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**BY-LAW 567-2019**  
**Regarding the Environment advisory committee**

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Considering the Municipality is governed by the Municipal Code of Québec;

Considering the Municipality's 2018-2023 Action Plan;

Considering a notice of motion was previously given at the Council meeting held on February 13th, 2019;

Considering that the draft agreement was given and presented at the Council meeting held on February 13th, 2019;

Considering a copy of the present by-law was given to Council members at least two (2) legal days before the adoption of the by-law, that all Council members in attendance declare having read the draft by-law and that they renounce to its reading forthwith;

Considering this draft agreement was available for consultation at the Town Hall two (2) legal days before the present meeting, in accordance to Article 445 of the MCQ ;

Considering that copies of the present by-law were made available to the public, for consultation, before the meeting;

CONSEQUENTLY, the municipal council decrees the following:

**CHAPTER 1 : INTERPRETATIVE AND DECLARATORY PROVISIONS**

1. ***Preamble*** - The preamble forms an integral part of the present by-law.
2. ***Goal*** – The goal of this by-law is to create a judicial outline for the setting up of an environment advisory committee and an ecological transition.
3. ***Objective*** – The objective of the by-law is to promote the emergence of ideas, recommendations and initiatives pertaining to the environment.

The committee is accountable to the municipal council who, in the final analysis, decides on the follow-up of the committee's work.

**CHAPTER 2 : DEFINITIONS**

4. ***Interpretation*** – The following definitions apply in order to interpret the present by-law :

Committee : Environment advisory committee;

Council : Municipality's municipal council;

Designated municipal official : An employee from the Urbanism and Environment committee;

Municipality : Municipality of Morin Heights.

### **CHAPTER 3 : ALLOCATIONS**

5. **Mandate and functions** - The committee processes all questions pertaining to the environment, the protection and development of natural environment, sustainable development, adaptation to climate change and ecological transition.

Moreover, the Committee may, at Council's request, provide it with general recommendations pertaining to any matter regarding the environment or ecological transition.

### **CHAPTER 4 : FORMING OF THE COMMITTEE**

6. **Forming** - The Committee is formed of four to seven members who reside on the Municipality's territory, including one municipal councillor and a minimum of three citizens.

### **CHAPTER 5 : NOMINATION AND DURATION OF THE MANDATE**

7. **Method of nomination** – Council names the members of the committee, by resolution.

8. **Duration of the mandate** – The duration of the mandate of the committee members is two years. In order to respect the principle of alternation, the mandate of three of the seven members may be one year.

9. **Renewal** – The mandate of a committee member may be renewed or revoked.

10. **Method of renewal** – This renewal or revocation is made by Council's resolution.

11. **Revocation** – Council may revoke a committee member's mandate if, without valuable motive, one does not take part in three consecutive meetings of the committee.

12. **President of the committee** - The president of the Committee is duly elected by Council's resolution.

The president of the committee exercises this function during his entire mandate.

In the absence of the president, the committee members name a president for the meeting amongst the members in attendance.

13. **Secretary of the committee** – The secretary of the committee is the designated municipal employee.

14. **Resource person** – Council may name a resource-person to the committee to give him the necessary information to undertake the activities. This resource-person is not subject to the committee president or any other member's authority.

The expense must be previously authorized by Council.

### **CHAPTER 6 : HOLDING OF THE MEETINGS**

15. **Delay in holding a meeting** - The Committee must hold a meeting by the latest, on the tenth day following a request received from Council, the Director general, the Director of the Urbanism and Environment committee to the President or committee secretary.

This request must indicate the subject of this meeting.

Should the holding of this meeting be impossible within this timeframe, the President or committee secretary must take the appropriate measures in order for the meeting to be held as soon as possible.

16. **Frequency of the meetings** - The committee must hold a meeting at the request of the President of the committee or of two of its members. The committee must hold at least five meeting per year.

17. **Notice of convening** – Each notice of convening for the holding of a meeting must be forwarded to all members at least two days before the scheduled date on which the meeting will be held.

This notice of convening must be forwarded in writing and be accompanied by the proposed agenda. This can be sent by mail, be delivered, by fax or email.

In the case of an emergency, a meeting can be convened by telephone and the delay between the notice of convening and the holding of the meeting must be of at least 12 hours.

18. **Location of the meetings** – The committee’s meetings will be held at the Town Hall. When required because of circumstances, a committee member’s participation in a meeting can be done by telephone conference call.

19. **Quorum** - Quorum for the holding of a committee meeting is 50 % plus one member. Decisions are taken by the majority of voices of the members in attendance.

20. **Closed-doors** – The committee meetings are held behind closed doors.

However, during a meeting, the committee may hear anyone by invitation in order to obtain information regarding a matter which should be discussed by the committee.

#### **CHAPTER 7 : REPORTS AND MINUTES**

21. **Council’s reports** – The committee’s studies, recommendations and opinions are submitted to Council as a written report. The minutes of the committee meetings may include written reports.

#### **CHAPTER 8 : INTERNAL MANAGEMENT REGULATIONS**

22. **Internal management** - The committee may establish its internal management regulations.

These regulations enter into effect when approved by Council’s resolution.

#### **CHAPTER 9 : CONFLICTS OF INTEREST**

23. **Dealing with conflicts of interest** – A council member cannot vote, participate in, or voice an opinion on discussions regarding a matter which must be dealt with by the committee if they are or are susceptible of having a direct or indirect interest in this matter.

Should a member of the committee have such an interest, he must immediately inform the other committee members and mention must be made in the minutes of the meeting.

## **CHAPTER 10 : INFORMATION CONFIDENTIALITY**

24. **Information confidentiality** - Information which is given to members of the committee either verbally or in writing within the execution of their duties or to any other person taking part in a meeting of the committee can only be communicated to Council by the forwarding of the committee's reports or minutes or during the meetings held with Council during caucus.

A member cannot divulge the nature of discussions or recommendations made within the committee.

As per the *Act respecting access to documents held by public bodies and the protection of personal information* (L.R.Q., chap. A-2), all information given to the committee with regards to the requested information submitted or revealed during the committee's meetings are confidential.

## **CHAPTER 11 : DISMISSAL**

25. **Dismissal** – Council may dismiss any committee member having contravened to the chapter entitled « Conflicts of interest » and « Information confidentiality ».

## **CHAPTER 12 : BUDGET**

26. **Operating budget** – Council may, in such a way and at the moment deemed appropriate, establish a budget for the committee's operations. The committee cannot make expenses without having previously obtained Council's authorization.

The reimbursement of the expenses is made upon presentation of the proof of purchase.

## **CHAPTER 13 : ENTERING INTO EFFECT**

27. **Entering into effect** - The present by-law enters into effect as per the Law.

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Timothy Watchorn

Mayor

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Hugo Lépine

Directeur général -  
Secrétaire-trésorier