



## Peggy's Cove Commission Meeting

### Minutes

Thursday, May 13, 2021

3:00 – 5:00 p.m.

Via Teams/Conference Call

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#### Members in Attendance

Peter Richardson - Chair

Janice Steeles

Karren Fader

Pam Lovelace – HRM Councillor

**Regrets:** Gordon Smith

Nicole Campbell – Vice Chair

Jeannie Chow – Dept. of Inclusive Economic Growth

Gordon Smith – Dept. of Municipal Affairs

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

#### Agenda Items

##### 1. Call to Order

Vice Chair Campbell called the meeting to order at 3:09 p.m.

- **Approval of Agenda**

**Motion** to approve the May 13, 2021 agenda with an addition to 8. New Business. *upon motion, duly seconded*, the Board approves to adopt the agenda as presented. **Motion carried.**

- **Approval of Minutes**

**Motion** to approve the April 15, 2021 minutes with suggested edit to a typo in item #7, *upon motion, duly seconded*, the Board approves the minutes as presented. **Motion carried.**

- **Review of Action items**

##### 2. Land Use By-Law Review Update

- Commissioner Smith arranged first Steering Committee meeting May 18, 2021 (2-4 pm) for Consultant Kick-off meeting.
- Consultant (Uplands), has been asked to provide an updated approach and timeline.
- Meeting notes will be taken to ensure a written record of discussion.
- Discussion ensued on the consultant's process to engage with the community.
- A suggestion was made that the consultant provide PCC with a consultation framework that contains the focus group questions for their review. This ensures PCC will obtain the required information for a go forward plan.
- It was also suggested to possibly expand the consultant's scope and include questions on PCC's accountability, and transparency. Perhaps include in the survey a question on how the community feels the PCC can deliver on these items.

##### 3. Conflict of Interest

- Conflict of interest letter was drafted and circulated for review and feedback.

- Commissioner Chow suggested that the commissioners take another week to review and submit comments to her and she will update the document.
- G. Fisher will send a reminder to Commissioners mid-week for comments or changes. Once approved he will then post new governance document to the website.

#### **4. Development Applications**

- **4.1 – Application 2021-01-03:**

- Commissioner Campbell noted a conflict and excused herself. Commissioner Richardson resumed as Chair.
- The Commission noted that there is insufficient information to make a decision on the existing application. Additional questions were raised related to the application.
- A revised application of 2021-01-03 was submitted the week of May 10 and distributed to PCC for review but there was insufficient time to review as part of this meeting.
- G. Fisher will arrange for a meeting date during week of May 17 to discuss re-application and determine if there is sufficient information to make a decision in order to respond to applicant in a timely manner as construction season is beginning soon.
- Commissioner Lovelace will be unavailable to attend the meeting but will review the document and email feedback to G. Fisher.

#### **5. Public Participation in PCC Meetings**

- Discussion ensued on the processes for accountability, transparency, communication of PCC.
- Suggestion of a possible governance review of PCC processes to strengthen the bylaws.
- Commissioner Lovelace - suggested to inviting an Information Privacy Commission rep to PCC meeting to provide guidance on privacy of applications. The outcomes would inform the development of a PCC privacy policy.
- G. Fisher noted that efforts have been made to be transparent by creating a website and a PCC email and posting all meeting minutes
- G. Fisher suggested requesting the consultant to include these questions in their focus group work with community. The responses will inform how the PCC will do their work.
- Keep on agenda for next PCC meeting for additional discussion.

#### **6. Develop Nova Scotia Updates**

- Develop NS held a public meeting week of May 3, 2021 where they noted they are looking to create an Advisory Committee.
- Commissioner Lovelace had requested the Develop NS presentation be shared among the PCC.
- Discussion ensued on whether a PCC member should sit on the Advisory Committee.
- Commissioner Fader volunteered to be PCC representative on the Develop NS Advisory Committee and share information with PCC.
- A letter from the Chair will be sent to Develop NS advising Commissioner Fader will participate on the Advisory Committee.
- Suggestion was made to add Develop Nova Scotia Advisory Committee as a standing item on the PCC agenda.

## 7. Correspondence (new standing item on PCC agenda)

### 7.1 Outgoing – PCC Role clarity letter to IEG Deputy Minister

- Letter was approved to be sent as presented.

### 7.2 Incoming

- No new correspondence.

## 8. New Business

- Commissioner Steeles – informed PCC that new property owners have moved to the Cove. She suggested that they should receive a welcome package from PCC including the mandate of the PCC, website and Land Use Bylaws?
- PCC in agreement that a welcome letter and newsletter be sent from the Chair.
- G. Fisher will obtain contact information and send the letter from the PCC email.
- Commissioner Chow introduced L. Boyd as a support to the PCC.
- Commissioner Richardson noted that he would not be available for the June meeting.

## 10. Adjournment

**Motion** to adjourn *upon motion, duly seconded*, Board adjourns at 4:26 pm with no further business to discuss. **Motion carried.**

Next meeting – June 10, 2021 (3:00-5:00 pm)