

**PROVINCE OF QUEBEC
MRC PONTIAC MUNICIPALITY OF OTTER LAKE
BY-LAW NUMBER 04-05-2013 CONSTITUTING THE ADVISORY PLANNING COMMITTEE**

Considering that it is in the interest of the citizens of the municipality of Otter Lake that Council should have a Committee to effectively help meet its responsibilities in matters of urban planning and land-use planning;

Considering that it is required for the municipal Council to establish an advisory planning committee to make decisions on requests for minor exemptions, plans to site planning and architectural integration, the overall development plan, conditional uses and specific projects of construction, alteration or occupancy of a building and, in accordance with the law on land use planning (LRQ, c.A - 11.9);

Considering that the Municipal Council wants to open this Committee for the participation of citizens;

Considering that the municipal Council has the powers to establish such a Committee under articles 146 to 148 of the land use planning and Development Act (LRQ., c. A - 19.1);

Considering that a notice of motion of this regulation was given at the meeting of the Council held the

Due to these causes it is hereby ordered and ruled and held as follows:

1-TITLE OF THE REGULATION

This regulation carries the title of «By-Law constituting the Planning Advisory Committee»

2-NAME OF THE COMMITTEE

The Committee will be known as the Advisory Committee for urban planning of the Municipality of Otter Lake and designated in the regulation as being the Committee.

3-REPEAL OF PREVIOUS REGULATIONS

All previous regulations to minor derogations from the urban regulations and any provision relating to the power to grant minor derogations contained in an earlier regulation are repealed for any purpose of law.

4- RECOMMENDATION

The Committee is to consider and submit recommendations to the Council on any matter relating to the planning, zoning, subdivision and construction, in accordance with article 146 of the Act on land use planning and development. More specifically, the Committee is to consider and make recommendations on all the documents that the Council submit materials cited in the previous paragraph.

4.1 - Minor exemption

The Committee shall give an opinion on any request for minor derogation pursuant to section 145.7 of the Act on land use planning and development. In addition, any request for minor derogation must be considered according to the formalities and delays provided for in the regulation on the minor derogations.

4.2 - Site planning and architectural integration

The Committee shall give an opinion on any request for permits for land located in an area subject to the provisions included in the regulation for both implementation and architectural integration, in accordance with article 145.15 of the land use planning and Development Act

4.3 -Overall development Plan

The Committee shall give an opinion on any request for approval of an overall development plan, in accordance with article 145.9 of land use planning and Development Act.

4.4 - Conditional use

The Committee shall give an opinion on any request for a regulation on conditional uses, in accordance with article 145.31 of land use planning and Development Act.

4.5 - Specific construction, alteration or occupancy of a building project

The Committee shall formulate an opinion on any application relating to a regulation on specific projects of construction, modification or occupation of a building, in accordance with article 145.36 of land use planning and Development Act.

4.6 - Recommendations on the regulation of urban planning

The Committee is responsible to evaluate the content of the master plan (if applicable) and the urbanism regulations in force in the municipality in relation to the evolution of the needs in the municipality and to propose changes where necessary.

5-INTERNAL WORKINGS OF THE COMMITTEE

The Committee establishes the rules of internal management which are necessary for the performance of its duties pursuant to this regulation and in article 146, 3rd paragraph of the law on land use planning and development.

6- MEETINGS OF THE COMMITTEE

In addition to the meetings planned and convened by the Committee, the municipal Council may also convene the members of the Committee by giving prior written notice. This notice must be given to the members of the Committee at least five days before the day set for the meeting or the recovery of a meeting if it has already been postponed. This notice is served or sent by mail. The notice must include topics and matters that will be discussed.

7-MEMBERS OF THE COMMITTEE

The Committee is composed of seven members selected as follows: two members of the Committee are chosen among the members of Council and four members are chosen from among the residents of the municipality. These people are appointed by resolution of the City Council. The Municipal Inspector will also be a member of the committee, solely as an expert advisor with no voting rights

8- MANDATE

The term of Office of the members of the Committee is no more than two years and it is renewable on resolution of the municipal Council. It will be calculated from their appointment by resolution. In the event of resignation or death of a member, or inability or refusal to perform duties for the duration of his term, the Council may by resolution appoint another person to complete the term of the vacant seat. The quorum of meetings of the Committee is four members, included must be a member of the municipal Council.

9-VERBAL PROCESS

Studies, recommendations and advice of the Committee are submitted to the Council in the form of a written report. The minutes of the meetings of the Committee may be used for all useful purposes and in cases where they are deemed sufficient, written reports.

10 -RESOURCES

The Council may also attach to the Committee people whose services may be necessary to carry out its functions (municipal officials; consultants to follow the work and assist the Committee, etc.).

11. SECRETARY OF THE COMMITTEE

A member of the Committee serves as the Secretary of the Committee. In his absence, another Member of the Committee may act as Secretary of the Committee. It is submitted in relation to the day-to-day business of the Committee, to the authority of the Chairman of the Committee. This person is appointed by a resolution of the municipal Council.

12 BUDGET AND REMUNERATION

The Committee submits each year, in the month of October, its estimates, if applicable. The Council may, by resolution, fix the remuneration of the members of the Committee as well as the amount of money available to the Committee for the performance of its functions.

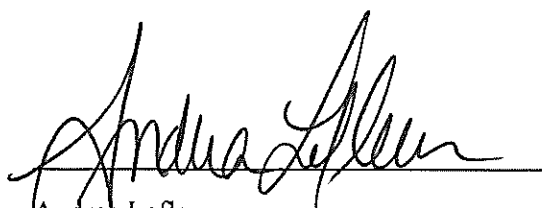
13. ANNUAL REPORT

The Committee submits an annual report to Council.

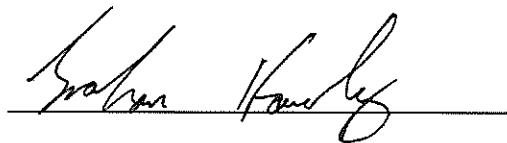
14. By-Law comes into force in accordance with the law.

Notice of Motion:	April 9, 2013
Date adopted:	May 7, 2013
Publication Date:	May 14, 2013
Effective Date:	May 21, 2013

Given at Otter Lake (Quebec)
This 7th day of May 2013.



Andrea Lafleur
Director General



Graham Hawley
Mayor