

<b>PLANNING ADVISORY COMMITTEE POLICY</b>	
<b>Effective Date</b> 2023.11.21	<b>Approved by Council</b> 2023.11.20

**1.0 Purpose/Mandate**

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

This Policy applies to all members appointed to the Town of Middleton’s Planning Advisory Committee, Council and Planning Services.

**2.0 Composition**

**2.1 Total number of committee members**

**2.1.1** There shall be a total of seven (7) voting members.

**2.2 Requirements/expertise**

**2.2.1** Three (3) members of Town Council

**2.2.2** Four (4) members at large who must be residents of the Town

**2.2.3** Where no resident of the Town applies, Council may appoint a member at large that resides in the surrounding area

**2.3 Quorum**

**2.3.1** The standard measure for quorum shall be 50% plus 1 of the total number of committee members unless otherwise defined in this policy.

**3.0 Frequency of Meetings**

**3.1** The committee will meet monthly except for the month of August, unless the committee determines a meeting is not required. Special meetings may be called by the Chair as required.

**4.0 Duties, Responsibilities, Applicable Legislative Requirements**

**4.1** The Committee has the following responsibilities:

**4.1.1** Review and provide recommendations to Council concerning all land-use planning matters

**4.1.2** To act as and carry out the purposes of a Planning Advisory Committee as prescribed under the *Municipal Government Act*

**4.1.3** To follow the Town’s Public Participation Program

**4.2** Guiding Legislation: Nova Scotia *Municipal Government Act (MGA)*



**4.3 Definitions**

- 4.3.1** Chief Administrative Officer (CAO) means the Chief Administrative Officer for the Town of Middleton.
- 4.3.2** Council means the Council of the Town of Middleton.
- 4.3.3** PAC means the Planning Advisory Committee.

**5.0 Repeal or Amend**

- 5.1** A Policy known as Planning Advisory Committee dated November 19, 2018, is hereby amended.

I, Ashley Crocker, **Chief Administrative Officer of the Town of Middleton**, do hereby certify that the Policy, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the 20<sup>th</sup> day of November 2023.

*Ashley Crocker*  
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Chief Administrative Officer

Policy Adoption	
Date of 7-day notification to Council	November 6, 2023
Date of Approval	November 20, 2023

# 1.3 - Planning Advisory Committee 2023

Final Audit Report

2023-11-21

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