



Peggy's Cove Commission Meeting

Meeting Minutes

Thursday, March 14, 2024

3:00 – 5:00 p.m.

Via Microsoft Teams

Members in Attendance:

Nicole Campbell - Chair

Judy Dauphinee

Karren Fader

Jeannie Chow, Dept. of Economic
Development

Graham Fisher – Dept. of Municipal Affairs and Housing –
non-voting member

David Mitchell, Dept. of Economic Development – non-
voting member

Regrets: Christina Lovitt – Dept. of Municipal Affairs and Housing; Maria Bartholomew, Vice Chair; Pam Lovelace, HRM Councillor

Agenda Items:

1. **Call to Order** – Commissioner Campbell called the meeting to order at 3:02 p.m., quorum achieved.

2. Approval of Agenda

Motion to approve March 14, 2024 Agenda with edits (Add David Mitchell after Item 3 to discuss letter to PCC; Only one correspondence response to review for approval (e-bikes); Add request to change April meeting date in New Business). **Upon motion and duly seconded**, the Commission majority approves to adopt the agenda. **Motion carried.**

3. Declaration of Conflict of Interest

Commissioners Dauphinee and Campbell declare a conflict with any discussion on property owned by the Campbell family. Commissioner Fader declares a conflict with any non-compliance discussion about Lobster Lane.

4. Department of Economic Development updates

- DED provided further information related to an update sent to the PCC on March 13, 2024.

- **Item 1 - Summary offence tickets/issuing fines**

- It was noted that this is a complex matter and will require support from DoJ and that DED is open to exploring or discussing this further and suggests looking at the process that leads up to the ticket.
- Discussion took place on the merits of documenting the process. It was noted that there seems to be two streams of activity taking place related to compliance; one is when a development application is submitted; and the second is no development application is submitted.
- A draft map of steps has been developed and requires input from PCC. It is felt that this is a critical first step before going much further. This document could also be used for the website, or form part of a process manual for new Commissioners, or the public, to help understand the steps.

- **Item 2 - Technical support for PCC Open Meetings**
 - DED is interested in scoping this out further.
 - Discussion took place on the technical support or 'IT' component of hosting the public portion of the meeting. There is a need for a support during the open portion of the meeting as the Commissioners and Secretariate are already performing their roles and could not concentrate on the technical aspects of the open portion.
 - Discussion took place on what tools should be used Zoom, Outlook? It was noted that they should be aware of provincial cyber security requirements or permissions.
 - Discussion took place around the structure of open portion of the meeting.
 - A scoping/mapping process would help understand the flow and possible issues that may arise.
 - Additional suggestions for process of open portion is to possibly put out a disclaimer at beginning of each meeting to ensure no confusion for the public; and, to create a *speaker list signup sheet*. It was thought that whoever signs up are sent a link to the meeting, PCC could then manage the speakers and meeting timeline.
- **Item 3 – Bill 49** – the Bill is amending various pieces of legislation, one of which is the Peggy's Cove Commission Act. It will address administrative changes to protect the PCC by allowing the Commission's work to continue during any vacancy while recruitment efforts are underway. Essentially this relates to quorum.
- Inquiry was made to DED in relation to a comment found in Minister Corkum-Greek's letter of March 5/24 mentioning Commissioners reoffering. It was requested of DED to inquire on what is the process for reoffering. DED will inquire and feedback provided at a future time.

5. Development Permit Applications

- NIL

6. Land Use By-Law

- No update.

7. Approval of Minutes

Motion to approve the February 8, 2024 Minutes. ***Upon motion and duly seconded***, the Commission majority approve the Minutes. ***Motion carried.***

8. Review of Action items

Discussion commenced on outstanding action items.

- Discussion on technical support for open meetings – scope out for future discussion.
- Open meetings design, setup and rules were discussed. Meeting guidelines had been developed for distribution and discussion. Updates will be made for discussion at the next meeting.
- Website upgrade /maintenance underway. Digital Services and Cybersecurity department are looking at the architecture and privacy to ensure it conforms. Information gathering discussions will be held at the end of March with PCC Secretariate and DMAH reps.
- Summary offences update – scope out for future discussion.
- Rezoning process document remains under development.

David Mitchell leaves meeting at 3:53 p.m.

- Discussion took place on draft response to Ombudsman Report. Updated reformatted draft letter shared with PCC which reflects concerns, observations and recommendations. The final package of letter, two tables and two zip files was unanimously approved and to be sent by March 15/24.
- Correspondence #197 was unanimously approved for distribution.
- Correspondence #200 is on hold until feedback is provided from Build NS.
- Correspondence #212 requires a prepared response.

9. Discussion of non-compliance

- NIL

10. PCC Communication - deferred to April 2024

- AGM discussion

11. Correspondence – since last meeting

- Incoming – 6 were recorded
- Outgoing – 6 were recorded

12. New Business

- Request to move April 11, 2024 meeting to April 10, 2024 - unanimous approval.

13. Adjournment

Meeting adjourned at 4:51 p.m.

Next meeting –April 10, 2024 (3:00-5:00 pm)