



# Planning Advisory Committee Meeting

February 10<sup>th</sup>, 2022

4:00 p.m.

Virtual – Via Teams

## Agenda

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### Call to Order

#### 1. Approval of Agenda

#### 2. Approval of Minutes

- a. Planning Advisory Committee Meeting, November 18, 2021

#### 3. Public Input / Question Period

##### PLEASE NOTE:

- Public Participation is limited to 30 minutes
- Each Person is limited to 3 minutes and may return to speak once, for 1 minute, if time permits within the total 30-minute period
- Questions or comments are to be directed to the Chair
- Comments and questions that relate to personnel, current or potential litigation issues, or planning issues for which a public hearing has already occurred, but no decision has been made by Council, will not be answered.



#### **4. Old Business**

##### **a. Committee Policy**

- i. Updated policy

##### **b. Heritage Discussion** (Staff presentation provided at meeting).

- i. PAC is also HAC
- ii. Heritage promotion
- iii. Discussion

##### **c. Regional Housing Situation** (Staff presentation provided at meeting)

- i. Update from Emergency Housing Group
- ii. The Town's role in homelessness
- iii. Kings County motions passed

##### **d. Permit Updates**

- i. Overview of new Permittable Dashboard
- ii. Overview of permits year over year

##### **e. Project Updates**

- i. Wolfville Blooms website
- ii. Housing related initiatives – SROs, STRs, Business Licensing, C2 Zone
- iii. AT & Micro-transit
- iv. East End Lands
- v. Library



**5. Round Table and other Discussion**

**6. Next Meeting:** March 10, 2022 – 4:00-6:00

**7. Adjournment**

# TERMS OF REFERENCE

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## Planning Advisory Committee

### 1. Purpose

The Planning Advisory Committee is responsible for providing clear and complete advice and policy options to Council on issues related to the development, standards, and planning of our town's spaces, specifically concerning:

- Land Use Planning
- Heritage Planning and Preservation
- Environmental Issues
- Building Standards
- Housing Issues
- Parks, Trails, Playgrounds and Open Space Planning
- Landscaping and Beautification of Municipal Property; and
- Any other related matter referred to this Committee by Council or by the Chief Administrative Officer

### 2. Mandate & Responsibilities

The committee has the following responsibilities:

- 2.1 Upon request of council, provide recommendations on planning and heritage issues.
- 2.2 To consider Municipal Planning Strategy in all recommendations and advice provided by the committee.
- 2.3 To act as and carry out the purposes of a Planning Advisory Committee as prescribed under the Municipal Government Act.
- 2.4 To act as and carry out the duties of the Heritage Advisory Committee as prescribed in Heritage Property Act.
- 2.5 To follow the Town's Public Participation Program.

### 3. References

- 3.1 [Policy 110-001, Committees Policy](#)
- 3.2 [Municipal Planning Strategy \(MPS\)](#)
- 3.3 [Land Use Bylaw \(LUB\)](#)
- 3.4 [Public Participation Policy, 610-006](#)

### 4. Definitions

- 4.1 **HAC** means the Heritage Advisory Committee
- 4.2 **PAC** means the Planning Advisory Committee

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### 5. Membership

*Environmental Knowledge* - Members at large will be selected based on either a professional expertise or a general background in one or more of the following subjects: Watershed, Urban Forest, Parks/Recreation, Sustainability, Planning/Development, Utilities, Wildlife, Solid Waste and Recycling, Air Quality, Climate Change, or Green Practices. This knowledge could have been acquired through many avenues including professional practice or community involvement activities.

*Heritage Knowledge* - Members at large shall have professional experience related to at least one of the following disciplines: urban planning or development, landscape architecture, architecture, civil engineering, a background in heritage and/or built heritage matters and/or heritage research and planning.

As well as Environmental or Heritage Knowledge, other appropriate knowledge or professional skills areas may include public engagement, public-private partnerships, government relations, indigenous affairs.

- 5.1 The Committee consists of nine voting members who serve without pay.
- 5.2 The mayor is an ex-officio voting member of the PAC and HAC.
- 5.3 Council shall appoint each of the nine voting members as follows:
  - i. To one year term – three members of Council, in December of each year.
  - ii. To two-year terms – five members at large - three members to be appointed in December of each year to serve for 2-year terms; the remaining members to be appointed for a 3-year term.
  - iii. One Environmental rep as part of the five
  - iv. One Heritage rep as part of the five

### 6. Meeting

- 6.1 **Frequency**

The committee shall meet monthly (except in the month of August), or as otherwise required to fulfill the duties as outlined. Meetings of the PAC shall be open to the public.
- 6.2 **Quorum**

A majority of the voting members of the committee constitutes a quorum.
- 6.3 The committee may receive presentations from the public upon approval of the chair.

## TERMS OF REFERENCE

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- 6.4 **Decision Making**  
Majority (50% plus one)

### 7. Minutes


- 7.1 **Recording**  
Minutes of each meeting are recorded by the Town Clerk or designate.
- 7.2 **Distribution**  
Minutes are circulated to each Committee member and posted on Town website.

### 8. Reporting

The Committee reports to Council on a monthly basis.

### 9. Review

These Terms of Reference will be reviewed every four years from the effective/amended date.

	2022_01_25
CAO	Date

Wolfville Historical Society Surveys conducted November 2021

*Prepared by Beverly Boyd*

### **The Membership Survey**

- 23 responded of approximately 80 who received a personal email with survey link.
- Over half of the members responding members for 1-10yrs/ 3 @10-15 yrs/ 4@20yrs+
- Most (70%) think fees are reasonable
- Most (57%) joined because “they value the work WHS does”
- Suggestions for programs varied, but traditional ideas dominated
- Most learn about WHS/RH from member Newsletter
- Top 3 among “Benefits” cited 1) members-only events 2) personal assistance with history/heritage matters 3) discounts at other museums
- On volunteering with WHS, 85% responded NO.
- On interest in Board of Directors, 3 respondents offered their contact information

### *Observations*

Being a member suggests an “engaged” group, however, only about a quarter of 80 individuals who received the email took a few minutes to complete survey. Given that the Society admittedly has done little novel to retain members and remind them of their dues renewal, and we are in year 2 of Covid19 restrictions on gatherings, the low response rate is not surprising but very concerning. While members responding are supportive of the “value” WHS, most respondents (several who have been members over 10 yrs) are not interested in volunteering: this suggests that the WHS model based on volunteer time is not realistic today/sustainable. Even with a concerted effort to grow memberships which WHS cited as a priority in its *2021-22 WHS Action Plan*, there is high competition for volunteers. Although the WHS has an impressive “Manual” with numerous committees and sub-committees reporting to the Board of Directors, most of these committees are currently scarcely populated or non-existent. Without volunteer time, it is impossible to operate and maintain the Randall House, let alone as a broader network of heritage advocacy and programming. It begs the question for the municipality and business community: how important is the WHS and Randall House to our local heritage protection and tourism offer? Is there any municipal interest in new models of operating the RH, or providing at least administrative and tourism promotional support the WHS seasonal operation of the RH? And for the WHS- without the RH, our most visible contribution, where does that leave the mission?

### **The Community Survey**

- 76 respondents online, most responded when survey launched Nov.16
- Location: 55% Wolfville; 18% Not Wolfville; 27% outside
- Awareness of WHS: 88% (High 😊)
- Open- ended questions about memories of RH Visit : lots of great feedback here; Curator and staff kudos several times; learning about town Wolfville, “ The Hair Exhibit”
- Top 3 types of heritage experiences from the list given: 1) Walking Tours; 2) Culinary Heritage; 3) Theatre and concerts events

- How community hears about WHS/RH. 1) Social media combined Facebook and Instagram 51%; 2) Word of mouth; 3) Signage
- Membership fees – current structure cited in survey to which 88% think it is “reasonable”
- On volunteering: 83% said No.
- “Other comments” section: lots of great feedback here again, overall positive. Several thanking WHS. Some good ideas for future RH and WHS programs.

### *Observations*

Given the limited free promotion available to WHS for this survey, respondents came in mostly via social media channels to which they already belong. In other words, we were already among an audience where we could expect some interest and a high awareness level of WHS (so 88% not surprising)

If we were able to field this survey more randomly through paid sponsorship on wider social media, news media and use of community signage we likely would have a wider representation of community awareness and interest. But if we consider these 76 as a “focus group” of sorts, it is still a valuable exercise.

The RH experiences mentioned by respondents are typical hallmarks of what makes an experience memorable: great staff and human interactions; relevance (Wolfville is current or new town); oddities (the Hair exhibit!). RH is doing a great job based on these remarks. The Town’s financial investment in WHS/ RH is valuable in terms of telling the Wolfville story to visitors, current and new residents. Given limited resources of WHS/RH staff, if the Town had a staff function related specifically to cultural heritage, we could likely partner to do more to include heritage and history not only for tourism development, but in town planning and communications priorities.

Based on top types of experiences of interest, WHS should continue with its Walking Tours program and expand it potentially. We should also develop culinary heritage experiences beyond the Tea Time at RH; lots of partners here! And with pandemic easing, and if we can engage more volunteers, respondents are encouraging us to get back to theatre and concert events!

The facts that most respondents hear about WHS/RH via social media shows again our limited audience for this survey but also sign of the times. Word of mouth and signage still small town effective! While the Manager/Curator of RH and our student staff effectively use “the socials” from late May – late September, there remains a good amount of time annually where this important function is unstaffed officially. If we are to recruit and refresh a membership program, and stay in our community’s eyes and ears, we need to think about how we can communicate on a more consistent perspective. Can we get partners in the Town or economic development office to help with this especially in the off season?

Similar to the member respondents, the community respondents are largely not interested in volunteering with the WHS. Same observations about the sustainability of the WHS operating model based on volunteerism for RH operations and maintenance year-round, and to fulfill the rest of our mission.