

Peggy's Cove Commission Governance

Mandate: The purpose of the Commission is to preserve the unique scenic beauty, character and atmosphere of the Area for the enjoyment of both residents and visitors.

1. Composition of Peggy's Cove Commission

(a) The Peggy's Cove Commission shall consist of:

- I. the municipal councillor for the electoral district that includes Peggy's Cove;
- II. one representative of the Department of Business;
- III. the Provincial Director of Planning;
- IV. not more than four additional members appointed by the Governor in Council, three of whom shall be residents of the Peggy's Cove Preservation Area .

(b) The Governor in Council may designate one member of the Commission to serve as Chair and one member to serve as Vice-Chair;

(c) The Commission shall designate one member of the Commission or one (non-voting) member to serve as Secretary;

(d) The Commission shall appoint ex-officio members (non-voting) to the Commission for a term no longer than the term of the Governor in Council Commissioners.

2. Terms of Office

(a) Each member of the Commission appointed by the Governor in Council holds office for such term as is prescribed by their appointment.

(b) A member of the Commission who is a member by virtue of their position or office ceases to be a member when they cease to hold that position or office.

(c) Each member of the Commission appointed by the Governor in Council can end their appointment by submitting a signed letter of resignation to the Chair. In the event of the resignation of the Chair, the letter shall be submitted to the Vice-Chair.

3. Commission Meetings

(a) A meeting of the Peggy's Cove Commission shall be held within four months following the appointment of Governor in Council Commissioners or as soon as conveniently possible thereafter.

(b) There shall be at least four meetings of the Commission each year at the call of the Chair.

(c) All meetings of the Commission shall be conducted according the most recent version of Robert's Rules of Order.

(d) All development applications and by-law proposals must be subject to a recorded vote (by motion), which shall be listed in the Commission minutes.

(e) Each Commissioner with the exception of the non-voting ex-officio members are entitled to one vote during Commission meetings.

(f) No proxy voting shall be permitted.

(g) All motions must receive a majority of votes to be considered approved. In the event of a tie, the motion shall be deemed not to have received a majority of votes and therefore the motion fails.

4. Quorum

A majority of the voting members of the Peggy's Cove Commission shall constitute quorum for a meeting.

5. Roles and Responsibilities

(a) Unless otherwise agreed by the Commission, the Chair shall:

- I. officially represent the Commission on all occasions;
- II. preside at all Commission meetings;
- III. be responsible for the enforcement of all bylaws;
- IV. authenticate by their signature, when necessary, acts, orders, correspondence and proceedings of the Commission and perform such other duties as may from time to time be conferred upon them by the Commission;
- V. preside at all public meetings or information sessions authorized by the Commission;
- VI. act as official media spokesmen for the Commission, and
- VII. review and approve expense claims submitted by Commissioners.

(b) Unless otherwise agreed by the Commission, the Vice-Chair shall:

- I. assume the role of Chair temporarily in the event of a permanent vacancy;
- II. officially represent the Commission on occasions when the Chair cannot attend;
- III. chair meetings in the absence of the chair ;
- IV. preside over any Commission meeting if it was deemed it would be a conflict of interest for the Chair to do so, and
- V. review and approve expense claims submitted by the Commission Chair.

(c) Unless otherwise agreed by the Commission, the Secretary shall:

- I. keep an accurate account of formal proceedings of the Commission, and
- II. authenticate by signature, when necessary, acts, orders, correspondence and proceedings of the Commission , and perform other such duties as may be from time to time conferred upon them by the Commission.

7. Records and Transparency

All of the Commission records including copies of the minutes of all meetings shall be maintained at the Department of Business for a period of seven years, after which time all records shall be transferred to the Provincial Archives in accordance with provincial procedures. All official Commission records shall be open for inspection by any member of the public at any reasonable time during ordinary business hours (electronic disbursement is considered sufficient). The Commission shall make every reasonable effort to provide information on Commission operations on the Commission's web page.

8. Expenditures

All expense claims for Commissioner's reimbursement for travel and parking to attend Commission meetings must be submitted in writing, with receipts if possible, to the Chair for approval. In the case of the Chair, those expense claims shall be submitted to the Vice-Chair for approval. A record of all Commission expenses shall be compiled at the end of each fiscal year and be made available to the public for review. All other expenditures must be presented to the Commission for approval by recorded vote.

9. Remuneration

Commissioners appointed by Governor in Council shall receive remuneration based on the formula prescribed by the Executive Council Office of the Government of Nova Scotia. Remuneration shall be based on the official attendance kept of Commission meetings and shall be disclosed as part of the Commission's annual expense disclosure.

10. Budget and Fiscal Year

By January the Commission shall submit to the Minister of Business estimates of its projected expenditures for the next fiscal year. The fiscal year of the Commission shall be from April 1st in any year until March 31st of the following year.

11. Conflict of Interest

If a Commissioner personally submits an application to the Commission, or if there is an application submitted from a Commissioner's immediate family (spouse, sibling, child or parent), that Commissioner must declare a conflict of interest and recuse him or herself from the deliberations.