



Peggy's Cove Commission Meeting

Minutes

Thursday, February 11, 2021

3:00 – 5:00 p.m.

Via Teams/Conference Call

Members in Attendance

Peter Richardson - Chair
Janice Steeles
Karren Fader

Nicole Campbell – Vice Chair
Jeannie Chow – Dept. of Business
Gordon Smith – Dept. of Municipal Affairs
Non-Voting Member - Graham Fisher – Dept. of Municipal Affairs

Guests: Pamela Branton-DOJ

Regrets: Pam Lovelace – HRM
Councillor

Agenda Items

1. Call to Order

Chair Richardson called the meeting to order at 3:16 pm

1.1. Approval of Agenda

Motion to approve the February 11, 2021 agenda *upon motion, duly seconded*, the Board approves to adopt the agenda as distributed. **Motion carried.**

1.2. Approval of Minutes

Motion to approve the January 21, 2021 minutes *upon motion, duly seconded*, the Board approves the minutes as presented. **Motion carried.**

1.3. Review of Action items – all actions for Feb meeting have been completed.

2. Conflict of Interest – Pamela Branton, Solicitor, Department of Justice

This presentation was deferred to the March meeting since not all Commissioners were in attendance.

NOTE: Change in Chair – Commissioner Campbell will assume role going forward

3. Communications – Role of Commission

Commissioner Chow shared the communication messages that were developed with the guidance of the Department of Business to support the Chairperson and Commission. Reminder that under the PCC Governance, the Chairperson of the Commission is the official media spokesperson but similar messaging can be used by a Commissioner when speaking to the community especially to re-enforce the role of the PCC and Bylaws. In particular, it was noted that the Commission should be consulted by Develop NS for capital projects within the preservation area, not for approval but for feedback or concerns related to the consistency of project aesthetics to the Bylaws.

Discussion occurred regarding the recent Develop NS community meeting regarding the status of the proposed capital projects. It was suggested that the Commissioners in attendance should direct all community questions to the PCC website for consideration of the Commission. The messaging provided can be used to re-enforce the role of the Commission. It was also suggested that the PCC Chairperson Richardson should address the next Develop NS community meeting to provide role clarity between the Commission and Develop NS.

Discussion occurred regarding a repeated request made by Mr. Paruch for information regarding the previously received PCC survey results from residents and business operators in the Cove. The Commission did issue a letter addressing this request. G. Fisher will respond with another letter confirming the previous response for clarity.

4. PCC Budget 2021-22

Commissioner Chow shared a draft of the proposed budget with the Commission for discussion. No significant changes from the 2020-21 PCC budget approved. The same amount was included for the Bylaw review since it is not likely that any substantial work will be completed to be billed before the fiscal year end of March 31, 2021 so bylaw budget moved into 2021-22.

Motion to approve the PCC 2021-22 budget as presented *upon motion, duly seconded*, the Board approves the budget as presented to be forwarded to the Department of Business for approval. **Motion carried.**

5. Proposed Land Use By-Law Review – contract update

Commissioner Chow provided an update that Leanne Tremblay, the PCC Navigator is working on a drafting the contract which will need review by the PCC solicitor and the consultant company. Once finalized, the contract will be signed by the respective parties and the winning consultant can be announced publicly.

6. Master Mailing List/ Newsletter

G. Fisher indicated the master list has been updated with submissions from Commissioners.

Newsletter was discussed. G. Fisher to add information in the newsletter regarding the status of the Bylaw review and pending appointment of a consulting firm. As well, G. Fisher was requested to add the communications messages regarding the role and responsibilities of the Commission and the relationship to Develop NS projects in the Cove. G. Fisher and W. Anderson to work on preparing the mailout of the newsletter and posting to the PCC website.

7. New Business

7.1. Development Application – PCC #2021-01-01

Additional information was requested from the applicant per the requirements in the Bylaws prior to this meeting. Unfortunately, the drawings provided were not to scale so G. Fisher will request exterior drawings to scale for the Commission to assess to support a decision on the application. As well, the correspondence will remind the applicant that no construction should occur before a development permit is provided by the Commission.

7.2. Patio Application Question

NOTE: Commissioner Campbell declared a conflict and exited the meeting for this discussion.

Commissioners were requested to review the question of whether an application is required

against the current Bylaws. Commissioners to perform individual assessments and reply to the Commission by email on their conclusions.

7.3 Bylaw Statement of Work

A request came from the Develop NS Community meeting for the PCC to provide the Bylaw Statement of Work. It was concluded by the Commission that the information can be made public. G. Fisher will post to the PCC website for public access.

8. Adjournment

Motion to adjourn *upon motion, duly seconded*, Board adjourns at 5:20 pm with no further business to discuss. **Motion carried.**

Next meeting – March 11, 2021 (3:00-5:00 pm)

Actionable Items:

Actionable Items – Jan. 2021		
Land Use By-law Review	Leanne to prepare contract and finalize approvals.	Continuing
PCC #2021-01-01 Application (Feb Agenda)	Graham to advise applicant to provide building exterior drawings to scale and reminder that approval needed prior to construction	
Survey inquiry- repeat	Graham to provide response	
Public Meetings (Feb Agenda)	Commissioners to provide questions and answers for consideration.	
Actionable Items – Feb. 2021		
Conflict of Interest discussion	Discussion from solicitor deferred to Mar. meeting	
Paruch response	Graham to respond to Mr. Paruch for a second time to clarify PCC decision.	
Newletter mailout	Graham to work with Wendy to mailout and post the newsletter	
Application question	Commissioners to review the request and email the commission regarding their assessment of question	
Bylaw Statement of Work	Graham to post the Statement of Work to the PCC website for public access.	

