



Peggy's Cove Commission Meeting

Minutes

Thursday, April 15, 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

Nicole Campbell – Vice Chair

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

Chair Richardson called the meeting to order at 3:03 p.m.

- **Approval of Agenda**

Motion to approve the April 15, 2021 agenda *upon motion, duly seconded*, the Board approves to adopt the agenda as posted. **Motion carried.**

- **Approval of Minutes**

Motion to approve the March 11, 2021 minutes *upon motion, duly seconded*, the Board approves the minutes as presented. **Motion carried.**

- **Review of Action items**

2. PCC Commission Expenses

- Review of expenses to be posted on website with consensus to proceed.

3. Bylaw Review Steering Committee Composition

- Letter received from the Peggy's Cove Preservation Society (PCPS) requesting representation on the By-Law Review Steering Committee (the Committee)
- Discussion ensued on appropriate number of members and if all Commissioners required to be on Committee with consensus for all to remain as members.
- Commissioners agreed it was appropriate to include PCPS representative to the Committee.
- Request for standing item on future PCC agendas to update Commission.
- G. Fisher to send a letter to PCPS inviting the organization to choose a representative to join the Committee.

Motion to approve all Commissioners as well as, a representation from the Peggy's Cove Preservation Society to be members of the Bylaw Review Steering Committee **upon motion, duly seconded**, the Board approves composition of the By-Law Review Steering Committee. **Motion carried.**

4. PCC Role Clarity

- PCC Chair received a letter from the Department of IEG (Deputy Farmer) regarding the Peggy's Cove Commission Act and role of the Peggy's Cove Commission. The letter provided clarity on the PCC's role regarding the development permit process citing Crown entities are not bound and not required to seek the Commission's approval for projects in the preservation area.
- The Minister of IEG has also provided clarity to Develop NS that a development permit from PCC is not required and that any required construction permit application be made directly to HRM.
- Commissioner Lovelace recommended a letter be written to the Department of IEG requesting changes to the Peggy's Cove Commission legislation to clarify the role of the PCC and that other governments are not bound by the requirements in the Act. It was however noted that request for legislative changes open twice a year and is a lengthy process.
- Suggestion to defer until after By-Law review is completed and consultant recommendations of changes are reviewed and accepted in case there are additional changes to the Act recommended
- Request Commissioner Chow to draft a response requesting review of Act to ensure legislative authority clear for Peggy's Cove Commission going forward.

5. Memorial Bench

- Request received through website for the purchase and installation of a memorial bench.
- A response to be provided indicating this request is not within the mandate of the PCC but include contact information for Peggy's Cove Preservation Society and Develop NS for their consideration.

6. Lighthouse Washroom Re-Design

- Letter received from Develop NS recommending changes were considered and plans altered in washroom design.
- Discussion on photos shared of construction to date of exterior and roof design altered from original application and specifically considered was roofing materials
- Develop NS apprising community of work progressing.
- Provide a letter to Develop NS encouraging consideration of shingle materials to preserve authenticity and blend within landscape with a note of appreciation for continued engagement.

7. A. Manuel – By-Law Interpretation

- Email sent to G. Fisher on a zoning enquiry.
- G. Fisher responded that all enquiries must go through Chair of the Commission and reviewed by Commission before responding – no follow-up response to date.

8. Land Use By-Law Review – contract update

- Contract officially signed by selected consultant and other applicants will be notified that they were unsuccessful.
- Commissioner Smith will be point of contact with consultant and shared potential dates for the initial meeting with the Steering Committee meeting to take place on-site in Peggy's Cove, potential locations being verified.

9. New Business

Development Application Permit - PCC #2021-01-03

- If any additional info required for review advise G. Fisher
- Defer discussion/decision to next meeting to have time to complete review.

Public participation in PCC Meetings

- In the Governance By-Laws document, it was agreed to hold one public meeting per year in the community that would be advertised and open to the public. Any other requests to present or join our meeting would need to be considered on a case by case basis only. Topic to be included for further discussion at the next meeting.
- Commissioner Fader to propose questions to structure discussion at next meeting.

10. Adjournment

Motion to adjourn *upon motion, duly seconded*, Board adjourns at 4:40 pm with no further business to discuss. **Motion carried.**

Next meeting – May 13, 2021 (3:00-5:00 pm)

Actionable Items:

Actional Items – Mar. 2021		
2021-2022 Budget	J.Chow-Board approves the budget as presented to be forwarded to the Department of IEG for approval	Complete
Land Use By-Law Contract	Contract being finalized – signed	Complete
Governance By-Laws – revisions for conflict of interest.	P. Branton/G. Smith to revise section for clarity	
Letter to IEG Minister PCC authority role regarding DNS projects	J. Chow to draft response and vet through Commissioners	Rec'd from DM - Complete
PCC #2021-01 (Windows-Section 10.6)	G. Fisher draft response to applicant	
PCC #2021-02 (Public Washroom)	J. Chow to draft response and vet through members	
Actional Items – April 2021		
Letter to Preservation Society	G. Fisher	
Return response to DM re DNS Projects and role clarity for PCC	J. Chow to draft response and vet through Commissioners	
Conflict of Interest wording	Pam B	
Letter to DNS on Washroom Redesign	G. Smith	
Public participation questions	K. Fader	