

**Municipal Effectiveness Advisory Committee (MEAC)
Approved Minutes
November 24, 2016**

Present: Chair Jane Nicholson (by Skype), Mayor William MacDonald, Deputy Mayor Pat Power, Ruth Thorbourne, Alyn How, and Chris Millier (by Skype).

Administration: Recording Secretary Sandi Millett-Campbell.

Regrets: Brian Bohaker and Paul Paquette

1. **CALL TO ORDER:** Chair Nicholson called the meeting to order at 6:05 pm. Chair Nicholson welcomed our new member, Deputy Mayor Power, to the Committee. Chair Nicholson also updated the Committee on the decision of Byron Mersereau and Ron Wesman to resign from the Committee. Chair Nicholson thanked the two members for their time and efforts serving on MEAC.

2. **APPROVAL OF AGENDA**

MOTION #MEAC-2016-NOV-24-1

It was moved by Mayor MacDonald, seconded by Ruth Thorbourne, to approve the agenda as presented. **CARRIED.**

3. **APPROVAL OF THE MINUTES – October 27, 2016**

MOTION #MEAC-2016-NOV-24-2

It was moved by Alyn How, seconded by Mayor MacDonald, to approve the minutes of October 27, 2016 as presented. **CARRIED.**

4. **PUBLIC INPUT – None**

5. **BUSINESS ARISING**

i. **Sector Review – Residential**

Chair Nicholson updated the Committee on the layout of the working document, noting that the residential policy is mostly complete and the residential by-law is in progress. The discussion continued with heritage values and commercial accommodations in residential designation. Conversation ensued on the reality of airbnbs and the Committee would like to see included in the definition of airbnbs that the establishment is owner-occupied. The Committee discussed the Minimum Development Standards in the residential zone as they relates to parking and if parking is still an issue for the Town.

Planner Millier discussed the option of using a variance and noted that the Development Officer is the one to approve the request. Variances can be given for the following terms: the percentage of land that could be built on and the size and/or lot frontage or setbacks. Variances can also be given for the following enhanced procedures when included in the strategy: number of parking and loading spaces required; the ground area and height areas; the floor area occupied by home based businesses and the height and area of signage.

The Committee discussed putting a statement in the by-law explaining what the underlying intent of the Committee is under the implementation section of the policy. For example: where the Development Officer, a Committee or Council is examining policy and related by-law provisions to determine the general intent of the planning documents of the following three areas a) heritage preservation and protection b) enabling economic development growth in the 20th century c) and sustainable community existing in the boundaries in the Town borders. The Committee will consider what the three areas will be and how restrictive the Committee wants to be.

Due to time restrictions, Planner Millier quickly outlined to the Committee the background reasoning and expectations on the next section of the criteria for Rezoning and Development Agreements.

During the discussion, items such as airbnb signage and Variance section 2.35 of the MGA¹ were added to the Parking Lot for discussion at a later date. Planner Millier will provide the Committee with the section of the MGA on the non-conforming uses.

ii. Heritage Properties

Planner Millier reviewed the current policy and practices related to heritage homes and adjacent homes within Town. He has included the suggestion from Councillor Mersereau that the new policy should refer to part 15 National Historic District of the MPS². The Committee discussed that an introductory text agrees with the new version. The Committee discussed having the PHAC³ work on and submit their suggestions for the substantial and non-substantial changes that can help to reduce the red tape for the non-registered heritage properties adjacent to a registered heritage property. These would be inserted in section 11.

The Committee discussed changing section 11.1 a) into two parts to include infill or new development as it relates to the character defining elements of the registered property and harmonizing with the other adjacent properties. Mayor MacDonald referred to a section on the Historic Places website and will send the link out to all members to review. It outlines the preservation of our history and built heritage as reinforced under the description of Annapolis Royal and the elements of our national historic district.

Chair Nicholson and Chris Millier will work together to draft new language in the working Document for review next month.

6. NEW BUSINESS

i. Committee Membership Renewals

Chair Nicholson asked each member if they were willing to stay on the Committee for a term of one year. All members present agreed.

ii. Nomination of Vice-Chair

Chair Nicholson asked the members present if anyone was interested in the position. The Committee decided to wait until the new members of the Committee join in January.

¹ Municipal Government Act

² Municipal Planning Strategy

³ Planning and Heritage Advisory Committee

7. CORRESPONDENCE FOR INFORMATION – None

Homework is to review the section 6.7 for Rezoning and Development Agreements and the section of the MGA on variances.

8. ADJOURNMENT

MOTION #MEAC-2016-NOV-24-3

It was moved by Mayor MacDonald to adjourn the meeting at 8:05 pm. **CARRIED.**

Next Meeting: December 8, 2016 at 10:00 am.

Chair Jane Nicholson

Recording Secretary Millett-Campbell