



VILLE DE / TOWN OF

**BARKMERE**

**TOWN OF BARKMERE**

**BYLAW TO CONSTITUTE THE CONSULTATIVE  
COMMITTEE ON URBANISM N° 205**

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13 June, 2009



PROVINCE OF QUEBEC  
TOWN OF BARKMERE

BYLAW N° 205

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BYLAW TO CONSTITUTE THE  
CONSULTATIVE COMMITTEE ON  
URBANISME

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NOTICE OF MOTION:           9 MAY 2009  
ADOPTION:                   13 JUNE 2009  
ENTRY INTO FORCE:

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**Modifications to the Bylaw**

| Bylaw Number | Entry into Force |
|--------------|------------------|
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The municipal council of the Town of Barkmere decrees the following:





VILLE DE / TOWN OF

**BARKMERE**

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**BYLAW TO CONSTITUTE THE CONSULTATIVE  
COMMITTEE ON URBANISM N° 205**

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**TOWN OF BARKMERE**

**BYLAW TO CONSTITUTE THE CONSULTATIVE  
COMMITTEE ON URBANISM N° 205**

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**CHAPTER 1 :**

**Declaratory and Interpretive Provisions**



Chapter 1  
Declaratory and Interpretive Provisions

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## Section 1.1 : Declaratory Provisions

### 1.1.1 : Title of the bylaw

This bylaw is titled "*Bylaw to Constitute the Consultative Committee on Urbanism*" and is numbered 205.

### 1.1.2 : Abrogation

This bylaw abrogates bylaw number 144, titled "*Bylaw concerning the Establishment of a Consultative Committee on Urbanism*", as altered by all its amendments, as well as any provision irreconcilable with another bylaw in force;

### 1.1.3 : Scope

The current bylaw has for objective to constitute the Consultative Committee on Urbanism for the Town of Barkmere. It prescribes the responsibilities, the composition and the functionality rules for the Consultative Committee on Urbanism.

### 1.1.4 : Adoption part by part

The Municipal Council of the Town of Barkmere declares that it adopts the current bylaw chapter by chapter, section by section and article by article, paragraph by paragraph in such a way so that any part of the current bylaw was declared null and without effect by a court, the decision will have no effect on any other of the parts of the bylaw except in the case where the sense and scope of the bylaw or of one or the other of its provisions was found to be altered or amended.

Chapter 1  
Declaratory and Interpretive Provisions

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## Section 1.2 : Interpretive Provisions

### 1.2.1 : Interpretation of the Provisions

1. Unless the context indicates a different meaning, it is agreed that:
  - a) the singular includes the plural, and vice versa;
  - b) the masculine includes the feminine, and vice versa;
  - c) the use of the word "MUST" implies an absolute obligation;
  - d) the use of the word "MAY" preserves an optional meaning;
  - e) the word "ANYONE" includes any physical person or corporate entity.
2. The table of contents and the titles of chapters, sections and articles in this bylaw are provided to enhance understanding of the text. In case of contradiction between the text and the title(s) concerned or the table of contents, the text prevails;
3. The dimensions, areas and other measurements set out in the bylaw are expressed in units under the international system with the imperial value following in parenthesis.

### 1.2.2 : Numbering

The form of numbering used in this bylaw is as follows (when the text of an article is not numbered in relation to a paragraph or subparagraph, it is a sub clause):

- 1. Chapter
- 1.1 Section
- 1.1.1 Article
  1. Paragraph
  - a) Subparagraph

### 1.2.3 : Name of the Committee

The Consultative Committee on Urbanism is referred to by the term « Committee » in the current bylaw.

### 1.2.4 : Terminology

Unless there is a specific mention to the contrary, or unless the context indicates a different meaning, the expressions, terms and words have the meaning and scope attributed to them by the *Bylaw on Permits and Certificates*.



VILLE DE / TOWN OF

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**VILLE DE BARKMERE**

**BYLAW TO CONSTITUTE THE CONSULTATIVE  
COMMITTEE ON URBANISM N° 205**

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**CHAPTER 2 :**

**Responsibilities, Composition and Functioning of the Committee**



**CHAPTER 2 :**  
**Responsibilities, Composition and Functioning of the Committee**

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**Section 2.1 : Studies and Recommendations**

**2.1.1 : General Provisions**

The Committee has the power to study and to recommend in any matter of Urbanism, of Zoning, of Subdivision and of Construction. In a specific way the Committee has the following functions:

1. To study and submit to the Municipal council recommendations on all request that is submitted to it conforming to Chapitre IV of the *Loi sur l'aménagement et l'urbanisme* (L.R.Q., c. A-19.1) ;
2. To study and to submit to the Municipal Council, at its request, the recommendations on any drafts of Urbanism bylaws including any proposed amendments to these bylaws.
3. To study and submit to the Municipal Council, at its request, recommendations on the Urban Plan, including any proposed amendments to the Urban Plan.
4. To study and submit to the Municipal Council the recommendations on all questions that were submitted to the Committee other than by the Municipal Council or that the Committee has raised by its proper initiative.

**2.1.2 : Sub-Committees**

The Municipal Council may ask the Committee may form a study sub-committee so as to study all questions other than those requests that are submitted to them in conformity to Chapter IV of the *Loi sur l'aménagement et l'urbanisme* (L.R.Q., c. A-19.1).

The Municipal Council will designate which members of the Committee will be members of the sub-committee and if required, any other professional resource to assist the sub-committee. The study sub-committee must submit the results of the study to the Committee and to the Municipal Council in the form of a report.

**2.1.3 : Recommendations**

The recommendations of the Committee will be submitted to the Municipal Council in the form of resolutions of the Committee.

**2.1.4 : Minutes and Written Reports**

Minutes of Committee meetings must be written up and kept in the Town files.

The Municipal Council may ask the Committee to produce a written report on any question identified by articles 2.1.1 and 2.1.2 of the current bylaw.

**CHAPTER 2 :  
Responsibilities, Composition and Functioning of the Committee**

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**Section 2.2 : Assistance for Committee Functions**

**2.2.1 : Municipal Employees**

The designated officer assists in the meetings of the committee. The designated officer or any other municipal employees have the right to speak at any meetings of the Committee, but are not members of the Committee and do not have the right to vote.

**2.2.2 : Committee Secretary**

The designated officer works under the title of Secretary of the Committee. The responsibilities of the secretary are:

1. Establishment of a calendar of Committee meetings.
2. Prepare the minutes of Committee meetings
3. Convene the Committee meetings;
4. Send to the members of the Committee the plans and documents necessary for the study of dossiers and requests ;
5. Write the reports and the minutes of the Committee;
6. Ensure that when required all signatures are obtained on any report and minutes of the Committee;
7. Send to the Municipal Council any recommendations of the Committee;
8. Send all other correspondence to the members of the Committee.

**2.2.3 : Professional Resources**

The Committee may appoint, on the authorization of the Municipal Council, any professional resource to assist and council the Committee in the study of a request if it judges this necessary. These professional resources will have the right to speak, but are not considered members of the Committee and will not have any voice.

**CHAPTER 2 :**  
**Responsibilities, Composition and Functioning of the Committee**

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**Section 2.3 : Composition of the Committee**

**2.3.1 : Number of Members**

The Committee is composed of nine (9) members named, by resolution, by the Municipal Council and are:

1. The Mayor of the Town;
2. Two (2) members of the Municipal council ;
3. Six (6) residents of the territory of the Town of Barkmere

**2.3.2 : Term of Office**

The duration of the Term of Office of a member of the Committee is set at two (2) years starting from the date of the resolution of the Municipal Council. The Term of Office of members may be renewed by resolution of the Municipal Council for a minimum period of one (1) year.

**2.3.3 : Replacement of a Member**

The Municipal Council may replace a member of the Committee in the case of death, of resignation, of incapacity or inability to accomplish the required functions or in the case of three (3) successive absences without a valid reason and without having informed the secretary of the Committee prior to the meeting. The loss of the quality of residency also brings about the inability to be a member of the Committee.

The Municipal Council can at any time revoke the mandate of a member of the committee.

In any case, the Municipal Council must name, by resolution, another person for the duration of the Term of Office of the vacant seat on the Committee.

When a member of the Committee is named to the Municipal Council, the member ceases to be a member of the Committee.

**2.3.4 : Remuneration of Members**

Members of the Committee do not receive any remuneration. However the members can receive an allowance by the Municipal Council.

The present article will not apply to members of the Committee who are members of the Municipal Council.

**CHAPTER 2 :  
Responsibilities, Composition and Functioning of the Committee**

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**Section 2.4 : Functioning of the Committee**

**2.4.1 : Quorum**

A quorum, of members present or able to hold a meeting of the Committee is set at five (5) members. At all times, the quorum must be composed of a majority of resident members (for example, four (4) resident members and one (1) members of the Municipal Council)

If the quorum is not achieved in the first thirty (30) minutes of the start of the meeting, the meeting is declared annulled. When such a default is called, the secretary of the Committee must convene another meeting.

Given the departure of one of the Committee members during a meeting would cause a loss of quorum or that a member has declared a conflict of interest for one of the requests, the remaining members must adjourn the meeting. The secretary of the Committee must convene the members to resume the interrupted work at a later date.

**2.4.2 : The presence of members by telephone or video-conference.**

A member may assist in the works of the Committee at a distance and be a voting member when the assembly of members present at a meeting of the Committee is in agreement, by vote, with the situation.

A member sitting at a distance must remain present, by telephone, video-conference or other similar telecommunication systems, during the total length of the meeting of the committee or during the complete presentation of a request, the deliberation of the members and the vote pertaining to the request. If the member withdraws after the study of the request and if such a withdrawal constitutes the withdrawal of a quorum, the provisions of the third (3<sup>rd</sup>) paragraph of Article 2.4.1 will apply.

At all time, the majority of the members attending a meeting must be physically present for the meeting of the Committee.

**2.4.3 : Declaration of Conflict of Interest**

A member must abstain from all activity incompatible with their functions, avoid all conflict of interest and identify all situations where ones objectivity or impartiality are susceptible of being considered in doubt.

A member must declare all conflicts of interest in any request submitted to the Committee. During the study of such a request the member having an interest must retire and not participate in the exchanges and to the recommendations of the committee on the subject of the request. The declaration of interest and retirement of the member must be recorded in the minutes of the Committee meeting by the secretary.

A member is presumed to have an interest and must retire in on or the other of the following cases:

1. A member has received a mandate from the applicant relative to the request of the submitted project;
2. A member has a personal, monetary or professional interest in the outcome of the request being approved or refused, or the project is approved or rejected;
3. The applicant, at the time of a request, has recourse to the professional services of a member relative to other projects.

**CHAPTER 2 :  
Responsibilities, Composition and Functioning of the Committee**

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4. A member is member of a family involved in the request directly or indirectly by their spouse (parent, child, sibling, uncle, aunt, etc.)
5. A member is himself an applicant or a member employed by an organization or a company that is making the request.

**2.4.4 : President of the Committee**

The members choose from among them a President with the majority of the members of the Committee. The mandate of the president is for the duration of two (2) years or until the end of their mandate as a member of the Committee. The mandate of President may be renewed.

**2.4.5 : Vice President of the Committee**

The members choose from among them a Vice President with the majority of the members of the Committee. The mandate of the Vice President is a duration of two (2) years or until the end of their mandate as a member of the Committee. The mandate of Vice President may be renewed.

In the absence of the President from a meeting of the Committee, the Vice president assumes the presidency of the Committee during that meeting.

**2.4.6 : Members Vote**

The recommendations of the Committee are adopted with the majority of the members present. In the case of the vote being equal on a recommendation, this recommendation is considered to be rejected.

Each member present has a right to vote and is required to exercise that vote with respect to each request that has been submitted to the Committee except in the case of conflict of interest. Only the President can abstain from voting. The President does not have a tie-breaking vote in the case of equality of a vote.

**2.4.7 : Confidentiality of Requests**

All members of the Committee and those persons assisting in the work done by the Committee must maintain the confidentiality of the information, documents and discussions that form part of the meeting.

All members of the Committee and those persons assisting in the work done by the Committee must maintain the confidentiality of the information and documents given to the Committee for study.

All members of the Committee and those persons assisting in the work done by the Committee cannot use any data, information or intelligence that are brought to their notice to their advantage or to the advantage of a third party.

**2.4.8 : Presence of Applicant**

The Committee can request the presence of any applicant during a meeting of the Committee. However, the applicant is not required to be present at the meeting of the Committee.

When the applicant is present during the Committee meeting, the applicant must retire at the beginning of the Committee deliberations and recommendations with respect to the request.

**CHAPTER 2 :  
Responsibilities, Composition and Functioning of the Committee**

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**2.4.9 : Convocation of Meetings**

The meetings of the Committee are called when required. A notice of meeting must be sent to the members at least three (3) days before meeting date or the continuation of Committee work when a meeting has had to be adjourned.

**2.4.10 : Meeting Order**

The general rules relating to the holding of a meeting are the following:

1. The meetings of the Committee are presided over by the President of the Committee or in the absence of the President, by the Vice President of the Committee.
2. In the absence of the President or the Vice President of the Committee the meeting of the Committee cannot take place. In this case, the secretary must convene another meeting at a later date.
3. The Committee meetings are closed.
4. The members of the Committee may make ask that the employees of the Municipality and of other professional resources retire so that closed discussions may be held.
5. In addition to the requests outlined on the meeting agenda, a new request may be added to the agenda with the approval of the majority of the members present.
6. At the end of the discussions, the Committee may make a favourable or unfavourable recommendation to a request. This recommendation must include comments from the Committee. In the case of an unfavourable recommendation the justifications for such a recommendation must be included.
7. All members of the Committee may adjourn a meeting and put off the recommendations with respect to a request to a later meeting.
8. The minutes of a meeting must be adopted by the members who are present at that meeting, at a subsequent meeting. Once the minutes are adopted the President and the secretary must sign the minutes.

**2.4.11 : Committee Expenses**

The Municipal council can put at the disposition of the Committee a sum of money that it needs to accomplish its functions.

**2.4.12 : Internal Rules**

The Committee may establish internal rules necessary to its functioning in a manner conforming to the current bylaw and to the *Loi sur l'aménagement et l'urbanisme* (L.R.Q., c. A-19.1).



VILLE DE / TOWN OF

**BARKMERE**

**TOWN OF BARKMERE**

**BYLAW TO CONSTITUTE THE CONSULTATIVE  
COMMITTEE ON URBANISM N° X**

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**CHAPTER 3 :**

**Final Provisions**



CHAPTER 3  
Final Provisions

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**Section 3.1 : Final Dispositions**

**3.1.1 : Entry Into Force**

This bylaw shall take effect in compliance with the law

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**Mayor**

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**Director General**



**PROVINCE OF QUEBEC  
LAURENTIDES R.C.M.  
TOWN OF BARKMERE**

**Bylaw number 207 concerning thte imposition of a municipal tax  
for the 9-1-1-service**

**Resolution no. 09-83** Councillor Susan de Schulthess moved, Councillor Michel Léger seconded, and it was unanimously resolved by those present;

**GIVEN THAT** municipalities must adopt a new bylaw whose aim is to establish a municipal tax for 9-1-1 service;

**GIVEN THAT** the bylaw must be transmitted for approval by the Ministère des Affaires municipales, des Régions et de l'Occupation du territoire, by September 30 2009;

**GIVEN THAT** a notice of motion was given at the regular meeting on August 8, 2009;

**ACCORDINGLY,** it is hereby ordered and ruled that a new bylaw be established for the imposition of a municipal tax to finance the finance 9-1-1 service.

**The municipal council of the Town of Barkmere decrees as follows:**

1. For the purposes of this bylaw:

1° «customer» refers to a person who subscribes to a telephone service for a purpose other than to make new provisions as a supplier of telecommunication services;

2 ° «telephone service» refers to a telecommunication service that meets the following conditions:

a) 9-1-1 can be dialled to reach, directly or indirectly, a 9-1-1 center offering services in Quebec;

b) It is provided on the territory of the local municipality by a telecommunications services supplier.

When a supplier of telecommunication services maintains one of its telephone services for its own use, it is deemed, for the service, as a customer referred to in paragraph 1 of article no. 1.



For the purposes of subparagraph b of paragraph 2 of article no.1, the telecommunication service is considered to be provided on the territory of the municipality where the local phone number assigned to the customer for using the service includes a Quebec area.

2. As of December 1 2009 is imposed, on the provision of telephone service, a fee in the amount for each service call, of \$ 0.40 per month per telephone number or, in the case of a service other than multi - a Centrex service, per access line.

3. The customer must pay the tax for each month for which it receives at any time a telephone service.

4. This bylaw comes into force on the date of publication of a notice to that effect that the Minister of Municipal Affairs, Regions and Land Occupancy shall publish in the *Gazette officielle du Québec*.

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Charles Huot, mayor

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Robert Mearns, secretary treasurer

**Notice of motion:**

**Adoption:**

**Entry into force:**



**PROVINCE DE QUÉBEC  
MRC DES LAURENTIDES  
TOWN OF BARKMERE**

**Bylaw number 208 for general and special taxes for roads, fiscal year 2010**

Resolution (09-106): Councillor Jean Dubois moved, Councillor Stephen Lloyd seconded and it unanimously resolved by all present.

On the evaluation roll (2010-2011-2012) revised and coming into force January 1 2010, deposited by the MRC des Laurentides on September 14 2009, the taxable evaluations for the Town of Barkmere were established as follows:

- the general taxable evaluation is 80 180 200\$
- for the Duncan Road basin the taxable evaluation is 14 742 900\$
- for the Jésuites Road basin the taxable evaluation is 2 123 900

**BYLAW 208**

**Resolution (9-106):** Councillor Jake Chadwick moved, councillor Jean Dubois seconded and it was unanimously resolved by all present,

**THAT** following notice of motion previously given, it is hereby ordained that bylaw number 208 entitled "Bylaw to establish the general tax rate, to cover the operating deficit of 2009 and assessments for Duncan and des Jésuites roads for the year 2010" is adopted:

1. For the fiscal year 2010 the mil rate for general tax is \$0.52 per \$ 100 of evaluation and is assessed on all taxable immoveables on the 2010 evaluation roll.
2. Exempt properties have a mil rate of \$0.52 per \$ 100 of evaluation for general tax. This rate is assessed on land evaluation only as stated in the law governing taxable evaluation.
3. The mil rate for Duncan Road basin is \$ 0.12 per \$ 100 of evaluation and is assessed on all taxable immoveables in the Duncan Road basin.
4. The mil rate for Jésuites Road basin is \$ 0.12 per \$ 100 of evaluation and is assessed on all taxable immoveables in the Jésuites Road basin.
5. For the fiscal year 2010 the rate for the general tax is \$ 0.05 per \$ 100 of evaluation and is assessed on all taxable immoveables on the 2010 evaluation roll.
6. The above taxes will carry an interest rate of 15% per year calculated after their due date.
7. If the amount of tax payable is less than \$300 it is payable in a single installment which is due March 1 2010.



8. If the amount of tax payable is greater than or equal \$300 it is payable in two equal installments. The first payment is due March 1 2010 and the second payment is due July 1 2010.

Approved:

Certified:

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Luc Trepannier, mayor

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Robert Mearns, secretary-treasurer