



POLICY

Planning Advisory Committee	
Policy Number: 610-002	Supersedes Policy Number: Not Applicable
Effective Date 2014-12-16	Approval By Council (Motion Number): 03-12b-14

1.0 Purpose

The purpose of this policy is to establish policies and procedures for the effective operation of the Planning Advisory Committee

2.0 Scope

This Policy is applicable to all members appointed to the Town of Wolfville's Planning Advisory Committee (PAC).

3.0 References

- 3.1 [Nova Scotia Municipal Government Act](#) (MGA)

4.0 Definitions

- 4.1 **Chief Administrative Officer (CAO)** means the Chief Administrative Officer for the Town of Wolfville
- 4.2 **HAC** means the Heritage Advisory Committee
- 4.3 **PAC** means the Planning Advisory Committee

5.0 Policy

5.1 Membership:

5.1.1 Appointment:

- a. The Committee consists of nine voting members who serve without pay.
- b. The Mayor is an ex-officio voting member of the PAC and HAC.
- c. Council shall appoint each of the nine voting members as follows:
 - i) To one year term – two members of Council, in December of each year.
 - ii) To two year term – the Deputy Mayor



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- iii) To two year terms – five members at large, three members to be appointed in December of each year to serve for two year terms; the remaining members to be appointed for a 3 year term.
- d. If a member vacates the Committee for any reason at any time before that member's term would normally expire, Council shall appoint promptly a new member to the Committee to hold office for the unexpired term.
- e. Applications for the appointment to the Committee shall be invited by public advertisement.
- f. The Deputy Mayor shall serve as Chair of the Committee.

5.1.2 Qualifications:

- a. Any member of the Committee is eligible for reappointment.
- b. Every member of the Committee, who is absent from three consecutive meetings of the Committee, forfeits office, unless the absence is caused by illness or is authorized by resolution of the Committee and noted in the Committee minutes. Any member who so forfeits office is eligible for reappointment following the remainder of the unexpired term.

5.2 Mandate and Responsibilities:

5.2.1 The Committee has the following responsibilities:

- a. Upon request of Council, provide recommendations on planning and heritage issues.
- b. To consider the four pillars of sustainability as espoused in the Municipal Planning Strategy in all recommendations and advice provided by the Committee.
- c. To act as, and carry out the purposes of a Planning Advisory Committee as prescribed under the Municipal Government Act.
- d. To act as, and carry out the duties of, the Heritage Advisory Committee as prescribed in Heritage Property Act.
- e. To follow the Town's Public Participation Program.



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5.3 Rules of Engagement:

5.3.1 A majority of the voting members of the Committee constitutes a quorum.

5.3.2 Subject to the principles set out in the Municipal Conflict of Interest Act, all committee members present including the person presiding shall vote on a question.

5.3.3 Subject to Section 22 of the MGA, meetings of the committee are open to the public.

5.3.4 The Committee may receive presentations from the public upon approval of the Chair.

A handwritten signature in blue ink, appearing to read 'Muriel Audin', is written above a horizontal line.

CAO

March 10, 2016

Date