Municipalité de | Municipality of
Pontiac

ADMINISTRATIVE COMPILATION
BYLAW 07-26

BYLAW 07-26 REPLACING BYLAW 07-24 CONCERNING THE OPERATION OF THE PLANNING ADVISORY COMMITTEE (PAC)

Adopted by the Municipal Council on November 10, 2026
Entry into force on November 12, 2026

Name and/or number of bylaw, politic, resolution	Date of Council's approval	Coming into force	Status
07-24	March 12, 2024	March 14, 2024	Repealed
10-22	September 13, 2022	September 15, 2022	Repealed
06-18	October 9, 2018	October 15, 2018	Repealed
115-92	April 21, 1992	April 21, 1992	Repealed

PL JM

PREFACE

The reader is hereby advised that any errors or omissions that may be identified in the text below do not affect the enforceability of the regulations and amendments referred to therein, as sanctioned in their original version.

RL JM

CANADA
PROVINCE OF QUEBEC
MUNICIPALITY OF PONTIAC

BYLAW 07-26 REPLACING BYLAW 07-24 CONCERNING THE OPERATION OF THE PLANNING ADVISORY COMMITTEE (PAC)

REGULAR meeting of the Council of the Municipality of Pontiac, held on November 10, 2026, at 7:30 p.m., at the Luskville Community Centre, at which meeting were present:

The Mayor, Mr. Roger Larose

The Council Members:

Jean Côté
Scott McDonald
Garry Dagenais
Serge Laforest
Chantal Allen
Dr. Jean Amyotte

All Council members and being a quorum.

WHEREAS the Municipality of Pontiac is authorized to amend its urban planning bylaws;

WHEREAS under sections 146, 147 and 148 of the "Act respecting land use, planning and development" (R.S.Q., c. A-19.a), the municipal council may form an Urban Planning Advisory Committee;

WHEREAS a notice of motion for the present bylaw was given at the meeting of September 8, 2026;

WHEREAS, following the adoption of this bylaw, Council wishes to issue a public notice to add members to the Planning Advisory Committee;

THEREFORE, it is moved by Councillor Dr. Jean Amyotte and seconded by Councillor Jean Côté.

AND RESOLVED THAT Council decrees and adopts the following:

SECTION 1 The present bylaw is entitled « Bylaw 07-26 replacing bylaw 07-24 concerning the operation of the Planning Advisory Committee (PAC) ».

SECTION 2 The preamble is an integral part of the present bylaw as if it were reproduced in its entirety.

SECTION 3 The committee will be known as the « Planning Advisory Committee (PAC) » and designated in the present bylaw as the « committee ».

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SECTION 4 COMMITTEE'S MANDATE

The present bylaw gives the committee powers to study and recommend in matters of urban planning, zoning, subdivision and construction. These powers of study and recommendation pertain to:

- Minor variances to urban planning bylaws;
- Comprehensive development plans;
- Site Planning and Architectural Integration Plans (PIIA);
- Conditional uses;
- Specific construction, alteration or occupancy proposal for an immovable (SCAOPI).

Notwithstanding this enumeration, these powers of study and recommending can also pertain to any other subject provided by the Land Use Planning and Development Act and on any other subject pertaining to urban planning, zoning, subdivision and construction, submitted by the Municipal Council through the Urban Planning Department.

The Committee will act as a local heritage council in the citation of heritage assets under the Cultural Heritage Act (LRQ section P-9.002).

SECTION 5 COMPOSITION OF THE COMMITTEE

- The Committee is composed of five (5) members chosen among citizens residing on the territory of the Municipality of Pontiac;
- The committee is composed of two (2) members of the Municipal Council;
- The quorum of the Committee is formed by a minimum of three members;
- The Mayor is automatically a member of the Committee;
- The Director of the Urban Planning Department and the person in charge of the permits and requests are automatically members of the Committee but are not entitled to vote; he assumes the responsibility of the Committee's secretary.

The Municipal Council may also appoint other individuals to the Committee, upon request of the Committee or the Council, by resolution, whose services may be necessary to fulfill its duties. These individuals may attend the Committee's meetings or participate in the deliberations; however, these individuals do not have the right to vote.

SECTION 6 DURATION OF THE MANDATE

The duration of the first mandate of members chosen from among citizens is set at two (2) years from their date of appointment by resolution.

The term of the members must be renewed at the end of the mandate by resolution of the council.

The mandate of a Council member ends when he ceases to be a member or when the Council decides to review his tasks.

The Council has the right to revoke the mandate of a member or of a resource person acting for the committee, anytime, by resolution.

SECTION 7 MEMBER TRAINING OBLIGATIONS

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An appointed member must, within six (6) months of the date of confirmation of the mandate by municipal resolution, submit his or her training certificate in accordance with provincial obligations (e.g. obligation under PL 16).

SECTION 8 CHAIRMAN OF THE COMMITTEE

The Chairman of the Committee leads the meetings. As such, he notes that there is a quorum. He is consulted in the drafting of the agenda, sees to the adoption of the meeting's agenda, sees to it that the items on the agenda are discussed, and generally, sees to the smooth running, order and the maintenance of the decorum of the meeting.

In case of the Chairman's absence, the committee chooses one of its members to preside the meeting.

The Chairman of the Committee is recommended by the members of the Committee. He is then appointed by resolution of the Municipal Council. He is subject to the same regulation as that enacted in section 6 regarding the term of his mandate.

SECTION 9 SECRETARY OF THE COMMITTEE

The secretary of the Committee prepares the agenda and the minutes of the Committee's meeting. He calls the members to the Committee's meeting and transmits the documentation related to the items to be studied and recommended during the meeting.

SECTION 10 RULES OF INTERNAL MANAGEMENT

The committee establishes the rules of internal management which are necessary for the performance of its duties in accordance with the present bylaw and with section 146, 3rd paragraph of the Act respecting land use, planning and development.

SECTION 11 NOTICE OF MEETINGS

The Committee's secretary convenes PAC meetings no later than the Friday before the meeting, with supporting documents sent to members.

Members are convened by electronic mail to the e-mail address indicated in the list of members. In addition to the meetings scheduled and convened by the committee, the Municipal Council may also convene Committee members by giving written notice by mail or e-mail, following the usual procedure.

SECTION 12 RECOMMENDATION AND OPINION

Following the study of a file by the committee, the members proceed with the vote. The Chairman has the right to vote but is not required to do so. When the votes are equal, the decision is up to the Municipal Council.

The Committee's studies, recommendations and advice are submitted to the Municipal Council in the form of recommendations. The Committee's recommendations are then submitted to the Municipal Council for consideration and adoption.

SECTION 13 HEARING OF THE APPLICANT

Following a refusal or deferral of the file by the Committee, and by the Municipal Council, the applicant or the person in charge of the file may ask to be heard during a meeting. The Committee is under no obligation to accept the request for a hearing. If the committee considers it appropriate to hear the applicant or the person in charge of the file, the Committee will render its recommendation behind closed doors.

SECTION 14 FUNDS AND ALLOWANCE TO THE MEMBERS

The Municipal Council may vote and provide the committee with the amount of money that is needed to perform its duties. It may also give to the members of the Committee an « attendance fee» and reimburse the expenses incurred during the performance of their duties. The Council may, during the preparation of the budget, provide funds for the training of Committee members.

SECTION 15 DUTIES TOWARDS THE POPULATION

The member of the Committee must carry out his duties in the public interest and must take all necessary measures to promote the public interest.

The member must carry out his duties faithfully in compliance with the applicable laws and bylaws.

The member must pay special attention to each file that is submitted to the Committee in order to assess it correctly taking into account its advantages, its disadvantages and its impacts on the entire community.

The member must subscribe and adhere to a healthy municipal administration.

The member must fulfill his duties and responsibilities with integrity, dignity and impartiality.

The member must refrain from any activity that is incompatible with his duties, avoid any conflict of interest and prevent any situation susceptible to cast a doubt on his objectivity or his impartiality.

Any member of the Committee must obtain the authorization from the members of the Committee and from the owner or occupant of a building before conducting a visit of a property or building. It is the secretary's duties to contact the owner or the occupant, to inform him of a visit.

SECTION 16 DUTIES TOWARDS THE MUNICIPALITY

The member shall not damage the reputation of the Committee and of the Municipal Council.

The member must demonstrate his availability and due diligence and ensure full collaboration when carrying out his mandates.

The member must show respect and courtesy in his dealings with other members, municipal employees and members of the Municipal Council.

The member must try to establish a trusting relation with the other members or with the resource people.

The member must follow the legal and administrative rules governing the decision-making process

RL JM

SECTION 17 CONFIDENTIALITY OF INFORMATION

Under the Act respecting Access to documents held by public bodies and the protection of personal information (L.R.Q., Chap., A-2), any information given to the Committee regarding applications that were submitted or revealed during a meeting, is confidential.

As part of his work, each member of the Committee is required to respect the confidentiality of the information he receives and to exercise caution with respect to the privacy of others.

SECTION 18 CONFLICT OF INTERESTS

A member of the Committee having an interest in a file or a question that is submitted to the Committee must declare the nature of his interest, withdraw himself from the meeting and refrain from voting on any proposed resolution during the meeting, until the Committee has ruled on the said file or question.

The secretary of the Committee must write the declaration of interest in the minutes of the meeting and indicate that the member left the meeting for the duration of the discussion on the said file or question.

SECTION 19 TRANSITORY PROVISIONS

The member of the Planning Advisory Committee constituted under a previous bylaw and abrogated by the present bylaw becomes a member of the Planning Advisory Committee under the present bylaw, as if he was appointed by resolution, in accordance with sections 5 and 6 of this bylaw.

SECTION 20 ADMINISTRATIVE PROVISION

The masculine and the singular are used in the present bylaw without discrimination and include the feminine and the plural in order to avoid a lengthy text.

SECTION 21 ABROGATION

The present bylaw repeals and replaces bylaw 07-24.

The bylaw will come into force in accordance with the Law.

GIVEN AT PONTIAC, this 12th day of November in the year *two thousand twenty-six.*

Jocelyne Moskaluk
Assistant Director General

M. Roger Larose
Mayor

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Notice of motion :	September 8, 2026
Tabling of the draft bylaw	October 13, 2026
Adoption of the bylaw :	November 10, 2026
Resolution:	26-11-6049
Date of publication	
And coming into force :	November 12, 2026

JM