

PROVINCE OF QUÉBEC
CITY OF POINTE-CLAIRE

BY-LAW NUMBER PC-2932

BY-LAW APPOINTING AN ENVIRONMENT
AND SUSTAINABLE DEVELOPMENT
ADVISORY COMMITTEE

In force on March 17, 2021

AT THE REGULAR MEETING OF THE COUNCIL OF THE CITY OF POINTE-CLAIRE,
HELD AT CITY HALL, 451, ST-JEAN BOULEVARD, POINTE-CLAIRE, QUEBEC, ON
TUESDAY MARCH 9, 2021 AT 4:00 P.M.

PRESENT: Councillors C. Homan, T. Stainforth and K. Thorstad-Cullen as well
as Councillors P. Bissonnette, C. Cousineau, B. Cowan, E. Stork
and D. Webb chaired by His Worship Mayor John Belvedere forming
a quorum of council.

AMONGST OTHER BUSINESS TRANSACTED AT SAID
MEETING, WAS THE FOLLOWING :

BY-LAW NUMBER : PC-2932

RESOLUTION NUMBER : 2021-125

MOVED BY COUNCILLOR HOMAN

SECONDED BY COUNCILLOR WEBB

AND RESOLVED :

WHEREAS the Municipal Powers Act confers on any local municipality jurisdiction in the field of the environment;

WHEREAS the City of Pointe-Claire (hereinafter referred to as the “City”) recognizes the importance of the environment and sustainable development;

WHEREAS the City wishes to build a living environment based on values related to the environment and sustainable development, by placing these at the forefront, and by including citizens’ concerns related thereto;

WHEREAS a draft of this by-law has been presented and notice of motion was given at the council meeting held on February 9th 2021.

CONSEQUENTLY THE CITY COUNCIL DECREES AS FOLLOWS:

ESTABLISHMENT AND MANDATE

1. The Environment and Sustainable Development Advisory Committee (hereinafter referred to as the “Committee”) is constituted and established.
2. The Committee has the mandate to:
 - 1° Submit recommendations to the City Council concerning actions to be considered in terms of the environment and sustainable development. To this end, the Committee may be called upon to give opinions on various issues, including but not limited to: waste management, pesticides and pest management, protection of green spaces, the reduction of heat islands, sustainable transport, urban forestry, climate change, nuisances, management of the Ecocentre, conservation and protection of natural habitats and urban agriculture;
 - 2° Submit recommendations to the City Council for the elaboration of new policies and the improvement of existing policies related to the environment and sustainable development;
 - 3° Contribute to the efforts of the City to raise awareness and educate the citizens on issues relating to the environment and sustainable development.

COMPOSITION

3. The Committee shall consist of a maximum of ten members, appointed by City Council :
 - Six to eight citizens of the City with the right to vote;
 - Two City Councillors, one of whom having a deciding vote in the instance of a tie vote. For the first two years, this right is granted to the President.

On the recommendation of the City Manager, City Council shall appoint two City employees to act as resource persons who may participate in Committee discussions but with no voting rights.

APPOINTMENT CRITERIA

4. The following criteria will be taken into consideration when appointing new Committee citizen members:

- 1° Resident of the City;
- 2° Bilingual;
- 3° Interest in the environment.

APPOINTMENT PROCESS

5. A nomination committee, consisting of the two members of City Council and the two City employees on the Committee, shall receive and consider nominations submitted by interested citizens.

Recruitment is conducted by posting a notice on the City's web site indicating, but not limited to, the time limit within which candidates shall submit a resume and a cover letter indicating their interest in being appointed to the Committee. Candidates may be called for an interview if deemed appropriate by the nomination committee.

The nomination committee shall recommend a list of potential candidates to City Council.

Council shall select from this list the members of the Committee for a single mandate beginning on the date stated in the resolution.

TERM OF THE APPOINTMENT

6. The term of appointment of a member of the Committee is two years.

Notwithstanding the first paragraph, for the purpose of establishing a system of alternating terms of appointment among Committee members, for the first year five members will be appointed for a term of one year. For each subsequent year, five Committee members will be appointed or their mandate renewed for a period of two years.

7. A term of appointment can be renewed up to a maximum of two times; however, the member must continue to meet all the appointment criteria at the time of renewal.

8. The term of appointment of a Committee member ends automatically when the member no longer meets all the appointment criteria, on the date of resignation, death, end of mandate as City councillor, or on the date on which failure to attend two consecutive regular meetings of the Committee has been noted.
9. Notwithstanding Section 8, the Committee may decide that failure to attend two consecutive regular Committee meetings shall not result in the end of the term of appointment, if such failure is due to a serious reason, beyond the Committee member's control, and that it does not adversely affect the Committee's work.
10. The City Council reserves the right to end a member's term of appointment at any time, based on review of a recommendation from the two City councillors sitting on the Committee or upon advice from the president.
11. The City Council shall appoint a new member to fill any vacancy in a member position of the Committee for the unexpired portion of the mandate of the replaced member.
12. The appointment process described in Section 5 will apply in the event of appointment to fill a vacancy with the necessary adaptations.
13. Each year, the Committee shall hold its first meeting before September 1.

PRESIDENT

14. The Committee appoints the president for a period of two years.

Notwithstanding the first paragraph, for the first two years, the president shall be appointed by the City Council.

SECRETARY

15. One of the City employees sitting on the Committee acts as secretary.
16. Following consultation with the president, the secretary establishes the Committee meeting schedule, prepares the agenda for these meetings and notifies the Committee members thereof.
17. The secretary drafts the minutes following each meeting and submits them to the president to be submitted to the City Council.

REPORTS

18. The Committee reports on its work and recommendations by means of minutes signed by the President and Secretary.

No recommendation shall take effect unless it is adopted by resolution of the City Council when required.

19. Following any meeting of the Committee, the minutes must be sent to the City Council within 30 calendar days following the date the meeting is held.

MEETINGS

20. All Committee meetings are closed to the public.

21. A Committee meeting cannot be held unless there is a quorum.

The simple majority of the Committee members who have the right to vote constitutes a quorum.

22. Barring an exceptional situation, the Committee shall hold a minimum of four meetings per year.

The president may ask the secretary to convene an unscheduled meeting when deemed appropriate.

23. The secretary shall give notice of a meeting to the Committee members at least four calendar days before it is held, unless all Committee members waive this prior notice.

Notice of a meeting shall contain the agenda for the meeting.

Following consultation with the president, the secretary shall use the means of transmission of the notice of a meeting that is the most appropriate.

24. Every Committee meeting is chaired by the president or, if the president is absent, by a member appointed by the Committee members.

25. No remuneration shall be paid to the Committee members.

- 26.** The president may invite any other person on an ad hoc basis, chosen for their expertise or training, whose collaboration may be required by the Committee to facilitate their understanding of a specific issue.
- 27.** The Committee members shall perform their duties in accordance with the City's organizational values and rules.
- 28.** The Committee members must respect the confidential nature of the documents and information obtained in the course of their duties.
- 29.** The Committee meetings may be conducted through any appropriate technological means.
- 30.** This by-law shall come into force in accordance with the law.

John Belvedere, Mayor

Me Caroline Thibault, City Clerk