

By-law 112-95 regarding the forming of a Consultative Urban Renewal Committee

WHEREAS the present by-law rescinds and replaces by-law nos. 063-84, 064-85, 079-87, 096-89 regarding the forming of a Consultative Urban Renewal Committee;

WHEREAS the Municipality of Pontiac adopted its Master Plan on May 29, 1984 and it was sanctioned by the C.R.O. on June 21, 1984;

WHEREAS an Urban Renewal Committee was created by by-law no. 063-84;

WHEREAS a notice of motion was given on March 16, 1992 by councillor Jacques Rainville to modify the by-law;

TO THESE ENDS it was ordered and statued by Council of the Municipality of Pontiac and said Council orders and statues by the present by-law as follows, that is:

ARTICLE 1: **MODIFICATION**

A Consultative Urban Renewal Committee was created by by-law 063-84 and is modified by the present;

ARTICLE 2: **DUTIES**

Upon Council's request, the Consultative Urban Renewal Committee makes studies, prepares reports and/or makes recommendations to Council regarding the Master Plan, zoning, subdivisions, construction and bill-posting.

The Consultative Urban Renewal Committee exercises the administration and application duties conferred to them by the provisions of this by-law as well as duties that Council entrust by resolution.

Council reserve the right to revise recommendations made by the Consultative Urban Renewal Committee.

ARTICLE 3: **MEMBERS OF THE CONSULTATIVE URBAN RENEWAL COMMITTEE**

The Consultative Urban Renewal Committee has eight (8) members chosen as follows:

a minimum of two (2) municipal councillors and six (6) members chosen amongst ratepayers for a maximum total of eight (8) members.

The building inspector is a member of the committee but cannot vote.

The Mayor sits on all the committees.

ARTICLE 4: **TERM OF OFFICE**

The term of office of the members of the said Committee is for two (2) years from the first day of February except for a new member's first term which will be for one (1) year renewable for two (2) years after that. In the event of a resignation the person replacing completes the term.

ARTICLE 5: **QUORUM**

The Committee has quorum when four (4) voting members are present.

ARTICLE 6: **REGULAR MEETINGS**

Regular meetings of the Committee must be held once (1) a month, on the day chosen by resolution except for the months of January and December of each year or unless the Committee decides otherwise when necessary. All Committee meetings are public.

ARTICLE 7: **SPECIAL MEETINGS**

Council or three (3) Committee members can convene special Committee meetings; at these special meetings only matters specified in the notice of meeting can be taken into consideration except if all Committee members are present and consent.

ARTICLE 8: **NOMINATION OF A PRESIDENT**

The Committee president must be named amongst the members of the Committee and the nomination must be ratified by Council.

ARTICLE 9: **MANAGEMENT**

At the first Committee meeting following their nomination, members establish management procedures:

- they must elect a vice-president. The president and the vice-president remain in office during the members term of office or until they are replaced by members of the Committee in the case of the vice-president and by Council in the case of the president;
- the president keeps his right to vote but does not have to vote. In the event of equal votes, the negative wins.
- he may create any other duty he judges necessary;
- the president, or in his absence or in the event of the latter's incapacity to act, the vice-president conducts the Committee meetings;
- in the event of the president and the vice-president's incapacity to act, Committee members choose someone amongst themselves to preside the meeting;

The Committee may proceed when necessary to the forming of a district committee of at least three (3) and no more than five (5) residents in the district where at least one (1) member sits on the Consultative Urban Renewal Committee.

ARTICLE 10: **COMMITTEE SECRETARY**

- Council has created for the said Consultative Urban Renewal Committee the post of secretary who will be named by Council resolution;
- The secretary for the Consultative Urban Renewal Committee must call the Committee meetings, prepare the agendas, write the minutes and send the correspondence;

ARTICLE 11: **RESIGNATIONS AND HOLIDAYS**

The mandate of a member of the Consultative Urban Renewal Committee ends if he has not attended three (3) consecutive Committee meetings; the delay begins on the first meeting he should have legally attended.

In the event of holidays, resignations or death of a member, Council proceeds to the nomination of a new member for the duration of the term of the member replaced.

ARTICLE 12: **BUDGET**

Council can vote and dispose of money necessary to the Consultative Urban Renewal Committee to accomplish its duties:

- All members will be reimbursed expenses duly authorized in the exercise of their duties.

ARTICLE 13: **ARCHIVES**

A copy of rules adopted by the Committee, of minutes of the said Committee meetings as well as all documents submitted to them must be given to the secretary-treasurer of the municipality to be presented to Council and be part of the municipal archives if they have received Council's approval.

ARTICLE 14: **DUTIES OF THE CONSULTATIVE URBAN RENEWAL COMMITTEE**

Other than the duties specifically conferred to them by other provisions of the present by-law, the Consultative Urban Renewal Committee must:

- upon Council's request, participate in the elaboration of the municipality's town-planning policy;
- upon Council's request, take into consideration all written requests of modification to the urban renewal by-law and report to them;
- upon Council or the building inspector's request, make recommendations on questions of interpretation or application of the urban renewal by-law and on all other specific requests;
- hear all appeals against any decision or instruction given by the building inspector deriving from provisions in the present by-law and prepare recommendations for Council;
- study proposed subdivision plan, suggest necessary modifications and report to Council in conformity with the present by-law.

ARTICLE 15: **POWERS OF THE CONSULTATIVE URBAN RENEWAL COMMITTEE**

Besides the powers specifically conferred to them, the Consultative Urban Renewal Committee can:

- establish enquiry committees composed of its members and with the authorization by

Council resolution any other person he judges necessary;

- with council's authorization, approved by resolution, consult a town planner or any other expert;
- consult any municipal employee and, with the council's authorization approved by resolution, request from an employee all reports or study it judges necessary.

ARTICLE 16: **BUILDING INSPECTOR**

It is the building inspector's responsibility to administer and apply this by-law unless another municipality employee is specifically designated to these ends by Council by a resolution adopted at a public or special meeting.

The building inspector's duties are enumerated in the present by-law. His nomination and his salary are set by a Council resolution.

Council may name a municipal employee to help the inspector and replace him when he is absent or unable to act. However, only the building inspector can issue a permit. In his absence, Council can confer this duty to another municipal officer.

ARTICLE 17: **BUILDING INSPECTOR'S DUTIES**

The building inspector must:

- a) administer and apply all parts of this by-law;
- b) supervise and control the planning of roads, the subdivision and use of the land, landscaping and the urban design in general;
- c) supervise and control constructions use of buildings and use of the land;
- d) refer, if it applies, all questions of interpretation or application of the urban renewal by-law to the Consultative Urban Renewal Committee;
- e) keep files related to:
 - . all requests related to the execution of this by-law;
 - . all inspections and tests;
 - . all permits and orders issued;
- f) maintain copies of all documents related to the administration of the present by-law. These documents will be part of the public files and municipal archives.

ARTICLE 18: **BUILDING INSPECTOR'S POWERS**

The building inspector can:

- A) at any reasonable hour, visit any building or lot to administer

or apply the present by-law. Homeowners or occupants must let him visit and supply all information necessary to his job.

- B) Upon reserve of provisions of the present by-law as to the necessity to give notice, deliver or have delivered to any homeowner, occupant or other persons having the care of the premises or being there a notice prescribing the correction of a condition when he judges this condition constitutes a violation of the present by-law.
- C) Order any homeowner, occupant or any other person having the care of the premises to suspend all occupation or work in a building when the use or work done violates the present by-law or when the building is judged dangerous.
- D) Order that tests be made on material, devices, construction methods, structural and functional construction elements or on the condition of the foundation; or demand that sufficient proof be given by virtue of the provisions of the present by-law, at the owner's cost, if it is necessary to prove that materials, devices, the construction or the condition of the foundations or other elements are in conformity with the provisions of the present by-law.
- E) Stop the work or refuse to issue a certificate of occupation, when the results of tests mentioned in paragraph "D" are not satisfactory.
- F) Recommend to Council that all new buildings which contravene with the present by-law be removed.
- G) Issue all permits decreed in chapter 3 for work in conformity with the present by-law and refuse all permits for the work not in conformity with the present by-law.

ARTICLE 19: The present by-law will become in force the day of its publication according to the law.

ADOPTED on April 21, 1992

MAYOR

SECRETARY-TREASURER