

CORPORATION OF THE VILLAGE OF SHAWVILLE

BY-LAW NO. 272

TO ESTABLISH THE PLANNING ADVISORY COMMITTEE OF THE CORPORATION OF THE

VILLAGE OF SHAWVILLE

WHEREAS article 146 of the planning act (loi sur l'aménagement et l'urbanisme) (L.R.Q. C.A. -19.1) permits this Council to establish a Planning Advisory Committee;

AND WHEREAS the Council considers it in the public interest to establish an advisory committee to ensure the involvement of taxpayer representatives in the formation of policies regarding urban planning, zoning, subdivision and construction;

AND WHEREAS it is necessary for the Council to have a Planning Advisory Committee to take decisions on applications for minor variances in accordance with articles 145.1 and 148.1 of the planning act (Loi sur l'aménagement et l'urbanisme);

AND WHEREAS notice of motion on this subject was given at the regular Council meeting held on August 27, 1991;

NOW THEREFORE THE FOLLOWING IS BY ORDER AND STATUE OF THE PRESENT BY-LAW:

Article 1: PREAMBLE

The preamble is an integral part of this by-law as though it were written here in its entirety.

Article 2: NAME AND NATURE OF THE COMMITTEE

An advisory committee for research and consultation in urban planning is created under the name of the Planning Advisory Committee of the Corporation of the Village of Shawville.

Article 3: COMPOSITION OF THE PLANNING ADVISORY COMMITTEE

The Planning Advisory Committee is composed of the following members:

- a) three (3) members chosen among taxpaying residents of the Municipality of Shawville;
- b) three (3) municipal councillors

Article 4: POWERS OF THE COMMITTEE

In addition to powers specifically attributed to it by other clauses of this by-law, the Planning Advisory Committee can:

- a) Study and submit recommendations to Council on all questions concerning urban planning, zoning, subdivision and construction in accordance with article 146 of the planning act (Loi sur l'aménagement et l'urbanisme).
- b) Provide advice on all applications for minor variances in accordance with article 145.7 of the planning act (Loi sur l'aménagement et l'urbanisme).
- c) Recommend to Council any changes to the Official Plan and Planning By-Laws.
- d) Administer the budget allocated to it by Council.

Article 5: DURATION OF THE MANDATE

The term of office for members is two (2) years. A member

can be nominated for a second term of two (2) years but cannot sit on the Committee for more than four (4) consecutive years.

Article 6: REGULAR MEETINGS OF THE COMMITTEE

- a) A meeting of the Planning Advisory Committee must be held at least once every two (2) months. A notice of the meeting and its agenda must be sent to each member at least five (5) days prior to the meeting.
- b) Planning Advisory Committee meetings shall be held behind closed doors; however, upon decision of the Committee, public meetings can be held.
- c) Applications for minor variances or zoning amendments may be presented to the Committee if the applicant has provided the application to the Committee Secretary before the final preparation of the meeting's agenda.
- d) A regular meeting may be cancelled at the request of the Committee president. However, a written notice must be sent to members not less than five (5) days prior to the date of the scheduled meeting.

Article 7: SPECIAL MEETING OF THE COMMITTEE

In addition to the regular meetings described in article 6, the president of the Committee may convene a special meeting of Committee members by sending a written notice with the agenda at least ten (10) days prior to the special meeting.

Article 8: QUORUM

The required quorum for a meeting of the Planning Advisory Committee is three (3) members.

Article 9: PRESIDENT AND VICE-PRESIDENT OF THE PLANNING ADVISORY COMMITTEE

- a) The president of Planning Advisory Committee is nominated by the Council from amongst the municipal councillors who are members of the Committee.
- b) At the first meeting after their nomination, members of the Planning Advisory Committee shall choose from amongst themselves a vice-president who shall remain in office for the remainder of his term as member or until he is replaced by members of the Committee.
- c) The president or, in his absence or incapacity, the vice-president, shall chair the discussions of the Committee. He has the right to vote but cannot cast a vote in the event of a tie.
- d) In case of the absence or incapacity of the president or the vice-president, the members of the Committee shall choose from amongst themselves a member who will chair the meeting.

Article 10: PLANNING ADVISORY COMMITTEE SECRETARY

- a) Council shall name a Planning Advisory Committee Secretary who is not a Committee member.
- b) The Secretary of the Planning Advisory Committee must convene the Committee meetings; prepare the agenda; record the minutes of the Committee meetings; and be responsible for the correspondence.

Article 11: RESIGNATIONS AND HOLIDAYS

- a) The mandate of a Committee member shall be terminated if he fails to attend three (3) consecutive Committee meetings without justified reasons.
- b) In the event of holidays, resignation or death of a member, Council shall proceed to nominate a replacement for the remainder of the term of the replaced member.

Article 12: BUDGET

The Committee shall submit annually a forecast of its expenses to Council for approval.

Council shall prepare an annual budget for the Committee's operating expenses. Members of the Committee are not paid.

Article 13: RECOMMENDATIONS OF THE COMMITTEE

Studies, recommendations and opinions of the Committee shall be submitted to Council in writing. The minutes of Committee meetings can serve as written documentation.

Article 14: ATTENDANCE OF COUNCIL MEMBERS AT COMMITTEE MEETINGS
A Council member other than those mentioned in article 3 can attend closed-door Committee meetings to submit one or more specific projects. However, he does not have the right to vote.

Article 15: ADMINISTRATION

The Committee can establish administrative rules necessary for its functioning.

Article 16: COMPENSATION OF PLANNING ADVISORY COMMITTEE MEMBERS

Members of the Committee shall not be paid.

Article 17: ENACTMENT

The present by-law will take effect after its approval in accordance with the law.

By-Law No. 272 was read and adopted unanimously on a motion by Chris Judd, seconded by Bill Black, on the tenth day of September, 1991 and shall come into force according to law.

Albert Anthony

Mayor

Charles Dale

Sec-Treas.