

CANADA  
PROVINCE OF QUEBEC  
MUNICIPALITY OF SHAWVILLE  
BY-LAW NUMBER 467-1  
CONCERNING THE CREATION OF MUNICIPAL COMMITTEES

**WHEREAS** Council of the Municipality of Shawville may under Section 82 of the Québec Municipal Code, appoint committees, composed of as many members as it deems appropriate.

**WHEREAS** Council wishes to proceed with the constitution and establishment of various municipal committees.

**WHEREAS** Council wishes to repeal resolution number

**WHEREAS** councillor Julien Gagnon, brings in a notice of motion to amend By-Law Number 467 at the regular sitting of council held on November 18, 2025.

**WHEREAS** In Section 3, Article 27 (Composition), be amended by changing the number of committee members from two (2) members to three (3) members.

**WHEREAS** it has been ordained and decreed by the council and the said council ordains and decrees by the present by-law the following:

---

**ARTICLE 1 – Preamble**

The preamble to the present by-law forms an integral part thereof.

**ARTICLE 2 – Purpose**

The purpose of the present by-law is to define the roles and responsibilities of the various municipal bodies. Its purpose is to establish rules and procedures for the conduct of business.

Committees and their members are appointed by the Council. The role of the committees is to monitor issues relating to their respective areas of activity. They make recommendations to the Council concerning orientations and policies in their areas of competence. They may also make recommendations to Council on specific issues. The scope of their work remains at a strategic level, while the implementation of the recommendations remains the responsibility of the Council.

**ARTICLE 3 – Committees**

The following committees are hereby established or reconducted:

- Management
- Finance
- Environment, Public works, and Infrastructure.

**ARTICLE 4 – Nomination and duration of mandate**

Members of committees are nominated by resolution of the Council.

Unless specified otherwise, the duration of the mandate of members sitting on the various committees is indeterminate, or until modified.

A member who resigns during his or her term may be replaced by resolution of the Council.

#### **ARTICLE 5– Chairmanship**

Each committee is chaired by an elected member of the Council, appointed by the Council by resolution. In addition to ensuring that the committee fulfills its mandate and carries out its work plan, the Chairman oversees the preparation of meetings and acts as spokesperson for the committee.

The Chairman directs the committee's deliberations. In the absence of the Chairman, the members present at a meeting choose a chairman from among their number.

The Chairman is empowered to:

- Chair and direct the work of the committee.
- Ensure the preparation and continuity of work in cooperation with the Council and administrative departments concerned.
- Work to facilitate cohesion and cooperation.
- Arbitrate in a context of limited resources.
- Ensure that work is carried out in keeping with the spirit of the strategic plan, and that it contributes to the achievement of targeted results.
- Represent the committee before the Council, by presenting the committee's recommendations and reporting on its work.
- Decide on all matters relating to the conduct of committee members.
- Decide whether a member is discussing the subject or is out of order.
- Designate which members have the right to speak.
- Apply rules of procedure.

#### **ARTICLE 6 – Secretary**

The committees' Secretary is a member of the Municipality's staff appointed by resolution. The Secretary performs the following duties on behalf of the committees:

- Prepare the agenda for each meeting.
- Coordinate the dispatch of meeting notices.
- Attend all committee meetings.
- Support the Chairman in preparing meetings.
- Coordinate with municipal employees to ensure the smooth running of the committee.
- Draft the minutes of all committee meetings, recording decisions taken by members.
- In collaboration with the departments concerned, ensure administrative follow-up of recommendations.

#### **ARTICLE 7– Resource persons**

The resource persons required to assist the committees in carrying out their mandate are employees of the Municipality, external accountants or and other professionals.

Resource persons are not entitled to vote.

#### **ARTICLE 8 – Council members**

A member of Council who is not a member of a committee may attend public and private meetings of the committees. He or she may speak on a particular issue but is not entitled to vote.

#### **ARTICLE 9– Remuneration**

Committee members receive no remuneration, unless otherwise decreed by the Council for a member of the committee, in accordance with the provisions of the *Act respecting the remuneration of elected municipal officers*.

#### **ARTICLE 10– Meetings**

Unless specified otherwise, committee members must agree on a regular meeting place and determine the most suitable period of the day for holding meetings. At the end of the current year, the Chairman, in collaboration with General Management, plans the schedule of meetings for the coming year.

Notice of a meeting, together with the agenda, must be received by each member at least one week before the meeting is due to take place.

Committee meetings are held in private. However, a chairman may decide to hold a public meeting.

Presentations may be made to the committee during a meeting, provided that the requestor has notified the committee's secretary before the agenda is submitted, and that the request has been accepted by the Chairman. In addition, a committee may ask the Council for authorization to hold public forums, if the members deem it useful for the pursuit of their work. In such cases, it is up to the Council to define the terms and conditions of these public forums, considering municipal public consultation practices.

Members shall show consideration, respect and courtesy to all persons involved in the committee.

A meeting may be cancelled at the request of a chairman, in which case written notice to this effect must be sent to each member at least twenty-four (24) hours before the scheduled meeting date.

#### **ARTICLE 11– Special meeting**

A Chairman may call a special meeting of his committee whenever he deems it advisable, by verbal or written notice to the secretary of the committee. The latter shall prepare a notice of meeting outlining the matters to be discussed at the meeting and shall send this notice to each member of his committee no later than twenty-four (24) hours before the time set for the meeting to begin.

#### **ARTICLE 12– Quorum**

Quorum consists of a simple majority (50% plus one) of positions held, of which at least one member present is a member of the committee.

#### **ARTICLE 13 – Voting**

All committee recommendations are adopted by a simple majority of votes cast. The Chairman's vote is not decisive.

In the event of a tie, the recommendation is rejected and subsequently forwarded to the Council.

#### **ARTICLE 14– Ethics and good conduct**

A voting member of a committee who is an elected municipal official is governed by and must comply with By-law number 453 - *Code of ethics and good conduct for elected officials* or any subsequent by-law that may replace it.

#### **ARTICLE 15– Status of reports and minutes**

The committees' studies, recommendations and opinions are submitted to the Council in the form of written reports. Minutes of the committees' meetings may be used as written reports.

#### **ARTICLE 16– Minutes**

The minutes are not an exhaustive record of the deliberations. They include:

- A summary of the discussions.
- The reasons for each recommendation.
- The committee's recommendations.
- Any concerns that members may have about the recommendations.
- Expected follow-up on each item discussed.

The minutes of each meeting must be forwarded to committee members for approval.

The minutes of each public meeting must then be submitted to the Management Committee. This must be done no later than the second Council meeting following the Committee meeting.

### **SECTION 1 – MANAGEMENT COMMITTEE**

#### **ARTICLE 17 – Constitution**

There is hereby appointed and established, to administer the committees included in the present by-law and to issue recommendations on any other matter, a municipal committee which shall be officially known as the "Management Committee."

#### **ARTICLE 18 – Mandate**

This committee reviews all matters requiring a decision by the Council, including, but not limited to:

- Policies to be adopted.
- Committee work.
- Human resources.
- Etc.

The Management Committee also undertakes to:

- Follow up on strategic directions set by Council.
- Act as intermediary between the various committees and Council.

Any working document, recommendation or report adopted by a committee during its meetings shall not be disclosed by committee members until it has been received by the Council or publicly acted upon by the Council.

#### **ARTICLE 19 – Composition**

The Management Committee is composed of the following members appointed by resolution of the Council.

- All members of Council.
- The mayor
- The Director General (non-voting)
- The Assistant Director General (non-voting).
- Any external resource person relevant to the advancement of the mandate (non-voting).

#### **ARTICLE 20– Frequency of meetings**

The Management Committee holds monthly meetings to conduct its mandate unless circumstances justify postponement or cancellation of a meeting.

### **SECTION 2 - FINANCE COMMITTEE**

#### **ARTICLE 21 – Constitution**

It is hereby appointed and established, to administer the finances of the Municipality of Shawville, a committee to be known officially as the “Finance Committee.”

#### **ARTICLE 22 – Mandate**

This committee will make recommendations to the Council on all matters pertaining to municipal finances, taxation, annual budgets, the capital investment program, and financial forecasts.

The Finance Committee undertakes to:

- Study the budget prepared by the general management prior to presentation to the Council.
- Monitor the budget throughout the year.
- Ensure that the municipality obtains all sums to which it is entitled, from whatever source.
- Ensure that adequate internal controls are in place.
- Ensure proper long-term debt management.
- Reflect on actions and/or financial strategy from a medium- and long-term perspective.
- Oversee the implementation of the three-year capital plan for infrastructure-related aspects, in collaboration with the Environment, Infrastructure and Public Works Committee.
- Report on Finance Committee meetings to the Management Committee in the form of minutes and submits its recommendations to the Council.

#### **ARTICLE 23– Composition**

The Finance Committee is composed of the following members appointed by resolution of the Council.

- Two (2) members of Council.
- The mayor
- The Director General (non-voting);
- The Assistant Director General (non-voting).
- Any external resource person relevant to the advancement of the mandate (non-voting).

#### **ARTICLE 24 – Frequency of meetings**

The frequency of Committee meetings depends on the work to be carried out under the terms of the mandate but must be held at least four (4) times a year and normally not more than ten (10) times.

### **SECTION 3 – ENVIRONMENT, PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE**

#### **ARTICLE 25 – Constitution**

It is hereby appointed and established, to assist the administration in the management of the environment, public works and infrastructures, a municipal committee to be officially known as the “Environment, Public works and Infrastructure Committee.”

#### **ARTICLE 26 – Mandate**

The committee is mandated by the Council to provide advice and recommendations on infrastructure and road maintenance, as well as on various projects of the Public Works, Environment, and Infrastructure departments.

The Environment, Public works and Infrastructure Committee undertake to:

- Propose an annual maintenance and improvement plan for municipal infrastructures.
- Oversee the implementation of the three-year capital plan for infrastructure-related aspects, in collaboration with the Finance Committee.
- Prepare, in collaboration with the administration, public information meetings concerning feasibility and conception studies for all major infrastructure, environment and public works projects.
- Advise Council of all requests to amend or adopt by-laws relating to the environment, public works, and infrastructure.
- Make recommendations to Council concerning waste management and water.
- Report on meetings of the Environment, Public Works, and Infrastructures Committee to the Management Committee in the form of minutes and submits its recommendations to the Council.

#### **ARTICLE 27 – Composition**

The Environment, Public Works and Infrastructures Committee is composed of the following members appointed by resolution of the Council.

- **Three (3) members of Council.**
- The mayor
- The Director General (non-voting);
- The Public Works Foreman (non-voting).

- Any external resource person relevant to the advancement of the mandate (non-voting).

## ARTICLE 28 – Frequency of meetings

The frequency of Committee meetings depends on the work to be conducted under the terms of the mandate but must be held at least four (4) times a year and normally not more than ten (10) times.

**THEREFORE** It is moved by \_\_\_\_\_ and resolved that copy of By-Law number 467-1 concerning the creation of Municipal committees was adopted as read at a regular meeting of Council held December 9<sup>th</sup>, 2025.

\_\_\_\_\_  
Bill McCleary  
Mayor

\_\_\_\_\_  
Crystal Webb  
Director General

### **CERTIFICATE OF PUBLICATION**

I, the undersigned, residing at Shawville, Quebec, do hereby certify under my oath of office, that I have published the public notice concerning By-Law No. 467-1 by posting two copies thereof, at the places designated by the Council between the hours of two and four o'clock in the afternoon, on the 9th day of December 2025.

In testimony whereof, I give this certificate of publication on this 9th day of December two thousand and twenty five.

\_\_\_\_\_  
Crystal Webb  
Secretary-Treasurer