



Policy on the Council's Permanent and Special Commissions

Adopted by the Council at the meeting of February 24, 2017

Resolution No. 2017-02-072

WHEREAS article 70 of the *Cities and Towns Act*, which authorizes the Council to appoint permanent or special commissions to supervise the administration of the civic departments for which they are respectively appointed, and to manage such business as it may, by by-law or resolution, assign to them;

WHEREAS the Municipal Council established the following commissions by By-law 830 and its amendments: communications, culture, recreation and community life, finance, infrastructures and public works, human resources and public security;

WHEREAS, pursuant to article 146 of the *Act Respecting Land Use Planning and Development*, the Council established an urban planning advisory committee (CCU), by By-law 809 adopted on January 16, 2012 under resolution 2012-01-007;

WHEREAS, pursuant to article 148.0.1 and Seq. of the *Act Respecting Land Use Planning and Development*, the Council established a demolition committee by By-law 806 adopted on January 11, 2010 under resolution 2010-02-006;

WHEREAS there is a need to update the policy on the Council's commissions;

ARTICLE 1: FOREWORD

1.1 The foreword is an integral part of this policy.

ARTICLE 2: FIELDS OF APPLICATION

2.1 The Council's permanent and special commissions are subject to the regulations of this policy.

ARTICLE 3: COMMISSIONS' MANDATE

3.1 The general mandate of a permanent commission is defined in Appendix "A".

3.2 A commission can only deal with issues related to its general and/or specific mandate entrusted by a Council resolution.

3.3 Commissions will only have the power to recommend and have no decision-making power.

ARTICLE 4: COMPOSITION

4.1 Permanent or special commissions will consist of Municipal Council members appointed by resolution. Municipal officials are assigned to assist the commissions in their deliberations.

- 4.2 The mayor and the general manager are ex-officio members of all commissions. In addition, the mayor has the right to vote.
- 4.3 The municipal council can replace members of a commission, at any time, by resolution.
- 4.4 Each commission can name a president and a secretary.
- 4.5 No commission report goes into effect until such time as it has been ratified or adopted by the Council.
- 4.6 In the event that a member is absent, he is replaced by a substitute member appointed by Council resolution.

ARTICLE 5: MEETINGS

- 5.1 Commissions meet as often as required by business and matters that fall within their jurisdiction. They must, in principle, meet once a month.

ARTICLE 6: CONVOCAATION

- 6.1 Commission meetings are convened by the general manager or the director of the department concerned, further to authorization from the general manager, either on their own initiative or upon request by a Council member appointed to said commission.
- 6.2 The convocation notice must be provided in writing and emailed to each member at least three (3) full days before the meeting, showing the date, time and location of the meeting as well as its agenda.

If need be, documentation or the documents needed for the analysis of topics to be addressed must be provided to commission members within this same timeframe.

ARTICLE 7: QUORUM

- 7.1 The quorum required for holding any commission meeting consists of the majority of members, one of whom must be a member appointed by a Council resolution.

ARTICLE 8: CONDUCT OF MEETINGS

- 8.1 Commission meetings are chaired by the mayor or the director involved, who is responsible for ensuring order and the proper conduct of the meetings.
- 8.2 Commission members establish internal operating rules among themselves.

ARTICLE 9: CONFERENCE CALLS

9.1 Commission meetings can, validly, be held by conference call.

ARTICLE 10: REPORT

10.1 After each meeting, the secretary must write up a report of the members' deliberations

10.2 The secretary must provide each member of the commission involved as well as the mayor and general manager of the Town with a copy of this report. If no comments are received within four (4) days following the tabling of this report, it becomes official. Otherwise, the secretary makes the required corrections and retransmits the report to the original recipients.

ARTICLE 11: FINAL PROVISIONS

11.1 The planning advisory committee and the demolition committee are governed, respectively, by by-laws 809 and 806 adopted by the Council on January 16, 2012 by resolution no. 2012-01-007 and January 11, 2010 by resolution 2010-01-006 respectively.

ARTICLE 12: ENTRY INTO FORCE

12.1 This policy goes into force by Council resolution and can only be modified by another resolution.

MAYOR

TOWN CLERK

APPENDIX “A”

General mandate of a permanent commission

- Ensure compliance with the guidelines and projects retained by the Council for the current year.
- Recommend to Council actions or corrective measures relating to guidelines and projects.
- Recommend to Council guidelines and projects that should be retained within the framework of the budget for the coming year.
- Carry out any specific mandate entrusted by Council resolution.