



Policy #018 PAC Procedural Policy

Last Review Date: January 23, 2018

Addendum: 01

Administrative Responsibility: Planning Advisory Committee

The Planning Advisory Committee of the town of Quispamsis, under authority vested in it by Section 7 (c) of the Community Planning Act of New Brunswick, adopts as follows:

I. Policy Act

- A. This policy may be cited as the Procedural Policy for the Conduct of Business for the Quispamsis Planning Advisory Committee.

II. Definitions

- A. “Ad hoc Committee” means a committee established by the Planning Advisory Committee, as the need arises, to carry out a specified task, at the completion of which it automatically ceases to exist;
- B. “Agenda Package” means the documentation provided for each meeting of the PAC Members. This includes but is not limited to the following and must have all personal information (such as contact information) removed:
 - 1. Meeting agenda
 - 2. Minutes of the previous PAC meeting for approval
 - 3. Documents for agenda items for New Business and Unfinished Business which includes the following:
 - i. Site plan for property with PID referenced or highlighted;
 - ii. Drawings or plans of subdivision;
 - iii. Letter of intent if applicable;
 - iv. Memo from the town of Quispamsis Municipal Planning Officer;
 - v. A list of the property owner addresses as per Section XVII and a copy of the letter sent to each;
 - vi. The letter sent to the applicant to acknowledge their application and notify them of the meeting date that their application will be reviewed;
 - vii. A copy of any correspondences received whether for or against the application

4. Information items such as copies of Council Meeting Minutes, decisions of Council, PAC reports.
- C. “Chair” means the Planning Advisory Committee Member so elected as chairman pursuant to Section 7 (a) of the Community Planning Act of New Brunswick;
- D. “Clerk” means the Clerk appointed by the Council of the town of Quispamsis;
- E. “Council” means the Council of the town of Quispamsis, and includes all Councillors and the Mayor;
- F. “Majority Vote” means an affirmative vote of more than one half (1/2) of those Members present who are eligible to vote;
- G. “Member” means a person appointed to the Planning Advisory Committee by the Council for the town of Quispamsis, and includes the Chair;
- H. “Planning Advisory Committee” means the Planning Advisory Committee of the town of Quispamsis, and includes all Planning Advisory Committee Members and Chair. References to the PAC in this policy shall mean the Planning Advisory Committee;
- I. “Point of Order” means:
 1. Any breach of the procedural policy; or
 2. Any defect in the constitution of and meeting of the Planning Advisory Committee; or
 3. The use of improper, offensive or abusive language; or
 4. Notice of the fact that the motion under discussion is not in order; or
 5. Any other informality or irregularity in the proceedings of the Planning Advisory Committee.
- J. “Presiding Officer” means the Chair, or if the Chair is absent, the Vice-Chair, or if the Vice-Chair is also absent, then the Member elected by a majority vote to act as presiding officer;
- K. “Secretary” means the Secretary appointed by the Council or the town of Quispamsis;
- L. “Solicitor” means legal counsel representing the Town;
- M. “Tie Vote” means an equal number of “yea” and “nay” votes of those Planning Advisory Committee Members present who are eligible to vote;
- N. “Town” means the town of Quispamsis, a municipality in the County of Kings and the Province of New Brunswick;

- O. “Two-thirds (2/3) Majority Vote of the Whole Planning Advisory Committee” means two thirds (2/3) affirmative vote of all the Members, including the Chair (i.e. five (5) “yea” votes)
- P. “Vice Chair” means the Planning Advisory Committee Member so elected as vice chairman pursuant to Section 7 (a) of the Community Planning Act of New Brunswick.

III. Fundamental Principles

- A. The majority rules;
- B. The procedural rules contained in this policy shall be observed in all proceedings of the Planning Advisory Committee and shall be the rules for the order and dispatch of business in the Planning Advisory Committee;
- C. In all matters, points of order or questions of procedure arising and not provided for in this policy, proceedings in the Planning Advisory Committee shall be as near as may be that set out in “Robert’s Rules of Order” and, in such case, the decision of the Chair, subject to appeal, shall be final.

IV. Conflict of Interest

- A. If a Member has a conflict of interest on any item on the agenda, they shall declare it. The Secretary shall record this declaration in the minutes.
- B. The Member declaring the conflict of interest shall leave the meeting room or vacate their seat when the item to which they declare a conflict is called and until the business has been completed. Their departure or vacating of the seat and return are to be duly recorded in the minutes.
- C. If a Member did not attend a meeting where members of the public were in attendance to discuss an application, the Member is precluded from taking part in the debate and must vacate their seat during debate on the motions.

V. Vacancies in the Planning Advisory Committee

- A. When a Planning Advisory Committee seat becomes vacant, the Secretary shall notify the Clerk, Pursuant to Section 6(7) of the Community Planning Act of New Brunswick. Council may appoint another person to fill the vacated seat, and such person shall hold office for the remainder of the term of the Member they succeed.

- B. Pursuant to Section 6(8) of the Community Planning Act of the Province of New Brunswick, where a council fails to appoint a successor for a Member of the Planning Advisory Committee whose term of office would but for the said Section 6(8) have expired, the Member shall continue to hold office until their successor is appointed. And when appointed, the successor shall hold office until the day the term would have expired if they had been appointed at the appropriate time.

VI. Regular Meetings

- A. The Planning Advisory Committee, at its first meeting of each calendar year:
 - 1. Shall transact no business until the positions of Chair and Vice-Chair have been elected by the Members;
 - 2. May review the Secretary's report of the previous year's activities; and
 - 3. May review the Procedural Policy for amendments, and if agreed to by majority vote, shall be identified for approval at the next meeting of the Planning Advisory Committee.
- B. The Planning Advisory Committee shall hold Regular Meetings:
 - 1. From September to June, on the second and fourth Tuesday of each month;
 - 2. In July and August, on dates determined by majority vote;
 - 3. At 7:00 p.m. unless otherwise determined by majority vote.
- C. At the beginning of each calendar year, and at other times throughout the year as deemed necessary by the Secretary, the dates for the year's Regular Meeting and the deadlines for submission of applications shall be advertised publicly.
- D. When the day for a Regular Meeting of the Planning Advisory Committee is a statutory holiday, the Planning Advisory Committee shall, unless otherwise determined by a majority vote of the PAC, meet at the same hour on the next regular scheduled meeting date.
- E. All Regular Meetings are open to the public and no member of the public shall be excluded therefrom except for improper conduct.
- F. No item of business shall be dealt with at a Planning Advisory Committee meeting after 11:00 p.m. unless a time extension is approved by a majority vote.

VII. Special Meetings

- A. The Chair or Secretary may at any time summon a Special Meeting on twenty-four (24) hours notice to the Members;
 - 1. The Secretary shall cause to be delivered to the residence or place of business of the Members, or in such manner or location as may be agreed to by each individual member, not later than twenty-four (24) hours before the time fixed for the Special Meeting, a written notice of meeting setting out the time of the meeting and the business to be transacted thereat;
 - 2. Written notice is deemed to have been delivered if:
 - i. It is delivered to the residence or place of business of the Member;
or
 - ii. It is sent by facsimile transmission to the residence or place of business of a Member and receipt is acknowledged; or
 - iii. It is electronically transmitted to a Member (through e-mail or through the meeting management software) and receipt is acknowledged.
- B. Business at a Special Meeting shall be considered in the order in which it appears on the notice of meeting. Except by majority vote, the Planning Advisory Committee shall not, at a Special Meeting, consider any business except that specified in the notice of the meeting.
- C. All Special Meetings are open to the public and no member of the public shall be excluded therefrom except for improper conduct.

VIII. Quorum

- A. Four (4) members must be present at the time fixed for the holding of the Planning Advisory Committee to constitute a quorum.
- B. If a quorum is present at the time fixed for the holding of the Planning Advisory Committee meeting, the Presiding Officer shall take the chair and call the meeting to order.
- C. Where the number of members who, by reason of declaring a conflict of interest, are required to withdraw from a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, the remaining members shall be deemed to constitute a quorum if there are not fewer than three (3) members.

- D. If no quorum is present fifteen (15) minutes after the time appointed for the Planning Advisory Committee meeting, the Secretary shall record the names of the Members present and the meeting shall stand adjourned until the date and time of the next regular meeting.
- E. No business shall be discussed or presentations heard unless a quorum is present.
- F. If a member knows in advance that they will be unable to attend a meeting, the Secretary should be so advised, in order to make a determination if a quorum can be present.
- G. Should a member be absent for three (3) consecutive meetings, the Secretary shall bring the matter to the Planning Advisory Committee's attention and a letter will be sent to the member, asking their intentions, with a response requested within ten (10) days. If no reply is received within ten (10) days, the Secretary shall so advise Council.

IX. Presiding Officer

- A. For all Planning Advisory Committee Meetings, the Presiding Officer shall be the Chair, or if the Chair is absent, the Vice-Chair, or if the Vice-Chair is also absent, then the Member elected by a majority vote to act as Presiding Officer.
 - 1. If the Presiding Officer is other than the Chair or Vice-Chair, they shall preside until the arrival of the Chair or Vice-Chair, at which time the chair shall be turned over to them.
- B. A Presiding Officer, whether the Vice-Chair or elected by the Planning Advisory Committee to act in the absence of the Chair and Vice-Chair, shall have the same authority while presiding at a Planning Advisory Committee Regular or Special Meeting as the Chair would have if present and occupying the chair.

X. Agenda

- A. The Secretary shall have prepared and printed for the use of the Members at the Regular Meeting of the Planning Advisory Committee an agenda under the following headings:
 - 1. Call to Order
 - 2. Approval of the Agenda
 - 3. Disclosure of Business
 - 4. Review of Minutes of Previous Meeting
 - 5. Business Resulting from Minutes
 - 6. Unfinished Business

7. New Business
 8. Information Items/ Correspondence/ Memos
 9. Adjournment
- B. Items for upcoming agendas must be received at least two (2) weeks prior to each meeting to allow for review by the Municipal Staff and notice to the public.
 - C. Information items not requiring public notice may be placed on the Agenda if it is received by the Secretary, in writing, before 1:00 p.m. on the Thursday preceding the day on which the meeting is to be held.
 - D. The business of the Planning Advisory Committee shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise decided by majority vote.
 - E. The items listed under Unfinished Business shall be in the order of the applications set out in the agenda of prior meetings which have not been disposed of by the Planning Advisory Committee and for which there is new information. The date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of by the Planning Advisory Committee, unless withdrawn by the applicant.
 - F. Items considered Unfinished Business for which there is no new information shall be listed as 'Pending' on the Agenda. The date of their first appearance on the agenda shall be noted, and repeated on each subsequent agenda, until disposed of by the Planning Advisory Committee unless withdrawn by the applicant or removed from the agenda by majority vote.
 - G. The Secretary shall cause to be delivered to each Member, not later than forty-eight (48) hours before the time fixed for each Regular meeting, a written notice of meeting setting out the time of the meeting to be transacted thereat and including minutes to be approved and other documents pertaining to the meeting. Written notice is deemed to have been delivered if it is delivered to the residence or place of business of the Member, or other location so designated by the Member, or electronically through email, or the electronic meeting management software used by the Town of Quispamsis.
 - H. The agenda of each Meeting of the Planning Advisory Committee shall be posted on a bulletin board in the Town Hall on the day of the meeting and posted to the Town's website.

XI. Motions

- A. Unless otherwise stated in other sections of this policy, all motions shall require a Secunder.

- B. After a motion is presented by the Presiding Officer, it shall be deemed to be in possession of the Planning Advisory Committee, but may be withdrawn by both the Mover and Seconder at any time before vote or amendment.
- C. Where the Presiding Officer is of the opinion that a motion is contrary to the rules and privileges of the Planning Advisory Committee, they shall so advise the PAC and cite, without argument or comment, the rule or authority applicable thereto.
- D. These motions are listed in order of precedence. If a motion is pending, and one of a lower rank is offered, it is not in order and should not be allowed:
 - 1. Incidental Motions – These motions have no order of precedence within this group, but must be decided before debate can continue:
 - (i) Point of Order – Raised by a Member when it is thought there is a deviation from the agenda or the rules of order. When a Member is called to order from the Chair, the Member shall cease speaking immediately. A Point of Order does not require a seconder, is not amendable and normally is not debatable, and is decided by the Presiding Officer. It is debatable only if the Presiding Officer is unsure of the answer and opens the floor to debate;
 - (ii) Suspend the Rules – A motion to temporarily set aside the provisions of this policy. It is not amendable, but it is debatable and requires a two-thirds (2/3) majority vote of the Whole Planning Advisory Committee;
 - (iii) Division of the Planning Advisory Committee – Call for a vote to be retaken by a show of hands if a Member disagrees with the Presiding Officer’s statement of results. It does not require a seconder, is not amendable nor debatable;
 - (iv) Division of a Question – Dividing of a question into parts so that each may be considered individually. Parts must be such that they can stand alone. It is not amendable nor debatable.
 - 2. Fix the Time to which to Adjourn – This motion is used to extend the time of adjournment past midnight;
 - 3. Adjourn – Motion to close the meeting immediately. It is neither amendable nor debatable;
 - 4. Motion to take a short break, after which business resumes from where it was left off. It is amendable, but not debatable;

5. Table – Used to delay further consideration of a motion to a time, after an event, or until more information is obtained, and a reason for tabling must always be stated in the motion. It is not amendable nor debatable;
6. Move the Previous Question – To close debate and vote immediately. It is neither amendable nor debatable and requires a two-thirds (2/3) majority vote of the whole Planning Advisory Committee;
7. Refer – Used to postpone debate for purposes of referring an item to staff, a committee or other persons or organizations for further information or study and/or a recommendation. It is amendable and debatable only as to the desirability of referring;
8. Amend – Applied to main motion or previous amendment. Intended to change a pending motion to make it more acceptable. It is debatable if applied to a debatable motion;
9. Main Motion – Used to introduce new business. It is debatable and amendable. Some types of main motions are:
 - (i) Receive and File – The Planning Advisory Committee acknowledges receipt of a report or other correspondence and files it. No further action need be taken by the Planning Advisory Committee on the item;
 - (ii) Adopt, Approve, Accept or Agree to – The Planning Advisory Committee adopts, approves, accepts or agrees to the report or action being suggested.

XII. Debate, Order and Privilege

- A. A Member at any time during a debate, but not so as to interrupt a Member when speaking, may request that the motion under discussion be read by the Secretary.
- B. If, after hearing all the presentations, a Member of the Planning Advisory Committee wishes to privately consider the proposal for the purpose of seeking legal counsel or obtain clarification on procedural policy and the Committee is in agreement to this by a majority vote, the Presiding Officer shall recess the meeting and the Committee shall retire to consider the matter in private. No person other than Members of the Committee and Town staff and/or Solicitor, if in attendance, shall be present when the Committee discusses the item in private. No motions shall be made at this time.
- C. Following the private discussion of the Members, the PAC shall then reconvene in open session and further discussion, questions, or motions may be entertained.

- D. No Member shall:
 - 1. Use offensive words against the Planning Advisory Committee, and Member thereof, or staff member or advisor;
 - 2. Speak beside the question or motion in debate;
 - 3. Reflect upon any vote of the Planning Advisory Committee except for the purpose of moving that the vote be rescinded.
- E. The Presiding Officer shall preserve order and decorum at the Planning Advisory Committee meetings and decide all questions of privilege and Points of Order, subject to any appeal to the Planning Advisory Committee upon motion, which motion may be made at any time in accordance with the provisions of Section XI. of this procedural policy.
- F. When the Presiding Officer or a Member is speaking or putting forth a motion, no Member shall leave their seat or make any noise or disturbance or interrupt them except to raise a point of order or question of privilege.
- G. All remarks, comments, and questions shall be addressed through the Presiding Officer.

XIII. Applications

- A. The applications received by the Secretary of the Planning Advisory Committee shall be placed on the agenda if received pursuant to Section X. B.
- B. The applicant shall be advised of the date proposed for the PAC meeting and the time they have been scheduled to appear.
- C. An application which has been submitted to the Planning Advisory Committee, subject to Section XIII. E., may be withdrawn at any time prior to the meeting time by submitting a letter to the Chair or Secretary. If the process has been started on said application and public notice has been sent to property owners in the vicinity, the item shall be placed on the agenda. The agenda will be posted on the town of Quispamsis website with this item shown as a “Withdrawn Item”.
- D. If an item which has been tabled pending receipt of further information from the applicant remains inactive for a period of greater than sixty (60) calendar days, the application shall be deemed to have been withdrawn and will not be heard by the Committee unless a new application is filed with the Secretary.
- E. An application which has been referred to the Planning Advisory Committee by Council can only be withdrawn with the consent of Council.

XIV. Rezoning Applications

- A. The Planning Advisory Committee shall provide its written views, within thirty (30) days, when requested to do so by Council pursuant to Section 53(3)(c) of the Community Planning Act of New Brunswick, including whether the PAC is for or against the proposed rezoning. If the PAC requires more time to complete their report, they may request an extension from Council.
- B. Through the Public Hearing process, residents will have received notice from the Clerk of the rezoning application and shall voice their concerns and/or objections before Council at the Public Hearing.
- C. The PAC may, upon agreement by a two-thirds (2/3) majority vote of the whole Planning Advisory Committee, choose to give notice of the pending rezoning application to property owners within 100 metres of the boundaries of the subject property, or such distance as the PAC deems necessary for the application, in order to gather needed information to set the terms and conditions it wishes Council to address. The guidelines for admitting members of the public before the Planning Advisory Committee, as set forth in Section XVI., shall then be followed.
- D. The Planning Advisory Committee shall be deemed to have approved proposed rezoning if it fails to give the views requested thereon within thirty (30) days of such requests, or within such longer period as Council may decide.

XV. Proposed By-Laws

- A. The Planning Advisory Committee shall provide its written views, within thirty (30) days, when requested to do so by Council pursuant to Section 53(3)(c) of the Community Planning Act of New Brunswick, including whether the PAC is for or against the proposed By-Law. If the PAC requires more time to complete their report, they may request an extension from Council.
- B. The Planning Advisory Committee shall be deemed to have approved a proposed By-Law if it fails to give the views requested thereon within thirty (30) days of such request, or within such longer period as Council may decide.

XVI. Admitting Members of the Public before the Planning Advisory Committee

- A. The Presiding Officer shall introduce each item prior to its consideration. The applicant may be asked to make a presentation to the PAC, which may then be followed by questions from the Members to the applicant.

- B. Anyone wishing to speak in support of the application will be given an opportunity to address the Members after the Members' question period, in accordance with the procedures outlined below in Section XVI. E.
- C. Anyone wishing to speak in opposition to an application will be given an opportunity to address the Members, following the procedures set forth below in Section XVI. E. The applicant will then be given a final opportunity to respond to the issues raised by those opposed to the application.
- D. The Planning Advisory Committee will not hear representations from any persons without the applicant or their representative being present.
- E. Any person or persons or delegation wishing to address the Planning Advisory Committee regarding an application on the agenda, shall request to do so in writing, legibly written, printed or typed and shall be signed by at least one person, and include their name and address and be filed with the Secretary prior to 1:00 p.m. of the Thursday preceding the day on which the meeting is to be held. If this criterion is not met, the Planning Advisory Committee is not required to allow them to speak at the meeting.
 - 1. Persons being heard by the Planning Advisory Committee shall be limited to speaking not more than ten (10) minutes.
 - 2. The Presiding Officer shall have the authority to limit the number of speakers stating the same subject material for the same agenda item, whether for or against said agenda item, by indicating the number of comments heard on each subject and requesting that further comments be of a different subject material.
 - 3. The Presiding Officer shall have the authority to table an agenda item to allow time for each speaker if the discussions extend beyond the allowable time of the regular PAC meeting as per section VI. F.
- F. The Planning Advisory Committee, by majority vote, may allow or deny anyone to address the Planning Advisory Committee for whatever time period stipulated in the motion.
- G. When, in the opinion of the Presiding Officer, a member of the public is guilty of improper conduct at a Planning Advisory Committee meeting, the Presiding Officer may require that person to leave the meeting forthwith.

XVII. Giving Notice to Area Residents

- A. In the case of home business applications, a similar use variance, Municipal Plan amendment, rezoning, subdivision plan, or oversized structures, the PAC

Secretary will give notice of the pending application to property owners within one hundred (100) metre radius of the subject property.

- B. In the case of an application for all setback variances, the PAC Secretary will give notice of the pending application to property owners within a fifty (50) metre radius of the subject property.
- C. The Municipal Planning Officer, upon review of any application, may authorize the Secretary to give notice to the residents over and above the parameters defined in Section XVII. A. and Section XVII. B.
- D. The notice is to include the meeting location, date and time, as well as the nature of the application that will be considered.
- E. The notice will indicate that the property owner's view can be made by letter or in person before the Planning Advisory Committee, or in email format to the attention of the Secretary at pac@quispamsis.ca in accordance with the procedure set forth in Section XVI. E. All letters received will become public documents which will be filed with the Town.

XVIII. Voting

- A. Unless otherwise stated in this policy, all motions of the Planning Advisory Committee shall require a majority vote to be adopted.
- B. After a motion is put to the meeting by the Presiding Officer, no Member shall speak to the motion or make any other motion until after the result of the vote has been declared and the decision of the Presiding Officer, as to whether or not the motion has been put, is conclusive.
- C. The Chair shall only cast a vote to avoid a tie vote.
- D. When a motion is put forth, every Member present at the meeting shall vote thereon unless the Member:
 - 1. Is the Chair, who must vote pursuant to Section XVIII. C., or
 - 2. Has declared a conflict of interest.
- E. When the Presiding Officer is other than the Chair or Vice-Chair, they shall vote.
- F. Where a Member refuses to vote and is not excused by reasons outlined above, the Secretary shall record them as refusing to vote. Such refusal shall not be recorded as a "yea" vote.
- G. Each Member present shall announce their vote openly and individually by saying "yea" or "nay" and by raising their hand when called for.

- H. Upon a division of the Planning Advisory Committee upon any motion, or whenever any Member calls for the “yeas” and “nays”, the Secretary shall enter in the minutes the names of the Members who vote for and who vote against the motion.
- I. Any Member of the Planning Advisory Committee shall have the right to have the reasons for their “nay” vote entered in, or attached to, the minutes.
- J. No proxy votes shall be accepted. A Member must be present to vote on any item before the Planning Advisory Committee. However, any Member may present their written views to the Secretary or the Chair, which shall be recorded in the minutes.

XIX. Notice of Decision

- A. The Secretary, within four to six (4 – 6) working days of the PAC meeting, shall send the applicant a Notice of Decision. The Notice shall contain the following information:
 - 1. A statement of original request by the applicant, including property location;
 - 2. The meeting date and location that the application was heard;
 - 3. Where applicable, reference to the specific section(s) of the By-Law that is being varied;
 - 4. The decision of the Planning Advisory Committee, including all terms and conditions of approval, if approved;
 - 5. The expiry date of the decision;
 - 6. Any further instructions relating to the decision of the Planning Advisory Committee;
- B. If the variance is not approved, the Notice of Decision should clearly state the reasons why it was not approved and should make reference to the Planning Appeal Board process.
- C. The Notice of Decision is a public document and is filed with the Town.

XX. Reconsideration

- A. If an item on the agenda has been duly presented and a motion passed to either approve or deny, or motion to approve has been defeated, the applicant is to be informed that their recourse is through the Provincial Planning Appeal Board if they are not satisfied with the Planning Advisory Committee’s decision.

- B. Unless the PAC is of the opinion that there is valid new evidence or change in conditions, approved by a two thirds (2/3) majority vote of the whole Planning Advisory Committee, where an application has been refused by PAC, no further application may be considered by the PAC for six (6) months from the date of refusal if such application:
 - 1. In the case of a variance(s), is the same area of land intended to seek the same variance(s) originally sought; or
 - 2. In the case of a subdivision, is the same area of land intended to seek the same subdivision originally sought; or
 - 3. Is a rezoning amendment, unless otherwise determined by Council.

XXI. Minutes

- A. The Secretary shall be the secretary of all meetings of the Planning Advisory Committee, shall keep the records and books of the PAC and shall carry out the duties relating to the position as directed by the PAC.
- B. The Secretary shall record in the minutes:
 - 1. The place, date and time of meeting;
 - 2. The name of the Presiding Officer and record of the attendance of the Members, staff and advisors;
 - 3. The reading, if requested, correction and adoption of the minutes of prior meetings;
 - 4. All other proceedings of the meeting without note or comment.
- C. Minutes of the preceding regular or special meetings shall be approved by majority vote, or amended and approved, at the next regular meeting.
- D. Minutes are not deemed to be a public document until they have received formal approval by majority vote of the Planning Advisory Committee.
- E. Minutes shall not be read at the meeting unless a Member so requests, in which case the Secretary shall read the minutes before the Planning Advisory Committee deals with the business before it, in order as set out in Section X.A.

XXII. AD HOC Committee

- A. The Planning Advisory Committee may establish an ad hoc committee as it deems necessary. Ad hoc committees exist until they have reported finally to the main

body of the Planning Advisory Committee, at which time they shall be functus officio.

XXIII. Disposal of Agenda Package

- A. PAC Members may keep the Agenda Packages to review with the meeting minutes and Notices of Decision to ensure accuracy but must be collected by the Secretary at the end of the next Planning Advisory Committee meeting for disposal.
- B. One copy of all documentation is to be scanned and saved to the Municipal Records Authority filing system and then remains on file in paper format, with the civic address file, at the town of Quispamsis office.

XXIV. Amendment/Suspension of Procedural Policy

- A. The provisions of this policy may be temporarily set aside upon agreement by two thirds (2/3) majority vote of the whole Planning Advisory Committee.
- B. The policy may be amended from time to time, as determined by a majority vote of the Planning Advisory Committee.

XXV. Effective Date

- A. This Procedural Policy comes into effect on the date of the final adoption thereof.

XXVI. Referral to Council

- A. The Procedural Policy, once adopted, and upon amendments, shall be submitted to Council.

ADOPTED BY THE PLANNING ADVISORY COMMITTEE: **January 23, 2018**



CHAIRMAN



SECRETARY

