

**PROVINCE OF QUEBEC
MRC LA VALLÉE-DE-LA-GATINEAU
MUNICIPALITY OF CANTON OF LOW**

By-Law 03-2019

**BY-LAWS CONSTITUTING THE PLANNING ADVISORY COMMITTEE OF THE
MUNICIPALITY TOWNSHIP OF LOW**

WHEREAS under the Act respecting land use planning and development, the Municipality may adopt a by-law constituting the planning advisory committee of the municipality;

CONSEQUENTLY, on a motion by Councilor Luc Thivierge, seconded by Councilor Matthew Orlando, it was unanimously resolved that Council adopt by-law number 03-2019 and that it be made and decreed and it is hereby by the following by-law: know:

CHAPTER 1: Declaratory and interpretative provisions

ARTICLE 1. PREAMBLE

That the preamble be part of this By-law as if it were recited throughout.

ARTICLE 2. TITLE OF BY-LAW

This by-law is entitled "By-law constituting the Planning Advisory Committee" and number 03-2019

ARTICLE 3. FIELD OF APPLICATION

The purpose of this by-law is to establish the Planning Advisory Committee of the Municipality Township of Low. It prescribes the responsibilities, composition and rules of operation of the Planning Advisory Committee.

ARTICLE 4. ADOPTION PARTY BY PART

The Municipal Council of the Municipality Township of Low hereby declares that it adopts this by-law chapter by chapter, section by section and article by article, paragraph by paragraph and paragraph by paragraph, so that if part of the this by-law has no effect and no effect on the other parts of the by-law except where the meaning and scope of the by-law or any of its provisions would find it altered or modified.

ARTICLE 5. INTERPRETATION OF PROVISIONS

Unless the context indicates a different meaning, it is agreed that:

1. The use of the word "Must" indicates an absolute obligation;
2. The use of the verb "POWER" indicates an optional meaning, except in the expression "CAN NOT" which means "MUST NOT";
3. The word "WHOEVER" includes any natural or legal person.

The titles of the chapters and articles of this By-law are given to improve the understanding of the text. In case of contradiction between the text and the title (s) concerned, the text prevails.

The dimensions, areas and other measures set out in the By-law are expressed in units of the international system.

ARTICLE 6. NUMBERING

The numbering method used in this By-law is as follows (where the text of an article does not contain numbering in relation to a paragraph or sub-paragraph, it is a paragraph):

1. Chapter
 - 1.1 Article
 1. Paragraph

a) Subparagraph

ARTICLE 7. NAME OF COMMITTEE

The Planning Advisory Committee is designated by the term "Committee" in this by-law.

ARTICLE 8. TERMINOLOGY

Unless expressly indicated otherwise or unless the context indicates otherwise, the terms, terms and words have the meaning and application assigned to them by the Permits and Certificates By-law.

CHAPTER 2: RESPONSIBILITIES, COMPOSITION AND FUNCTIONING OF THE COMMITTEE

ARTICLE 9. GENERAL PROVISIONS

The Committee has the power to study and recommend urban planning, zoning, subdivision and construction. Specifically, the function of the committee is:

1. To study and submit to Municipal Council recommendations on any application submitted to it in accordance with Chapter IV of the Act respecting land use planning and development, L.R.Q., c. A-19.1;
2. To study and submit to the Municipal Council, at the request of the latter, recommendations on all draft urban planning by-laws, including amendments to these by-laws;
3. To study and submit to the Municipal Council, at the request of the latter, recommendations on the urban plan, including modifications to this urban plan;
4. To study and submit to Municipal Council recommendations on any matter submitted to it.

ARTICLE 10. SUBCOMMITTEES OF STUDIES

With the authorization of Council, the Committee may form study subcommittees composed of its members or some of its members and any other professional resources to assist these subcommittees.

The sub-committees of study may study any question submitted to them by the Council, other than the applications submitted to them in accordance with Chapter IV of the Act respecting land use planning and development, L.R.Q., c. A-19.1. Subcommittees should report the results of their research and studies to the Committee and the Council in the form of reports.

ARTICLE 11. RECOMMENDATIONS

The recommendations of the Committee are submitted to Council in the form of minutes.

ARTICLE 12. MINUTES AND WRITTEN REPORTS

Minutes of the meetings of the Committee must be drawn up and kept in the archives of the Municipality.

Council may request from the Committee a written report on any matter covered by sections 9 and 10 of this by-law.

ARTICLE 13. MUNICIPAL EMPLOYEES

The Designated Planning Officer shall attend ex officio meetings of the Committee. The designated officer has the right to speak at meetings of the Committee but is not a member of the Committee and does not have the right to vote.

ARTICLE 14. SECRETARY OF THE COMMITTEE

The designated officer acts as secretary to the Committee. The responsibilities of the secretary are:

1. Establish the schedule of meetings annually with the Committee;
2. Prepare agendas with the president of the Committee;
3. Convene members of the Committee to meetings;
4. Transmit to the members of the Committee the plans and documents necessary for the study of files and applications;
5. Prepare reports and minutes of the Committee;
6. Have signatures, where required, on the reports and minutes of the Committee;
7. Submit to the General Management, for presentation to council, the Committee's recommendations;

8. Forward any other correspondence to the members of the Committee.

A member of the Committee may prepare reports and minutes at the request Council.

ARTICLE 15. PROFESSIONAL RESOURCES

The Committee may appoint, with the authorization of the Municipal Council, any professional resource to assist and advise the Council in the examination of an application when it deems it necessary. These professional resources have the right to speak but are not members of the Committee and do not have the right to vote.

ARTICLE 16. NUMBER OF MEMBERS

The Committee is composed of 9 members appointed, by resolution, by the Municipal Council, of which:

1. Two (2) members of Council;
2. Five (7) residents of the territory of the Township of Low.

ARTICLE 17. SELECTION OF RESIDENT MEMBERS

The selection of the resident members of the Committee is carried out by means of a public notice posted on the information boards and at the municipal office. The selection of members is the responsibility of Council and they are appointed by resolution.

ARTICLE 18. DURATION OF MEMBERSHIP

The term of office of the members of the Committee shall be 2 years from the date of the resolution of the Municipal Council. The term of office of the members may be renewed by resolution of the City Council for a period of 2 years.

ARTICLE 19. REPLACEMENT OF A MEMBER

City Council may replace a member of the Committee in the event of death, resignation, incapacity or incapacity to perform his duties or in the case of 3 successive absences without valid reason and without having previously informed the Secretary of the Committee. Committee. The loss of resident status results in disqualification from being a member of the Committee. Council may at any time revoke the mandate of a member of the Committee.

In these cases, the Council must appoint, by resolution, another person for the duration of the mandate of the vacant seat.

When a member of the Committee is appointed as a municipal councilor, he ceases to be a member of the Committee when his term ends or when he is declared disqualified from being a member of the Municipal Council.

ARTICLE 20. REMUNERATION OF MEMBERS

The members of the Committee receive no remuneration. They may, however, receive an attendance allowance fixed by the Municipal Council.

This article does not apply to members of the Committee who are also members of the Municipal Council.

ARTICLE 21. QUORUM

The quorum of the Committee is 5 members. A board member appointed as a substitute by the board may attend with the right to vote in the absence of a quorum.

If the quorum is not reached within 30 minutes of the start time of the meeting, it shall be declared canceled. On the declaration of the lack of a quorum, the secretary of the Committee must convene another meeting.

In the event that the departure of a member during the meeting results in the loss of a quorum or that a member has declared an interest in one of the requests, the remaining members must adjourn the meeting. The secretary of the Committee must call the members to resume work at a later date.

ARTICLE 22. DECLARATION OF INTEREST

A member shall refrain from any activity that is incompatible with his duties, avoid any conflict of interest and prevent any situation that may cast doubt on his objectivity or impartiality.

A member must declare any conflict of interest in an application submitted to the Committee. During the review of the application, the member with an interest must withdraw and may not

participate in the Committee's discussions and recommendations regarding this application. The declaration of interest and the withdrawal of the member must be recorded in the minutes of the meeting by the secretary.

A member is presumed to have an interest and must withdraw in one of the following cases (non-exhaustive list):

1. He has received a mandate from the applicant in respect of the application or project submitted;
2. He has a personal, pecuniary or professional interest in the granting or refusal of the application, or in the approval or rejection of the project;
3. The applicant, at the time of the application, uses the member's professional services for other projects;
4. He is a member of the family directly or indirectly by his spouse;
5. He is an applicant or member or employee of an organization or company making the request.

ARTICLE 23. PRESIDENT OF THE COMMITTEE

City Council shall designate the chairperson of the meeting from among the councilors. The term of office of the President is 2 years or expires at the end of his term as a member. The mandate of president can be renewed.

ARTICLE 24. VICE-PRESIDENT OF THE COMMITTEE

City Council shall designate the Vice-Chairperson of the Committee from among the Councilors. The term of office of the Vice-President is 2 years or expires at the end of his / her term as a member. The mandate of the vice-president may be renewed.

In the absence of the Chair at a meeting of the Committee, the Vice-Chair shall chair the Committee at that meeting.

ARTICLE 25. VOTING OF MEMBERS

The recommendations of the Committee are adopted by a majority of the members present. In the event of a tie vote on a recommendation, the recommendation is deemed to be negative.

Each member present has the right to vote and is required to vote on each of the requests submitted to it, except in the case of conflicts of interest. Only the president can abstain from voting. The president does not have a casting vote in the event of a tie.

The officer in charge, the secretary and the resource persons are not entitled to vote.

ARTICLE 26. CONFIDENTIALITY OF APPLICATIONS

The members of the Committee and the persons attending the work of the Committee shall maintain the confidentiality of information, documents and discussions during the meeting.

The members of the Committee and persons attending the work of the Committee shall maintain the confidentiality of the information and documents submitted for study.

The members of the Committee and the persons attending the work of the Committee may not use the data, information or information thus brought to their knowledge, to their advantage or to the advantage of a third party.

ARTICLE 27. PRESENCE OF THE APPLICANTS

The Committee may request the attendance of the petitioner at a meeting. The applicant is not required, however, to attend the meeting of the Committee.

When the applicant is present at the meeting, he must withdraw before the Committee's deliberations and recommendation on the application begin.

ARTICLE 28. CONVOCATION OF ASSEMBLIES

Meetings of the Committee are convened according to the schedule established at the beginning of each year. A notice of meeting must be sent to the members at least 2 days before the holding of a meeting or the continuation of the proceedings in the case of an adjournment of a meeting.

ARTICLE 29. CONDUCT OF ASSEMBLIES

The general rules relating to the conduct of meetings are as follows:

1. Meetings are chaired by the Chair of the Committee or in his absence by the Vice-Chair;
2. In the absence of the Chair or Vice-Chair, the meeting of the Committee may be held, but only after a unanimous vote of the members present. In this case, the members present shall appoint a

substitute chair for the meeting by a unanimous vote. If not, the secretary must convene another meeting at a later date;

- 3. The meetings of the Committee shall be held in camera;
- 4. Members of the Committee may direct municipal employees and professional resources to withdraw for the purpose of continuing in camera discussions;
- 5. In addition to requests placed on the agenda, an application may be added to the agenda with the approval of the majority of the members present;
- 6. As a result of the discussions, the Committee recommends favorably or unfavorably the request. This recommendation may be accompanied by comments from the Committee. In the case of a negative recommendation on an application, the request must be justified;
- 7. Committee members may adjourn a meeting and postpone the recommendation on an application to a subsequent meeting or meeting;
- 8. The minutes of a meeting must be adopted by the members present at that meeting at a subsequent meeting. Once it is adopted, the president and the secretary sign the minutes.

ARTICLE 30. EXPENSES OF COMMITTEE

City Council may make available to the Committee the sums of money required for the performance of its duties.

ARTICLE 31. RULES OF INTERNAL GOVERNANCE

The Committee may establish the rules of internal management necessary for its operation in accordance with this By-law and the Act respecting land use planning and development, L.R.Q., c. A-19.1.

CHAPTER 3: FINAL PROVISIONS

ARTICLE 32. REPEAL

This by-law repeals and replaces for all legal purposes all by-laws, resolutions, policies or provisions that are inconsistent with those enacted above.

ARTICLE 33. ENTRY INTO FORCE

This By-law shall enter into force after completion of the formalities provided for by law.

Given to the Township of Low this 2nd day of July 2019.

Carole Robert
Mayor

Pierre Gagnon
Director General

Notice of motion: June 18, 2019
 Tabling of the draft by-law: June 18, 2019
 Adoption of the by-law: July 2, 2019
 Entry into force: July 2, 2019

		Yes	No	Abstain	Absent
Carole Robert	Mayor				X
Joanne Mayer	Seat # 1	X			
Maureen Rice	Seat # 2	X			
Anne Bélisle	Seat # 3	X			
Luc Thivierge	Seat # 4	X			
Matthew Orlando	Seat # 5	X			
Ghyslain Robert	Seat # 6			x	

Adopted
