essential part of the planning process. This first public meeting will be scheduled for early summer, to ensure that the maximum number of residents; both seasonal and permanent, are available. At the first meeting the second Draft Official Plan and Zoning and Development Control Bylaw will be presented and comments will be invited.

It is important that Planning Board and Council are very familiar with the document prior to scheduling a formal public meeting.

We recommend that formal notice be given inviting the public to view and comment on the Draft of Official Plan and Zoning and Development Control Bylaw. These documents (including Maps) could be posted on the existing community website, to permit sufficient time for review to facilitate stakeholder reviews and comments.

2.9 Process of Analysis (Meeting 4- Client Meeting)

At this stage we will consult with the Planning Board, or with the Chair of the Planning Board, as directed, and review feedback received on the second draft.

We will analyze the comments received from the public, Council and the Planning Board.

2.10 Formal Draft Official Plan and Subdivision Control Bylaw

Based on the direction received in the previous meeting, we will create the formal draft of the Official Plan and Subdivision Control Bylaw. (Third Draft)

2.11 Public Meeting with Council and Planning Board (Meeting 5- Public Meeting)

We will present the final and Formal Draft of the Official Plan at a duly advertised Public Meeting of Council. The Formal Draft Official Plan and Zoning and Development Control Bylaw will be prepared in accordance with the requirements of the “Planning Act”. All documents will be prepared in a format suitable for submission and registration to the Department of Finance and Municipal Affairs. As required by the Act, Council is required to submit the draft Official Plan and Zoning and Development Control Bylaw to the Minister for review prior to Council’s formal adoption. (Minor changes may be made at this time).

The final and Formal Draft of the Official Plan and Development Control Bylaw will be the property of the Community of Malpeque Bay. We suggest that the Community is best placed to complete the process of submitting formal documents directly to the Minister of Finance and Municipal Affairs.

2.12 Additional Services

If the Community of Malpeque Bay would like to consider adding additional services such as more consultation or editing to this project, the consultant would entertain developing a separate agreement for additional services.

CHAPTER 3 QUALIFICATIONS AND EXPERIENCE

3.1 CBCL LIMITED

CBCL Limited opened their first office in Halifax in 1955. Since that time, the company has developed into one of the largest multi-disciplinary firms in Atlantic Canada with offices throughout the regions including Charlottetown. With over 280 employees, the company includes planners, landscape architects, engineers, biologists, geologists, and specialists in the social sciences, and law. This professional interdisciplinary team is supported by qualified technical and clerical personnel, who work in areas such as automated design and drafting, GIS, and construction.

The multi-disciplinary personnel at CBCL Limited have considerable experience in strategic planning, land use planning, landscape architecture and urban and site planning, as well as the full spectrum of municipal, structural, electrical and mechanical engineering. CBCL Limited brings to this project skill and experience in the management of multi-disciplinary studies and challenging land use and environmental projects, including interaction with multiple community partners.

3.2 PROJECT TEAM

GORDON SMITH – PROJECT MANAGER, PLANNER- CSLA, CIP (PROVISIONAL MEMBER)

As project manager, Gordon will be the prime point of contact. He will manage the team to ensure the project meets your expectations and provide quality assurance on all aspects of the work to ensure that the process goes smoothly.

Gordon is a multi-disciplinary professional with expertise and experience in land use planning, environmental design and public consultation. Gordon has over 20 years of consulting experience in planning and design. He is a provisional member of the Canadian Institute of Planners (full membership is expected this fall) and a full member of the Canadian Society of Landscape Architects. Having won a number of academic awards, including the MALA Gold Medal for graduating from his Masters degree at the top of his class, the quality of his work has continued to be recognized with awards from the Canadian Institute of Planners and the Canadian Society of Landscape Architects on a diverse range of projects. His international experience has taught him to be highly sensitive to the context in which he is working and to be able to consult effectively in a variety of situations.

Gordon has wide-ranging skills and experience working at a variety of scales from regional plans covering areas of tens of thousand of square kilometres to detailed site

design and construction monitoring on specific projects. He is currently a member of the team preparing the Northeast Avalon Regional Plan. He played a lead role in the Cornwall Transportation Master Plan, the Downtown Montague Development Opportunity Study & Implementation Strategy, the Port to Port Plan for the Cape Breton Regional Authority, the Port Hawkesbury and Port Hastings Strategic Plan, NS, and the Shearwater CFB Redevelopment Plan in Dartmouth, NS. Recent urban planning and design work includes the Dartmouth Common Master Plan, Dartmouth, NS, the Grand Parade-Province House Area Joint Lands Plan, Halifax, NS and the Hubbards Watershed Servicing Study, NS.

JANICE HARPER – SENIOR PLANNER MPL, CIP (PROVISIONAL MEMBER)

As a PEI planner with a number of years experience in the province, Janice Harper will be providing expertise on development regulations and liaison with the province to ensure that requirements are met..

Janice Harper was trained as a Land Use Planner in Ontario at Queen's University. She has worked on Prince Edward Island since 2003, first at the City of Charlottetown, and then for a number of years as Town Planner in Cornwall. Recently she has practiced as an independent consultant. She is a provisional member of the Canadian Institute of Planners. While in Cornwall, she worked closely with Council and staff on a number of projects, including the formal review of the Official Plan and Subdivision Bylaw, complete with submission to the Department of Communities, Cultural Affairs and Labour. Janice initiated development of a Transportation Master Plan, Storm Water Management Plan and a Municipal Tree Nursery. In addition, she assisted in developing a Watershed Master Plan. She has extensive knowledge of best practices and of provincial legislation with regards to land use planning. She has an active interest in small town and rural development, and has recently worked with the Town of Kensington to develop an Official Plan (in progress) and with the L.M. Montgomery Land Trust in developing a proposal to preserve Cousin's shore.

KATHERINE PERROTT – LAND USE PLANNER MPLAN CIP (PROVISIONAL MEMBER)

As well as being responsible for background research and writing, Katherine will provide input in plan review and updating process.

Katherine Perrott joined CBCL Limited in 2008, and has worked on a range of planning projects including the Bay Roberts and Norris Point Municipal Plans, the Northeast Avalon Regional Plan, the Middleton and Kings County Integrated Community Sustainability Plans, and the Greenwood and Middleton Source Water Protection Plans.

Katherine has an exemplary research and writing record having attained an impressive number of scholarships and awards during her recent studies in the Master of Planning Program at Dalhousie University. In recognition of these abilities, she is currently teaching planning theory in the professional program at Dalhousie University. Her

honours undergraduate degree in International Development Studies paired with her graduate degree in Planning has given her a broad set of skills and knowledge for engaging communities, building consensus, understanding global and local economic processes and setting innovative and attainable future community goals.

CHAPTER 4 PAST PERFORMANCE AND REFERENCES

4.1 REVIEW AND UPDATE OF THE TOWN OF CORNWALL OFFICIAL PLAN AND SUBDIVISION BYLAW

Janice Harper completed this project while she was the municipal planner at the Town of Cornwall PE. She was responsible for the review, the development of the proposed updates, liaison with Town Council for the approval of the proposed updates, and submission to the Department of Communities, Cultural Affairs and Labour. As such, she is intimately informed of the requirements for the review in the process that should be followed.

Reference: Kevin McCarville, CAO

Phone: (902) 566-2354

E-mail: kmccarville@pei.aibn.com

4.2 REVISIONS TO THE MUNICIPAL PLAN AND BYLAWS FOR THE TOWN OF MONTAGUE

CBCL Limited was invited by the Town of Montague to review and prepare revisions to the Town's Official Plan and Bylaws. The need for planned growth and enforcement are important as the Town continues to grow and new commercial and residential developments take place. At the same time the natural environment and the waterfront needed acknowledgement as attributes that attract people and investment.

In consultation with Montague's Town Council, Planning Advisory Committee, staff and concerned residents, the updated Planning Strategy will guide patterns of land use and development within the Town until the year 2012. The Strategy will guide the physical, social and economic development of the Town, providing a policy framework for the Zoning Bylaw and policy direction for Council's actions in relation to residential, commercial and industrial development, recreation and open space, transportation, public works, municipal services, environmental standards and institutional uses.

The Strategy covers the geographic area contained within the legal boundaries of the Town of Montague. Although the Strategy formally addresses only those matters which arise within the Town's legal boundaries, consideration has been given to the Town's relationship to adjacent municipalities, the region and the Province as a whole.

Tasks include Project Management and Client Liaison; By-law Review; Data Compilation and Background Studies; Field Verification and Mapping; Consultation; Development Scenarios; Plan and By-law Compilation, Review and Approval.

Council and staff have changed at the Town since this project was completed. However,

the current Town Manager could be contacted to see how the revised plan is working out.

Reference: Andrew Daggett, CAO

Phone: (902) 838-2528

E-mail: adaggett@monaguepei.ca

4.3 NORRIS POINT MUNICIPAL PLAN AND DEVELOPMENT REGULATIONS REVIEW

CBCL Limited was invited by the Town of Norris Point to review and prepare revisions for the Town's Municipal Plan and Development Regulations. This process was combined with the development of an Integrated Community Sustainability Plan. These updated plans and regulations will guide community decisions regarding infrastructure and land use in ways that promote economic, environmental, social and cultural sustainability. The Municipal Plan & Development Regulations Review as well as the Integrated Community Sustainability Plan were developed in consultation with Norris Point's Town Council, staff and concerned residents. Katherine Perrott was directly involved in all aspects of this project.

Reference: Regina Organ, Town Manager, Town of Norris Point

Phone: (709) 458-2896

E-mail: info@norrispoint.ca

Additional references can be provided upon request.

CHAPTER 5 FEE PROPOSAL

5.1 FEES

FEES FIXED LUMP SUM FOR PROJECT \$28,000.00

TO INCLUDE FEES TO BOTH CBCL LIMITED AND TO JANICE HARPER MPL.

FEES TO COVER LAND USE PLANNING SERVICES, MAPPING SERVICES, CLIENT MEETINGS, PUBIC MEETINGS, ADMINISTRATIVE SERVICES AND PRINTING SERVICES, AS INDICATED.