

**Municipal Effectiveness Advisory Committee (MEAC)
Approved Minutes
October 27, 2016**

Present: Chair Jane Nicholson, Vice-chair Byron Mersereau, Councillor Paul Paquette, Alyn How, Ron Wesman and Chris Millier (by Skype).

Administration: CAO¹ Gregory Barr and Recording Secretary Sandi Millett-Campbell.

Regrets: Brian Bohaker, Bill MacDonald and Ruth Thorbourne

1. **CALL TO ORDER:** Chair Nicholson called the meeting to order at 6:18pm. Chair Nicholson apologized for being late.

2. **APPROVAL OF AGENDA**

MOTION #MEAC-2016-OCT-27-1

It was moved by Councillor Paquette seconded by Councillor Mersereau to approve the agenda with the addition of 6) New Business i) Report to Council. **CARRIED.**

3. **APPROVAL OF THE MINUTES – October 13, 2016**

MOTION #MEAC-2016-OCT-27-2

It was moved by Councillor Paquette, seconded by Councillor Mersereau to approve the minutes of October 13, 2016 with the following changes under section 5. Business Arising ii) Sector Review – title changed to Home-based Business Uses in the Residential Designation and change the page to 24 with the addition “and draft new language to this section.” **CARRIED.**

4. **PUBLIC INPUT – None**

5. **BUSINESS ARISING**

i. **Sector Review – Residential**

Chris Millier updated the Committee on the layout of the working document sent out by email today, reviewing the discussion from last meeting and moving forward on the discussion of heritage values and minimum development standards. Conversation ensued on the air B & B's and Chair Nicholson asked if Alyn How would do a little research on the topic for the next meeting. During the discussion items such as Air B&B, Youth Hostels, and Food Trucks were added to the Parking Lot for discussion at a later date.

ii. **Heritage Properties**

Chris Millier reviewed the current policy and practices with the heritage homes and adjacent homes within Town. Councillor Mersereau suggested that the new policy should reference part 15 National Historic District of the MPS² and consider changing the title. The Committee discuss that an introductory text should be added to the policy to clearly define the focus on the heritage

¹ Chief Administrative Officer

² Municipal Planning Strategy

assets with respect to both registered and non-registered properties and for the National Historic District to be successful. The Committee discussed the addition of new construction, exterior alterations and windows and doors being subject to the review of PHAC³, the change to non-registered properties that are on the side yards of a heritage property will also follow the new policy, and a list of criteria would be added to the policy such as compatibility and impact on the heritage property. Chair Nicholson and Chris Millier will work together to put something together in the working Document for review next month.

6. NEW BUSINESS

i. Report to Council

Councillor Mersereau would like to recommend that after the Committee finishes with Section 6 Residential Policy that the Committee brief Council with the main recommendations that the Committee is putting forward.

7. CORRESPONDENCE FOR INFORMATION - None

8. ADJOURNMENT

MOTION #MEAC-2016-OCT-27-3

It was moved by Councillor Paquette to adjourn the meeting at 8:14 pm. **CARRIED.**

Next Meeting: November 10, 2016 at 10:00 am.

Chair Jane Nicholson

Recording Secretary Millett-Campbell

³ Planning & Heritage Advisory Committee