



Peggy's Cove Commission Meeting

Meeting Minutes

Thursday, May 8, 2024

3:00 – 5:00 p.m.

Via Microsoft Teams

Members in Attendance:

Nicole Campbell, Chair

Maria Bartholomew, Vice Chair

Judy Dauphinee

Karren Fader

Jeannie Chow, Dept. of Economic Development

Christina Lovitt, Municipal Affairs and Housing

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

Sara Knight, Dept. of Justice

Regrets: Graham Fisher, Dept. of Municipal Affairs and Housing – non-voting member; Pam Lovelace, HRM Councillor

Agenda Items:

1. **Call to Order** – Commissioner Bartholomew called the meeting to order at 3:08 p.m., quorum achieved.

2. Approval of Agenda

Motion to approve May 8, 2024 Agenda. *Upon motion and duly seconded*, the Commission majority approves to adopt the agenda. **Motion carried.**

3. Declaration of Conflict of Interest

None was declared

4. Development Permit Applications

No applications to discuss

The Commission paused the meeting to welcome the new DoJ representative, Sara Knight, and note they appreciated the work that the outgoing representative had provided. The rep introduced themselves and noted that they were getting up to speed on the file and that they could not stay the entire meeting but was pleased to meet the Commission. The Commission introduced themselves and described their current terms.

The Department of Economic Development secretariate and support also introduced themselves and also mentioned the DMAH planning support.

Commissioner Dauphinee joined the meeting at 3:11 pm and 3:13 pm then connection was dropped and they were unable to rejoin the remainder of the meeting.

5. Land Use By-Law

Deferred until DED rep joins.

Sara Knight left the meeting at 3:21 pm and Commissioner Campbell joined at 3:22 pm.

6. Approval of Minutes

Motion to approve the April 10, 2024 Minutes. **Upon motion and duly seconded**, the Commission majority approve the Minutes. **Motion carried.**

Motion to approve the April 22, 2024 e-vote Minutes. **Upon motion and duly seconded**, the Commission majority approve the Minutes. **Motion carried.**

- *Defer the Ombudsman final report discussion Minutes to the next meeting.*

Commissioner Campbell assumed the role of Chair.

7. Review of Action items

Discussion commenced on outstanding action items.

- Three items related to open meetings are ongoing (open meetings, posting on website and governance document)
- Website upgrade/maintenance ongoing as the department of Digital Services and Cybersecurity are continuing to review the architecture and privacy ensuring it conforms before launching upgrade.
- Rezoning process document was regarding old LUB. The new LUB articulates process for rezoning. Process charts are also being developed to support understanding.
- Summary offence process planning outcomes discussed. Proposed process chart has been developed for easy reference for DED. Further input is being sought from DoJ. DED will also need to provide instructions on how to move forward (next steps) on sending a notice to get on the Schedule of Regulations of the *Summary Proceedings Act*.
 - Discussion took place on whether the action of sending non-compliant letters to property owners is strong enough, and whether these multiple non-compliant issues can be posted on the website.

David Mitchell joins meeting at 3:36 pm

- Discussion took place on whether the current process chart can be sent to DED and response was positive, only after some edits are made.
- Ombudsman final report response sent May 3/24
- AGM date is planned for June 25, 2024 and details will be discussed at next meeting. Notices will go out advising of date by email, Canada Post and Masthead News.

David Mitchell provides update on LUB (Item 5)

- Development Officer Update: The Department of Economic Development (DED) has been looking into options to hire a Development Officer to support the work of the Commission. This is ongoing.
- Process in LUB eg. variances, appeal of variance etc. need to be handled under the new LUB
- It was noted that contract work is underway by DED to engage UPLAND to create flowcharts and checklists for applications, and update application forms to match new LUB. This will help with PCC operations and public understanding.
- It was noted variance appeals are not effective until a Development Officer is in place, which will be included in the flowchart.

- It was noted that the hiring of a Development Officer is taking time and with UPLAND having these items in place, it will help the PCC plan their work and the Development Officer when hired.
- It was noted that two variance inquiries have been received so far, so it is important to get the development officer in place. This noted urgency will be forwarded to DED.
- A question was posed of temporary hiring as an option.
- Overview of roles and responsibilities of the Commission and the future Development Officer were discussed as per the regulations within the Land Use By-law, as well as the role of the Commission while there is no Development Officer.
- It was also noted that work would need to be done to track property addresses holding special events and to ensure the LUB is reviewed in five years and also full review done in ten years.

David Mitchell leaves the meeting at 4:19 pm.

8. Discussion of non-compliance

- No discussion

9. PCC Communication

- AGM discussion – Will be held on June 25, 2024 at 6:30 pm - 8:30 pm. Hall has been secured. Agenda and a few details were reviewed the remaining items will be finalized at June meeting.
 - DED Commissioner changes at next meeting and they will be brought up to speed.
 - Notices will be sent by email, Canada Post and Masthead News.
- Draft Correspondence review – three letters approved for distribution, fourth letter will be edited and shared for feedback.
- Newsletter – some edits were suggested and will be deferred to June meeting

10. Correspondence – since last meeting

- Incoming – 20 were recorded
- Outgoing – 7 were recorded

11. New Business

- DED update:
 - Commissioner Chow will be stepping down at the end of May. A new DED Commissioner will be in place by next meeting. Commissioner Chow was thanked for their contributions.

12. Adjournment

Meeting adjourned at 5:01 p.m.

Next meeting – June 13, 2024 (3:00 - 5:00 pm)