

**Municipal Effectiveness Advisory Committee (MEAC)
Approved Minutes
March 10, 2016**

Present: Chair Jane Nicholson (by phone), Vice-chair Byron Mersereau, Councillor Paul Paquette, Bill MacDonald, Brian Bohaker, Alyn How, Issam Mansour, Ruth Thorbourne.

Administration: CAO Greg Barr and Recording Secretary Sandi Millett-Campbell.

Regrets: Ron Wesman

1. CALL TO ORDER: Chair Nicholson called the meeting to order at 10:00 am.

2. APPROVAL OF AGENDA

MOTION #MEAC-2016-MAR-10-1

It was moved by Bill MacDonald, seconded by Councillor Paquette to approve the agenda with the addition under Business Arising 5 i) Workplan – move Role of PHAC¹ after the Role of Chris Millier (Town Planner). **CARRIED.**

3. APPROVAL OF THE MINUTES – February 11, 2016

MOTION #MEAC-2016-MAR-10-2

It was moved by Councillor Paquette, seconded by Brian Bohaker to approve the minutes of February 11, 2016 as presented. **CARRIED.**

4. PUBLIC INPUT - None

5. BUSINESS ARISING

i. Workplan

Chair Nicholson reviewed the role of reducing the red tape, reviewing the MPS² and LUB³ since the original document from 2000 and a revision in 2008. Annapolis Royal stands out as a special place. The Committee needs to look at the MPS/LUB and By-Laws to make sure they reflect what has happened over the last 16 years. CAO⁴ Barr updated the Committee on Chris Millier's role as the Town Planner. Chris will be the facilitator and go through extensive detail how the process of the MPS / LUB review will take place. Chris needs to get the understanding from the Committee and Council what issues need to be addressed and how broad or restrictive the new documents will be. Chris will do the leg work and facilitate the meetings.

PHAC is an advisory Committee to Council. Council wanted MEAC to have a broad representation of the Town to review the red tape. PHAC and Council will be included in the first meeting with Chris Millier. PHAC should be kept in the loop of the work that MEAC is doing as MEAC is a Committee of Council. CAO Barr is hoping that the recommendations will come from PHAC and MEAC. Councillor Mersereau wanted to stress that MEAC is a Committee of Council and Chris Millier is the current Town Planner and the Town Planner could change. The Committee discussed how to keep the two Committees up to date on the progress of the Committee and a open line of communications between the two. The Committee decided that the

¹ Planning & Heritage Advisory Committee

² Municipal Planning Strategy

³ Land Use By-Law

⁴ Chief Administrative Officer

PHAC agenda will have the minutes from MEAC and the PHAC representative will be able to clarify and update the PHAC members on the progress of MEAC.

CAO Barr updated the Committee on the public meeting and survey that was sent out to residents and surrounding areas to take part in. The survey requested input from the public on suggestions from the focus group. CDC⁵ Millett-Campbell showed the PowerPoint presentation of the top 10 survey results. The Committee reviewed the survey.

ii. Review of MPS

Chair Nicholson outlined the Vision and Goals of the current MPS and asked the Committee members to read through the document. Chair Nicholson would like all members to send to CDC Millett-Campbell their vision and goals as they see them or if they think the current vision and goals just need to be prioritised by April 7, 2016. CDC Millett-Campbell will email out a revised version on the survey to use as a reference.

iii. Draft MPS / LUB definitions

The Committee reviewed the draft definitions that the sub-committee presented to the group. CAO Barr updated the Committee on the work of the Management Team on the current by-laws and the by-law enforcement. Council asked staff to review a group of by-laws. Chair Nicholson requested that the by-laws should come through MEAC.

iv. Criteria for Meetings, Presentations and Procedures Policy

Councillor Mersereau asked the item to be tabled to the next meeting.

v. Budget

Council has created this Committee and money will be put in the budget for the MPS/LUB review as part of the budget process. Staff will request a quote on the MPS/LUB review and request a task list to see if the Committee can work on the project to save costs. CDC Millett-Campbell suggested that we could skype Chris Millier into some of the meetings to save on mileage. The Committee agreed to the suggestion.

6. CORRESPONDENCE FOR INFORMATION – None

7. ADJOURNMENT

MOTION #MEAC-2016-MAR-10-3

It was moved by Bill MacDonald to adjourn the meeting at 11:48 am. **CARRIED.**

Next Meeting: April 14, 2016 at 10:00 am.

Chair Jane Nicholson

Recording Secretary Millett-Campbell

⁵ Community Development Coordinator