

Meeting Minutes  
Peggy's Cove Commission  
Thursday, October 13, 2016

**Members in Attendance**

John Campbell - Chair  
Gary Logan – Vice Chair  
Aonghus Garrison  
Gordan Smith – Dept. of Municipal Affairs  
Matt Whitman – HRM Councillor  
Peter Richardson

**Member Regrets**

David MacNeil – Dept. of Business

**Others in Attendance**

Graham Fisher – Ex-officio

- A process for recording and signing-off on the minutes will be developed
- A standard expense claim form for use by the Commission members will be developed
- The expense claim process will be incorporated into the Governance Bylaw
- Web-site content for the proposed internet site will be developed
- A letter to be drafted to serve as a template for future communication with persons submitting development-related submissions
- A process for accepting applications and a template for review and feedback will be developed