

**Municipal Effectiveness Advisory Committee (MEAC)
Approved Minutes
January 21, 2016**

Present: Councillor Paul Paquette, Councillor Byron Mersereau, Deputy Mayor Power, Councillor Hudson, Jane Nicholson (by phone), Brian Bohaker, Ron Wesman, Alyn How, Issam Mansour.

Administration: CAO Greg Barr, Executive Assistant Amy MacManus and Recording Secretary Sandi Millett-Campbell.

Regrets: Ashley McCormick, Bill MacDonald

1. **CALL TO ORDER:** CAO Barr called the meeting to order at 10:06 am.

CAO Barr welcomed everyone to the Committee. The Committee did a round table style of introduction of themselves to the other members of the Committee.

2. **APPROVAL OF AGENDA**

MOTION #MEAC-2016-JAN-21-1

It was moved by Councillor Paquette, seconded by Councillor Mersereau to approve the agenda as presented. **CARRIED.**

3. **NOMINATION OF CHAIR AND VICE-CHAIR**

MOTION #MEAC-2016-JAN-21-2

It was moved by Councillor Mersereau, seconded by Councillor Hudson to nominate Jane Nicholson as the chair of the Municipal Effectiveness Advisory Committee. **CARRIED.** Jane Nicholson accepted the nomination.

MOTION #MEAC-2016-JAN-21-3

It was moved by Jane Nicholson, seconded by Councillor Hudson to nominate Councillor Mersereau as the vice-chair of the Municipal Effectiveness Advisory Committee. **CARRIED.** Councillor Mersereau accepted the nomination.

4. **BUSINESS ARISING - None**

5. **NEW BUSINESS**

i. Council Direction

CAO Barr thanked everyone for being a part of this very important Committee to the Town. CAO Barr relayed Council's overview of the Municipal Effectiveness Advisory Committee (MEAC). It is important to review the mandate and the policy for this Committee. The main objectives are to review the Municipal Planning Strategy (MPS), Land Use By-Laws (LUB) and reduction of the red tape in our administrative functions of the Town. It will also be important to read the One Nova Scotia report as we move forward to align our planning strategy to fit the needs of the Town. The first steps will be to create an issues list that we can move forward with the Town Planner identifying the bottlenecks and issues, while engaging the Community. The status quo is not an option for the Town to move forward. The Town is currently starting to have public meetings to review the Town's Strategic Plan and will be taken place over the upcoming months. CAO Barr reminded the Committee that this Committee has a very important job ahead of us and thanked everyone for volunteering their time.

Discussion around the table was held on how the Committee would work. Councillor Mersereau would like to see the MEAC mandate and policy be distributed to all members for review. Chair Nicholson would like to see a copy of the old Development Commissions findings be circulated to Committee members for their review, and suggested that the MPS and LUB use plain language in the rewrite of the new documents.

Committee members will email their list of issues to Community Development Coordinator Millett-Campbell by Feb 8, 2016 so she can include them in the agenda package for the next meeting. CDC Millett-Campbell will send out a reminder the week prior to the deadline.

ii. Tutorial on Local Information Utility (LIU)

Community Development Coordinator (CDC) Millett-Campbell showed the Committee around the Town's website, where to find the planning sections, maps, and how to access the LIU in regards with zoning, heritage, and how to search properties.

iii. Set Meeting dates and time

The Committee discussed the possibility of the meeting day and times and the Committee agreed that the meetings will be held on the second Thursday of each month starting at 10am.

6. CORRESPONDENCE FOR INFORMATION – None

7. ADJOURNMENT

MOTION #MEAC-2016-JAN-21-4

It was moved by Deputy Mayor Power to adjourn the meeting at 11:55 am. **CARRIED.**

Next Meeting: February 11, 2016 at 10:00 am.

Chair Jane Nicholson

Recording Secretary Millett-Campbell