



Peggy's Cove Commission Meeting

Minutes

Thursday, January 21, 2021

3:00 – 5:00 p.m.

Via Teams/Conference Call

Members in Attendance

Peter Richardson - Chair

Janice Steeles

Karren Fader

Pam Lovelace – HRM Councillor

Guests: Leanne Tremblay-DOB

Regrets

Nicole Campbell – Vice Chair

Jeannie Chow – Dept. of Business

Gordon Smith – Dept. of Municipal Affairs

Non-Voting Member - Graham Fisher – Dept. of Municipal Affairs

Stephanie Norman-HRM Matthew Neville-DNS

Agenda Items

1. Call to Order

Chair Richardson called the meeting to order at 3:05 pm

1.1. Approval of Agenda

Motion to approve the January 21, 2021 agenda *upon motion, duly seconded*, the Board approves to adopt the agenda as distributed. **Motion carried.**

1.2. Approval of Minutes

Motion to approve the December 10, 2020 minutes *upon motion, duly seconded*, the Board approves the minutes as presented. **Motion carried.**

2. Welcome New Navigator – Leanne Tremblay, Strategist, Department of Business

Introduction to the Commission of Leanne who has joined as Navigator and will be the conduit between the Commission and Department of Business.

Leanne can be reached at Leanne.tremblay@novascotia.ca

3. Welcome to Stephanie Norman – Planning & Development – HRM

Introduction to the Commission of Stephanie – who will be part of the Steering Committee for the land use by-law review.

Stephanie can be contacted at normans@halifax.ca

4. Statement of Work/Land Use By-Laws

Commissioner Smith made updates to the Statement of Work per feedback and shared the final documents and scoring mechanism for the 3 final consultant bid proposals submitted.

All Commissioner scoring results were collated and based on the scoring and ranking a finalist was chosen. A concern was raised about the evaluation process of the proposals with a possible opportunity to interview applicants.

Consensus was reached by the Commissioners that in the interest of timing, experience, and comprehensiveness of the written proposals submitted there was sufficient information to make an informed decision. Councillor Lovelace declared a conflict of interest in this process and recused herself from the scoring process. M. Neville shared that through the DNS RSFQ process, the consultants have been prescreened and qualified and are all competent to complete the bylaw review.

The successful applicant was chosen based on their strong project understanding, alignment, engagement approach re: implications of COVID-19 and community, enforcement of by-laws and also experience in completing land use by-law reviews and past experience working with other small communities.

The question of budget was raised and it was noted that funds have been earmarked for the review, however since the project won't be completed in the 2020-21 fiscal year Department of Business will consider different forecasting or invoicing and request funds into next fiscal 2021-22. Commissioner Chow will work with Dept. of Business and Department of Municipal Affairs and Housing to ensure funds are available to complete the review.

Motion to appoint successful proponent to carry out the land use by-law review *upon motion, duly seconded*, the Board approves negotiation of contract. **Motion carried.**

NOTE: Change in Chair – Commissioner Campbell will assume role going forward

5. Proposed Parking Inventory Sign

Commissioner Smith drafted an email on behalf of the Commission to Develop NS raising the concerns relating to esthetics/size/location of the proposed signage and interference with Cove views when entering and exiting the Cove. Develop NS responded in writing and addressed concerns.

Concerns raised about on road parking and lack of no parking signs which is a TIR issue. Develop NS as part of Master Plan has done traffic studies and added more parking at the VIC site as well as reconfiguring the Sou'wester parking area. Commissioner Smith to provide a response to Develop NS's letter.

6. Master Mailing List

G. Fisher indicates that work is continuing on refining the accuracy of the master list to ensure names match title of lands registry through the Department of Municipal Affairs and Housing. An update will be provided prior to the next meeting. G. Fisher will also update the website for new Commissioners in the interim prior to distribution of the newsletter.

7. LinkedIn Page

Commissioners discussed the questions of whether PCC needs a stronger integrated approach to communication via social media pages etc. Currently the PCC website and annual newsletter are the primary means of communication as PCC mandate relates to development applications and the land use by-law and a means for residents/businesses to ask questions/seek information through the contact forms.

Discussion ensued about the Commissions' appetite for meetings to be open to the public. This is not a requirement in the legislation but from a governance perspective the last Commission agreed to have an annual public meeting but due to COVID was deferred last spring. This topic to be added to agenda for next meeting and Commissioners to provide recommendations on a go

forward approach to continued transparency and engagement of community.

8. Survey Update

One request was received enquiring about the survey results as well as a query from the last public meeting.

As part of the newsletter a thank you for participating in the by-law review survey will be included. The survey process did not mention the use of the results, so agreement reached to have the surveys made available to the consultant of the by-law review. G. Fisher to provide a written response to request received.

9. New Business

9.1 Development Application – PCC #2021-01-01

New application received – defer to next meeting with additional information requested.

Commissioners to review current materials and respond back to G. Fisher within the week to request any additional information.

10. Adjournment

Motion to adjourn *upon motion, duly seconded*, Board adjourns at 5:08 pm with no further business to discuss. *Motion carried.*

Next meeting – February 11, 2021 (3:00-5:00 pm)

Actionable Items – Dec. 2020		
Restricted Funds For Peggy's Cove Safety Initiative (Paul D'Eon)	Gordon to provide DNS contact Info	Complete
Statement of Work	Gordon to finalize doc for Jan. 21 PCC meeting	Complete
Proposed Parking Signage	Gordon to prepare email to DNS – once rec'd shared and PPT from DNS if warranted	Complete
Proposed Parking Signage	Gordon to send an email of acknowledgement and satisfied with response	
Development Application – Paruch	G. Fisher to draft response from Vice Chair and send for review /approval	Complete
Actionable Items – Jan. 2021		
Land Use By-law Review	Negotiate and finalize contract Jeanne/Graham/Gordon re budget implications	
Mailing List	Graham to update and send	
Website	Graham to update with new Commissioner info	
PCC #2021-01-01 Application (Feb Agenda)	Commissioners to advise Graham if additional materials req'd	
Survey inquiry	Graham to provide response	
Public Meetings (Feb Agenda)	Commissioners to provide recommendations	