

PROVINCE OF QUEBEC  
CITY OF POINTE-CLAIRE

BY-LAW NUMBER PC-2708

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BY-LAW RESPECTING THE PLANNING  
ADVISORY COMMITTEE

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*In force on January 11, 2006*

AT THE SPECIAL MEETING OF THE COUNCIL OF THE CITY OF POINTE-CLAIRE,  
HELD AT CITY HALL, 451, SAINT-JEAN BOULEVARD, POINTE-CLAIRE, QUEBEC,  
ON MONDAY, NOVEMBER 21, 2005, AT 8:00 P.M.

PRESENT: Mayor W.F. McMurchie and councillors P. Bissonnette, R. Geller,  
J.P. Grenier, A. Iermieri, J.R. Labbe, D. Smith, E. Sztuka, and M.  
Trudeau, being all members of council.

AMONGST OTHER BUISINESS TRANSACTED AT SAID  
MEETING WAS THE FOLLOWING:

**BY-LAW NUMBER: PC-2708**

RESOLUTION NUMBER: 2005-020

PROPOSED BY COUNCILLOR LABBÉ

SECONDED BY COUNCILLOR SZTUKA

AND RESOLVED:

**THE MUNICIPAL COUNCIL DECREES AS FOLLOWS:**

**SECTION I. Establishment**

1. A Planning Advisory Committee, hereinafter referred to as "the committee", shall be established.
2. The committee shall be responsible for:
  - 1° Reviewing and submitting to the municipal council recommendations on any question regarding planning, zoning, subdivision and building referred to the committee by the municipal council, the City manager or by the Planning department;
  - 2° Reviewing and submitting to the municipal council recommendations on by-laws or draft by-laws respecting the planning programme, zoning, subdivision, building, permits and certificates, minor exemptions, comprehensive development programmes, site planning and architectural integration programmes, conditional uses, particular projects, municipal works agreements as well as the constitution of the present committee;
  - 3° Reviewing and submitting to the municipal council recommendations on any application for a minor exemption, the approval of a comprehensive development programme or of site planning and architectural integration programmes, conditional use or of a particular project.

**SECTION II. Constitution**

3. The Committee is composed of at least seven (7) and up to ten (10) members designated by resolution of the council, at least one of which acts as chairman of the committee. No more than one member of the council may be a member of the committee. The other members of the committee are residents of the municipality.

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PC-2708-1, a. 1 ; PC-2708-2, a. 1; PC-2708-4, a. 1 ; PC-2708-5 a. 1

4. The following persons shall also attend the meetings of the committee, as resource persons, but without any right of vote:
  - 1° The City Manager;
  - 2° The director of the Planning Department of the City;
  - 3° Any other person, chosen for her/his training or expertise and whose services may be required by the committee to accomplish its functions;
  - 4° A member of the council other than the person appointed pursuant to section 3.

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PC-2708-2, a. 2; PC-2708-4, a. 2

**SECTION III. Terms of office**

5. The term of office of the members must not exceed two (2) years and it may be renewed.

Notwithstanding the first paragraph, the member of the committee appointed as member of the municipal council, shall cease to form part of the committee if he ceases to be a member of the municipal council. However, this person shall not cease to form part of the committee at the expiry of his term as a member of the municipal council if he is re-elected at the election held after the expiry of his term and if, after this re-election, he makes the required oath within the prescribed time.

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PC-2708-2, a. 3

6. Subject to article 5, at the end of a term, every member remains in office and his term shall be automatically renewed, unless he is replaced by the municipal council within forty-five (45) days following the end of such term.
7. Notwithstanding sections 5 and 6, the municipal council may, at any time, replace a committee member.
8. Any vacancy during a member's term of office shall be filled for the remainder of the term of the member to be replaced.

**SECTION IV. Secretary**

9. The director of the Planning Department of the City shall act as the secretary of the committee. He/she shall set the schedule of meetings, draws up the committee agendas, reports and notices.

**SECTION V. Meetings**

10. No committee meeting may be held at the same time as a municipal council meeting and, as the case may be, at the same time as an agglomeration council meeting, where a committee member who is also a municipal council member is also a member of the agglomeration council.
11. All committee meetings are held in camera.
12. The majority of the members of the committee shall constitute the quorum.
13. The recommendations of the committee are adopted by a majority of members present.
14. Every committee meeting is presided by the committee chairman or, in his absence, by a member designated by the committee members.

## OFFICE CONSOLIDATION

15. A remuneration in the amount of \$200 shall be paid to any and all persons appointed as a Committee member, except if such person is a member of the City Council, based on their attendance at meetings of the Committee.

In the case where the chairman is not a member of the City Council, such remuneration shall be set at \$400 per meeting.

The City Council may reimburse the expenses that have been incurred by the members in the performance of their duties.

Notwithstanding the first paragraph, the amount of the remuneration to be paid to each member of the regular meeting to be held in July 2017 shall be set at \$800.

More specifically, the municipal council shall pay for the cost of the meals served to the members during their meetings.

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PC-2708-3, a. 1

16. Subject to the provisions of the present by-law, the committee may establish its rules of internal management.
17. The committee must give an account of its work and recommendations in a report to be submitted to the municipal council and no recommendation or report has effect unless it has been adopted or ratified by the municipal council.
18. This by-law comes into force the day of its publication.

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W.F. McMurchie, Mayor

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Alain Noël, City Clerk