

Peggy's Cove Commission Minutes  
Friday March 24, 2017

**Members in Attendance:**

- Gordon Smith
- Peter Richardson
- Aonghus Garrison
- Gary Logan

**Member Regrets**

- Matt Whitman
- Vimy Glass
- John Campbell

1. Call to Order
  - a. Meeting called to order 3:13 p.m.
2. Approval of Minutes
  - a. Edit Item 10 in action items - 1980 not 1900s
  - b. Commissioner Smith motions to approve the December minutes as amended and they are unanimously approved.
3. Review of previous action items
  - a. Items 1, 3 can be marked as complete.
  - b. Commission confirms that item 2 is still outstanding
  - c. Item 4, 10 will remain as action for the Chair
  - d. Item 5 will be discussed at this meeting.
  - e. Item 7: Commissioner Smith proposes that in the absence of anything in the act, we should be able to draft a policy and confirm it with the solicitor.
    - i. Item deferred until more commissioners are available to discuss.
  - f. Commission agrees that item 8 regarding website should be top priority for next meeting. Commissioner Smith will complete a list of topics and we will determine who will fill them out.
  - g. Item 9: Commission will use inverse of HRMs designation at this time, however gazette still needs to be searched for a verbal description of the area.
  - h. Commissioner Smith is following up on Item 11 and 14 and will invite Janice Brown to our next scheduled meeting.
  - i. Items 12 and 13 will remain as action for Commissioner Glass.
  - j. Item 15: Commissioner Smith has a meeting regarding the lighthouse and is hoping to provide an update for the next meeting.
4. Development Approval Process materials and forms – Review/discussion
  - a. Commission discusses application form, FAQ, Flow Chart and questions for commissioners and provides some edits. Laura will provide edits to Graham to complete and circulate preliminary documents.
5. Community meeting discussion
  - a. Commission agrees that we're not ready for the meeting until website and documents are formalized
  - b. Commissioner Smith suggests creating an action plan of required items to complete in advance of

the community meeting:

- i. Clarity on lighthouse
- ii. Mandate discussion – responsibilities clearly defined
- iii. Boundary map defined
- iv. Website
- v. Procedures complete and finalized

6. Website – Essential elements, hosting and design
  - a. Commission needs to confirm whether they will be hosting website through our own budget or as part of the Department website.
  - b. Commissioner Smith will coordinate putting together the essential elements. Additional colour can be added
    - i. Include Parker Study land use report
    - ii. Allow residents to submit pictures
    - iii. Include web links for development related assistance
  - c. Commission determines that one email address should be created. It will be forwarded to Commissioner Smith to be distributed as necessary.
7. Update - meeting with Department of Business
  - a. Commissioner Smith is trying to set up a meeting with his Deputy Minister and the DoB Deputy Minister to provide more information on mandate and a governance review
8. Commission's budget
  - a. Commissioner Smith will confirm whether we need to pay expenses before year end or if we can charge it to next year.
  - b. Commissioner Logan will confirm when budget needed to be submitted. We can spend 50% without having approval.
9. Other business
  - a. Commissioner Logan discusses possible future community involvement (i.e. community clean up, barbeque etc.).
    - i. To be revisited next spring.
  - b. Commissioner Richardson discusses Miracle Cover paint for lighthouse. Commission will make recommendation once lighthouse ownership is confirmed.
  - c. The Tourism Association has requested a meeting with us.

#### Next Meeting

April 13<sup>th</sup> 3:00 p.m. – smaller boardroom

Meeting adjourned at 4:53 p.m.