



Peggy's Cove Commission Meeting

Minutes

Thursday, October 15, 2020

3:00 – 5:00 p.m.

Via Teams/Conference Call

Members in Attendance

Peter Richardson – Chair
Nicole Campbell – Vice Chair
Janice Steeles
Karren Fader

Jeannie Chow – Dept. of Business
Gordon Smith – Dept. of Municipal Affairs

Non-voting Member

Graham Fisher – Dept. of Municipal Affairs

Member Regrets

Matt Whitman – HRM Councilor

Agenda Items

1. Call to Order

Meeting was called to order at 3:09 pm

1.1. Approval of Agenda

Motion to approve the October 15, 2020 agenda *upon motion, duly seconded*, the Board approves to adopt the agenda. **Motion carried.**

2. Roundtable Introductions

Nicole Campbell – Vice Chair -Nicole grew up and continues to live in Peggy's Cove She works at the Sou'wester Restaurant in the Cove.

Janice Steeles – Janice manages Babba Magoos store in the Cove and hopes to be a partner with others to improve the Cove

Karren Fader – Karen lived in Peggy's Cove 15 years ago and still have many friends there. She has a vested interest in ensuring the Cove is thriving for future visitors/residents.

Peter Richardson – Chair – Peter was previously appointed to PCC 4 years ago and recently appointed as Chairperson for PCC. Resident and owns several businesses in Peggy's Cove. Welcome to all new Commissioners.

3. PCC Governance

- Reviewed governance document prepared from the previous Commission to document how the Commission works and guidelines for governance. This is a Living document and has been through revisions and changes to policies and is posted on the public website
- Details how the Commission governs/makes decision and also how to lodge a complaint.
- Commission meetings – 2nd Thurs. of every month with option to cancel if no business/new application to discuss –required to have 4 meetings per year
- Quorum – majority of voting members (4 to hold vote – need majority to be valid)
- Annual public meeting – no later than 30th of June – due to COVID cancelled this year
- Expense mgmt. – Chair reviews and authorizes all claims except his own (Vice Chair reviews the Chair's claims)

- Official representation – Chair or the Vice Chair can act in that official capacity
- Records/Transparency – meeting summaries kept for 7 years – application commission review and approved – Minutes for Commission – records decisions in meeting summary
- Gov't fiscal system – requires budget in Jan. and accountable for funds spent
- Conflict of Interest –in deemed in conflict you must declare and remove yourself from meeting
- Email voting and teleconferencing – policy enables Commission to conduct voting via email/teleconference and record accordingly
- Complaints – accepted only in writing and investigated with a written response within 90 days to complainant (cannot be anonymous)
- meeting discussions are confidential

4. Develop NS - Update Presentation (Matt Neville, DNS)

- PCC capital projects underway in 2019 – started initially scoping fall of 2018.
- TourismNS TRIP Fund provided funding to improve visitor experience
- Exit surveys identified key issues were washrooms/pedestrian safety with visitation increasing there is additional pressures in the Cove
- Comprehensive master plan completed so money can be spent on priority projects such as infrastructure – a longer term sustainable plan for residents and visitors

Process

- Jan. 2019 – public process and plan developed with residents by consultant team led work
- 4 themes:
 - Transportation and visitor services
 - Climate adaptation/safety
 - Peggy's Cove experience
 - Governance and Mgmt. (recommendations around Act going forward and bylaws)
- Resent to PCC June 2019 – concept plan details to be worked through. More refined plans and discussions with other gov't depts and how to implement (Jan– Aug 2020)
- Initial focus – Sea level rise – breakwater and building a new public wharf along with new public washroom/modest expansion of VIC lot
- 1st Tender Package closed Sept. 4 – Road rising/public boardwalk/turnaround at lighthouse and breakwater – TIR is the lead on this tender pkg
- Tender Pkg 2 – closed but not awarded
- Tender Pkg 3 – parking inventory system – VIC/Sou'wester
- Pending Work (subject to funding) - Viewing platform/Lighthouse Washroom/Wastewater mgmt. system

5. Newsletter – Discussion of content

- Graham currently produces a newsletter to PCC residents capturing events in the past year i.e. any upcoming events – public meetings etc.
- Newsletter is due this calendar year detailing new PCC objectives to help provide transparency and information – open to suggestions as well as DNS contact
- Suggestions for the next newsletter to include an introduction of all new PCC members with updated bios
- **Due Oct. 29th**, bio/photograph, and high-level expected PCC accomplishments in the next year
- Encourage all members to look at website and come back next meeting with any changes/suggestions with a more proactive approach HRM Councilor is part of Commission – will have to invite new member post-election

6. New Business

- Business Minister extended invitation to an orientation session for all DOB Boards/Commission/Agencies on Nov. 18th
- Provides an opportunity to meet other Board members and receive high-level expectations of our Board/Commission/Agencies on government's role which is party defined by each piece of legislation
- Session will outline Ministerial expectations from PCC Commission as well as authority held by Minister and Executive Council Office
- **Due next meeting** - What do each PCC member expect to accomplish - why you joined and a plan to achieve.
- Gordon to prepare and provide list of accomplishment over the last 4 years and send to Commissioners.
- Update website with new Commissioners

6.1 New Applications – no new applications received.

6.2 Correspondence - No new correspondence received

7. Adjournment

Motion to adjourn *upon motion, duly seconded*, Board adjourns at 5:00 pm with no further business to discuss. *Motion carried.*