



Peggy's Cove Commission Meeting

Minutes

Thursday, November 12, 2020

3:00 – 5:00 p.m.

Via Teams/Conference Call

Members in Attendance

Peter Richardson – Chair
Nicole Campbell – Vice Chair
Janice Steeles
Karren Fader
Pam Lovelace – HRM Councillor

Jeannie Chow – Dept. of Business
Gordon Smith – Dept. of Municipal Affairs
Non-Voting Member - Graham Fisher – Dept. of Municipal Affairs

Agenda Items

1. Call to Order

Meeting was called to order at 3:09 pm

1.1. Approval of Agenda

Motion to approve the November 12, 2020 agenda *upon motion, duly seconded*, the Board approves to adopt the agenda with the addition of Statement of Work (SOW) for the By-Law review and LinkedIn Accounts under New Business. **Motion carried.**

1.2. Approval of Minutes

Motion to approve the October 15, 2020 agenda *upon motion, duly seconded*, the Board approves the minutes as presented. **Motion carried.**

2. Restricted Funds for Peggy's Cove Safety Initiative (Paul D'Eon) – deferred to next meeting

3. Introductions (Welcome to Pam Lovelace)

- Newly elected HRM Councillor
- Per the Peggy's Cove Commission Act:
 - **4 (1)** The Peggy's Cove Commission consists of
 - (a) the municipal councillor for the polling district that includes Peggy's Cove
- Introduction of Commission members

4. Newsletter

- Newsletter reviewed and corrections brought forward
- Target distribution to residents/businesses/renters
- Commissioner Smith to distribute current mailing list to Commission to identify gaps and create a master list for future – Commissioners requested to return updated information by Nov. 23rd
- Aim to distribute newsletter first week of December 2020

5. New Business

5.1 Development Application Process Discussion

- G. Fisher provided a presentation on the established process
- Development Permit vs. Building Permit – discussion on different zones/separate uses
- Building or construction permit – Development Permit issued by PCC
- Must be in accordance with HRM building code – development/construction rules on HRM website – 2 permitting systems
- Development permit – 9 specific steps outlined on the PCC website on our role and how reviewed/evaluated
- Acknowledgment of receipt of application is to be sent within 24 hours and reviewed at next scheduled meeting or via email vote –process established by the Commission requires a written response on review and PCC decision with rationale within 30 days of receipt of a complete application
- Discussion ensued on validity of information and information requirements from proponents

5.2 Development Application Review

- Commissioners asked to review current application/current by-laws and forward any questions to G. Fisher to accompany request for higher resolution PDF by Nov. 19th on current application for review

5.3 Statement of Work/Land Use By-Laws

- Commissioner Smith had investigated the use of Develop NS (DNS) standing offer list with a list of pre-qualified consultants that can conduct the By-law review
- The By-laws need to be written in a clear and concise manner, reflecting community desires, tourism needs, recognizing appropriate parts of the DNS master plan, and enabling enforcement
- The Commission to initiate a Steering Committee with a DNS and HRM representative for by-law changes to be reviewed and signed off by the Minister - Dept. of Business
- Commissioner Smith to distribute the draft SOW and list of confidential standing offer list companies and encourage Commissioner comments back by Nov. 19th.

5.4 LinkedIn Page

- Initiated by previous Commissioner for professional presence – option to continue?
- Not currently listed on website – Commissioner Lovelace suggesting a means of communications more broadly and will put together a plan for consideration to the Commission
- Discussion for next meeting – add to December 2020 agenda

6. Adjournment

Motion to adjourn *upon motion, duly seconded*, Board adjourns at 4:55 pm with no further business to discuss. **Motion carried.**

Next meeting – December 10, 2020 3:00-5:00 pm