



Municipalité du Village de
Municipality of the Village of

North Hatley

The Municipal Committees

JANUARY 2022

This document has been prepared for the use of Municipal Council members. It is intended to provide a brief presentation of the areas of activity of the municipality and the various committees. The information contained in this document is not exhaustive, with particular reference to the legislative texts that govern the activities and certain committees of the Municipality. Any interpretation of this document should be made with caution.

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1. Municipalities

The local municipality, the decision-making level closest to the population, has been given certain powers by the legislator; over the years, certain powers that give it political and administrative autonomy. It is administered by a municipal council.

Since their creation, municipalities have come to play an expanded role. They contribute to the establishment and maintenance of living environments adapted to the needs of citizens. Municipalities also promote the development of conditions conducive to economic activity on their territory and throughout their region to which they belong.

Not all local municipalities have the same designation; the term refers to a city, a town, a municipality, a community, a parish, a township or a united township.

2. Municipal Responsibilities

The municipality has responsibilities in the areas of development and urban planning, housing, roads, community and cultural development, recreation, urban transit, sewage public transit, wastewater treatment, etc. The nature, extent and exercise of the municipality's responsibilities vary according to the values, needs and means of the municipality.

In what way are the responsibilities of the municipality important to the living environment of a community? Without being exhaustive, here are some answers:

- The responsibility for the local road system allows the municipality to, among other things; regulate traffic on public roads and other activities on streets, sidewalks and public squares;
- The responsibility for planning and zoning allows the municipality to, among other things; control the residential, commercial or institutional use of land and buildings on the territory. The municipality exercises this control according to environmental, functional, aesthetic or socio-economic criteria, the which will influence the quality of life of its population;
- The responsibility for housing and social housing allows the municipality to build social housing and facilitate access for the disadvantaged, to ensure the quality of the housing already built and its environment, etc.

- The responsibility for community development, recreation and culture has a positive impact on the socio-economic life of the community;

The municipality's other responsibilities contribute in the same way to improving the living environment.

3. Municipal Laws

Several laws govern the operation and activities of municipalities, including the [Cities and Towns Act](#) and the [Municipal Code of Quebec](#) .

The Cities and Towns Act applies to all municipalities that are designated as cities, in addition to a few others. It provides the powers of the municipal council and of its various bodies, the functioning of the board, the rules for the adoption of the budget, etc.

The Municipal Code of Quebec is the basic legislation for the remaining municipalities in Quebec that were originally rural in character. The Municipal Code provides virtually the same powers as the *Cities and Towns Act*. North Hatley is governed by the Municipal Code.

4. Municipal Committees

In order to carry out its role as a local government, the Municipality decrees the composition of certain committees that support the administration and Council. There are among these committees 3 distinct types:

- a. Board Committees;
- b. Internal Committees;
- c. External Committees.

Board Committees are those that usually consist of several jurisdictions or municipalities around the same objective. Internal committees are either made up of elected officials and members of the municipal administration or elected officials, citizens and members of the municipal administration. As for external committees, they are not under the governance of the Municipality but for which it is advantageous to be represented. I.e: Table de Concertation des Aïnés(e)s. The latter may be a sub-committee but are paid independently.

The Municipality has deemed it appropriate to create committees to which it delegates various powers or gives the mandate to make recommendations to Council. These committees are the following:

Board Committees:

- a) La Régie Intermunicipale des Eaux Massawippi (RIEM);
- b) La Régie Intermunicipale du Parc Régional Massawippi (RIPRM);
- c) La Régie Intermunicipale de Gestion des Déchets Solides de Coaticook (RIGDSC);
- d) La Régie Intermunicipale de Prévention et Protection des Incendies Memphrémagog Est (RIPPIME);

Internal Committees:

- a) The Urban Planning Advisory Committee (CCU);
- b) The Demolition and Heritage Preservation Committee (CDPP)
- c) The Environmental Advisory Committee;
- d) The Public Works Committee;
- e) The Municipal Civil Protection Committee;
- f) The Recreation and Community Life Committee;
- g) The Socio-Economic Development Committee;
- h) Age-Friendly Municipality Committee (MADA);
- i) The Municipal Finance Committee;
- j) Communications Committee;
- k) Events Committee;
- l) Public Markets Committee;
- m) The Vision North Hatley Committee.

External Committees:

- a) Cogesaf
- b) The Community Garden Committee;
- c) The Community Centre Committee;
- d) Chemin des Cantons
- e) Table de concertation des aînés
- f) Conseil de la culture de l'Estrie

g) Conseil Sports Loisirs de l'Estrie

The Mayor and the Executive Director shall be ex-officio members of all committees with the exception of the following committees RIGDSC, CCU, CDPP.

5. Involvement of Municipal Staff in Municipal Committees

Municipal staff may be called upon to participate in the various committee activities in order to support the committees. At no time is a staff member responsible for the committee's deliverables. Their contribution is strictly operational in support of the elected officials who are committee members. Good management of deadlines will allow the achievement of objectives through the existing administrative work.

6. Remuneration

Only committees adopted by resolution by the council shall be paid. Elected officials who participate are remunerated as provided for in the "Remuneration of Elected Officials" by-law.

Therefore, remuneration is given for the participation of elected officials in official committee meetings only. Although the Municipality recognizes the hours of preparation work on the various files, the financial situation cannot allow for its remuneration. If an elected official deems that the preparation of committee files requires financial compensation, he or she may submit a request to the Town Hall and the file will be presented to the entire Council for decision.

Some participation in subcommittees may be compensated. If they are, this will be indicated in the committee description.

7. Political VS Administrative and Chain of Communication

One of the reasons for the existence of committees is certainly to be able to advance issues that have a "citizen interest" other than the day-to-day operations of the Municipality. Moreover, these files, by their very nature, are part of the issues for which cannot be governed by the staff of the Municipality, but rather by the elected class. For example, a municipal employee cannot personally pronounce on a long-term vision in relation to land use planning... This is a matter for the elected officials. In this example, the role of the administration is in fact to implement the decisions and

orientations determined by the elected officials. In return, the elected officials cannot interfere in the payment agreements between the Municipality and a citizen.

Municipal committees are advisory committees for which recommendations are made to assist in decision-making for the entire Council on specific issues. A municipal committee is not a decision-making body. Elected officials sitting on Board committees have the legitimacy to make decisions in their fields of action since they are constituted as a legal entity recognized by the *Cities and Towns Act* or the *Quebec Municipal Code*. The administrators are therefore legally accountable. However, if a governance decision has a municipal impact, the elected officials who sit on the Board must bring the information back to Council so that the entire Council can make a decision. The decision or position of the Municipality will then be returned to the Board by the elected representatives.

Each committee shall submit a written report of its progress to the Municipality. The reports will then be archived for future reference. It is important that elected officials respect the committees and that there is no interference in the files. An open communication on the various subjects and files that involve decision-making in its field of action will also be given verbally to the entire Council during meetings scheduled for this purpose.

8. Ethics and Confidentiality

As described in the training for elected officials on ethics and professional conduct, it is imperative that the work of the committees remain confidential, both for the elected officials or employees of the Municipality as well as from the citizens who make up the committee, if applicable. In this sense, the citizens taking part in the various committees will also have to sign an Ethics and Professional Conduct form applicable according to the nature of their involvement.

9. Board Committees

A. Régie Intermunicipale des Eaux Massawippi (RIEM)

The Role

The RIEM is the entity that plans, organizes, directs and determines the objectives related to the treatment and distribution of drinking water. It is the owner of the water treatment plant and all works necessary for its operation (raw water stations, drinking water intakes, etc.). However, the underground infrastructures belong to the Municipality.

Main Dossiers

Drinking water intake

Water treatment plant

Drinking water distribution

Composition

The Board of the RIEM is administered by 6 elected officials, 3 from Canton de Hatley and 3 from North Hatley. North Hatley and the Canton de Hatley are owners in the following proportions as follows:

North Hatley: 85%.

Canton de Hatley: 15%.

North Hatley is the President of this board. The position of secretary-treasurer of the RIEM is also held by the director general of the Municipality of North Hatley.

Frequency of meetings

The Board of the RIEM usually meets once a month. If necessary, special meetings can be held as needed.

Deliverables

Minutes of workshops and board meetings as needed.

B. Régie Intermunicipale du Parc Régional Massawippi (RIPRM)

The Role

The RIPRM is the body that plans, organizes, directs and determines the objectives of a regional park encompassing the territory of the 5 municipalities surrounding Lake Massawippi. The councils of the participating municipalities agree to establish a management structure that will be able to accept all projects related to one or more of the municipalities in all areas of the environment, recreation, tourism, wildlife and any other area of common interest.

Main Dossiers

Development and management of recreational, sports, cultural and tourism activities to strengthen and frame the common recreational and tourist offerings of the participating municipalities.

Management of Lake Massawippi, particularly with regard to the dam, water management, water quality, management of the lake shoreline with the exception of the application of the "Règlement sur les restrictions à la conduite des bateaux" made under the Canada Shipping Act and with the exception of the "règlement concernant les nuisances et visant à prévenir l'infestation des moules zébrées".

To encourage all development compatible with the existing or proposed vocation of the Massawippi Regional Park.

Composition

The RIPRM Council is administered by 5 elected officials, 1 for each of the following municipalities:

Canton de Hatley;

North Hatley;

Hatley;

Ste-Catherine-de-Hatley; and

Ayer's Cliff.

The Presidency of this Board is attributed by a vote of the majority of the elected officials sitting on the Board.

Frequency of meetings

The RIPRM Board usually meets once a month. Special meetings may be held as needed.

Deliverables

Minutes of workshops and board meetings as required.

C. La Régie Intermunicipale de Gestion des Déchets Solides de Coaticook (RIGDSC)

The Role

The Régie intermunicipale de gestion des déchets solides de la région de Coaticook is a

municipal organization made up of 20 member municipalities located in the MRCs of Coaticook and Memphrémagog. These municipalities represent more than 30,000 people and over 600 industries, businesses and institutions.

The Régie ensures the management and treatment of all residual materials, with the exception of recyclable materials, which are sent to the regional sorting centre. The annual tonnage of residual materials managed by the Régie is approximately 15,000 tons. Although the initial objective of the Régie is to manage a sanitary landfill site, it has adopted a vision of sustainable development and diversified its activities in order to recover the maximum amount of residual materials.

Main Dossiers

Landfill;

Composting (organic waste sorted at source in bulk and paper bags);

Drop-off (metal, paint, oil, batteries and all domestic hazardous waste);

Reclamation of construction materials; and

Treatment and recovery of septic tank sludge.

Composition

The RIGDSC Board is governed by 20 individuals from the member municipalities.

Frequency of meetings

The RIGDSC Board usually meets once a month. Special meetings may be held as needed.

Deliverables

Minutes of workshops and board meetings as required.

D. Régie Intermunicipale de Prévention et de Protection des Incendies Memphrémagog Est (RIPPIM Est)

The Role

The Régie Incendie Memphrémagog Est coordinates all prevention activities and carries out fire prevention inspections in buildings that present higher risks (agricultural, commercial, industrial, institutional buildings, etc.)

Main Dossiers

Development of response plans;
Calculation of the capacity of assembly rooms;
Researching the causes and circumstances of fires;
Evacuation drills;
Fire prevention training;
Prevention booth;
Follow-up of specific cases (dwellings and residences);
Reading of construction/renovation plans;
Feeding of the 911 database;
Responding to all specific requests from citizens concerning fire safety.

Composition

RIPPIME currently serves 10 cities in the MRC territory of Memphremagog and Coaticook: Hatley, Canton de Hatley, North Hatley, Sainte-Catherine de Hatley, Ayer's Cliff, Stanstead, Canton de Stanstead, Stanstead East, Ogden, Barnston West

The Authority also owns 4 fire stations and has approximately 90 employees.

Frequency of meetings

The RIPPIME Board usually meets once a month. Special meetings may be held as needed.

Deliverables

Minutes of workshops and board meetings as required.

10. Internal Committees

A. Comité Consultatif d'Urbanisme (CCU)

The Role

The Comité Consultatif d'Urbanisme assists Council in effectively meeting its planning and development planning and land use responsibilities.

The Committee is responsible for studying and making recommendations to Council on all matters relating to urban planning, including the urban plan, zoning, subdivision and building by-laws, in

accordance with Section 146 of the of the “Loi sur l’aménagement et l’urbanisme ainsi que les règlements discrétionnaires”.

In addition, it must act with the greatest possible respect for the environment, constraints and conditions related to sustainable development, as specified in the regulations.

Main Dossiers

The Committee shall be responsible for studying, researching and making recommendations on all matters and documents referred to it by Council with respect to planning, zoning standards, subdivision, construction and land use planning.

The Committee shall give its opinion on any application for a minor variance, in accordance with the "Loi sur l’aménagement et l’urbanisme" and the "règlement sur les dérogations mineures".

Composition

The CCU is composed of 8 members. 2 of these members are from the municipal council and 6 other members are citizens. The municipal inspector is designated on the committee as a resource person.

Frequency of meetings

The CCU usually meets once a month or as required by Council or the Municipal Inspector.

Minutes and annual report

The committee shall keep minutes of each meeting and shall briefly state the reasons for its recommendations. At each meeting, the committee shall adopt the minutes of the previous meeting.

Once completed and duly signed by the chairperson of the meeting and the secretary of the committee, the minutes are transmitted to the board as soon as possible, even if they have not yet been adopted by the committee.

The Chair of the Committee is required to submit an annual report of its activities to the Council at the end of each year.

B. Comité de Démolition et de Préservation du Patrimoine (CDPP)

The Role

The Demolition Committee and Ad Hoc Heritage Preservation Committee assists Council in effectively meeting its heritage preservation responsibilities in accordance with current regulations.

The mandate of the Demolition Committee is to:

1. review applications for the demolition of a building to be submitted for consideration by the Committee in accordance with this by-law;
2. to accept or refuse applications for a certificate of authorization for demolition
3. to set the conditions necessary for the issuance of a demolition certificate of authorization;
4. Exercise any other power conferred on it by law or regulation governing the demolition of buildings.

As provided for in article 2.9 of the by-law governing the demolition of immovables, the Municipality shall create an ad hoc committee whose mandate shall be to study and submit recommendations to Council on any matter concerning the heritage of North Hatley.

It must act in the greatest possible respect for the environment and the constraints and conditions related to sustainable development, as specified in the by-law.

Main Dossiers

Heritage complexes;

Preservation of North Hatley's built heritage;

Demolition applications;

To make recommendations for the promotion and protection of heritage.

Composition

The Demolition Committee is composed of 3 members from the Municipal Council. The ad hoc Heritage Preservation Committee is composed of 9 members. The 3 members of the Demolition Committee, plus 6 citizen members. The City Inspector is designated on the committee as a resource person.

Frequency of meetings

The Demolition Committee meets when demolition files are presented to it. The ad hoc Heritage Preservation Committee meets monthly or as determined by Council or the City Inspector.

Minutes and annual report

The committee shall keep minutes of each meeting and shall briefly state the reasons for its recommendations. At each meeting, the committee shall adopt the minutes of the previous meeting.

Once completed and duly signed by the chairperson of the meeting and the secretary of the committee, the minutes are transmitted to the board as soon as possible, even if they have not yet been adopted by the committee.

The Chair of the Committee is required to submit an annual report of its activities to the Council at the end of each year.

C. Environmental Advisory Committee

The Role

The Environmental Advisory Committee submits recommendations on environmental matters to the Municipal Council. The Municipal Council may also give the EAC other mandates.

Main Dossiers

Environmental protection;

Sustainable Development;

Good environmental citizenship practices;

To provide the Council with ideas for the protection of the environment.

Composition

The EAC is composed of 7 members. 3 of these members are from the Municipal Council and 4 other members are citizens.

Committees are encouraged to facilitate voluntary citizen discussion on specific topics by allowing them to participate in committee meetings.

Frequency of meetings

The EAC usually meets once every 3 months or as determined by the Council or Director of Public Works.

Minutes and annual report

The committee shall keep minutes of each meeting and shall briefly state the reasons for its recommendations. At each meeting, the committee shall adopt the minutes of the previous meeting.

Once completed and duly signed by the chairperson of the meeting and the secretary of the committee, the minutes are transmitted to the board as soon as possible, even if they have not yet been adopted by the committee.

The Chair of the Committee is required to submit an annual report of its activities to the Council at the end of each year.

D. Public Works and Infrastructures Committee

The Role

The Public Works and Infrastructures Committee analyzes the various projects related to public works. The members of this committee make recommendations to the Council, among others, on matters related to public works and infrastructures.

Main Dossiers

Planning an infrastructure investment plan in collaboration with the Finance Committee;
Plan and conduct citizen information sessions on major projects in collaboration with the management and the communications committee;
Determine a plan for the investment and renewal of the vehicle fleet, in collaboration with management.

Composition

The PWIC is composed of 5 members. 2 of these members are from the Municipal Council and 3 members are citizens.

Committees are encouraged to facilitate voluntary citizen discussion on specific topics by allowing them to participate in committee meetings.

Frequency of meetings

The PWIC usually meets once every 3 months or as determined by the Council or Director of Public Works.

Minutes and annual report

The committee shall keep minutes of each meeting and shall briefly state the reasons for its recommendations. At each meeting, the committee shall adopt the minutes of the previous meeting.

Once completed and duly signed by the chairperson of the meeting and the secretary of the committee, the minutes are transmitted to the board as soon as possible, even if they have not yet been adopted by the committee.

The Chair of the Committee is required to submit an annual report of its activities to the Council at the end of each year.

E. Municipal Civil Security Committee

The Role

The Municipal Civil Security Committee is typically responsible for determining the municipality's civil protection policy and to develop its civil protection plan, which may include both disaster preparedness and disaster risk prevention and awareness elements present on its territory.

Main Dossiers

Municipal Civil Security Organization;
Public security (police service, ambulance service);

Composition

The MCSC is composed of 7 members. 3 of these members are from the Municipal Council and 4 of the members are citizens.

Committees are encouraged to facilitate voluntary citizen discussion on specific topics by allowing them to participate in committee meetings.

Frequency of meetings

The MCSC usually meets once every 3 months or as determined by the Council or the Municipal Civil Security Coordinator.

Minutes and annual report

The committee shall keep minutes of each meeting and shall briefly state the reasons for its recommendations. At each meeting, the committee shall adopt the minutes of the previous meeting.

Once completed and duly signed by the chairperson of the meeting and the secretary of the committee, the minutes are transmitted to the board as soon as possible, even if they have not yet been adopted by the committee.

The Chair of the Committee is required to submit an annual report of its activities to the Council at the end of each year.

F. Recreation and Community Life Committee

The Role

The Recreation and Community Life Committee provides advice and guidance on issues and subjects concerned by the interventions in the field of culture and recreation. Its role is advisory and it submits its recommendations to the municipal council.

Main Dossiers

Inter-Municipal Recreation Committee (for elected officials representing the Municipality only);

Sports activities;

Community activities;

Creation of a family policy;

Parks and public spaces of the Municipality.

Composition

The RCLC is composed of 7 members. 3 of these members are from the Municipal Council and 4 members are citizens.

Committees are encouraged to facilitate voluntary citizen discussion on specific topics by allowing them to participate in committee meetings.

Frequency of meetings

The RCLC usually meets once every 2 months or as determined by the Council.

Minutes and annual report

The committee shall keep minutes of each meeting and shall briefly state the reasons for its recommendations. At each meeting, the committee shall adopt the minutes of the previous meeting.

Once completed and duly signed by the chairperson of the meeting and the secretary of the committee, the minutes are transmitted to the board as soon as possible, even if they have not yet been adopted by the committee.

The Chair of the Committee is required to submit an annual report of its activities to the Council at the end of each year.

G. Socio-Economic Development Committee

The Role

The Socio-Economic Development Committee promotes discussions on economic and social development in the Municipality. It ensures communication and consideration of the concerns of the Municipality's partners regarding economic and social development are communicated and taken into account. The committee ensures better coordination of the Municipality's economic and social development efforts (available funding sources, social development policy, etc.) The committee makes recommendations to Council in this regard.

Main Dossiers

Attraction of new businesses;
Cohesion and vitality of existing businesses;
Attraction and retention of labour force;
Accessibility to financing;
Deseasonalization of the tourism offer;
Development and reinforcement of identity;
Development of the social economy.

Composition

The SEDC is composed of 8 members, including three representatives of Council, and 5 representatives who may come from the following sectors: agri-food, trade information technology, social economy, education, higher education and tourism. Representatives are appointed by the Municipal Council.

Committees are encouraged to facilitate voluntary citizen discussion on specific topics by allowing them to participate in committee meetings.

Frequency of meetings

The SEDC usually meets once every month or as determined by the Council.

Minutes and annual report

The committee shall keep minutes of each meeting and shall briefly state the reasons for its recommendations. At each meeting, the committee shall adopt the minutes of the previous meeting.

Once completed and duly signed by the chairperson of the meeting and the secretary of the committee, the minutes are transmitted to the board as soon as possible, even if they have not yet been adopted by the committee.

The Chair of the Committee is required to submit an annual report of its activities to the Council at the end of each year.

H. Age-Friendly Municipality Committee

The Role

The MADA Committee supports the Municipality by collecting and maintaining reliable data to identify specific issues faced by seniors on its territory and develops an action plan to address these challenges. It ensures the participation, updating and follow-up of the Senior Friendly Municipality action plan. It collaborates in mobilizing the population to encourage strong citizen participation around the "Age-Friendly Municipality" process, all in accordance with the applicable rules provided by Mada-Québec. It acts as a relay of information concerning the MADA action plan.

Main Dossiers

MADA policy

Composition

The MADA Committee is composed of a number of members as recommended by Mada-Québec.

Two of the members are from the Municipal Council and the other members are citizens.

Committees are encouraged to facilitate voluntary citizen discussion on specific topics by allowing them to participate in committee meetings.

Frequency of meetings

The MADA committee usually meets once every 2 months or as determined by the Council.

Minutes and annual report

The committee shall keep minutes of each meeting and shall briefly state the reasons for its recommendations. At each meeting, the committee shall adopt the minutes of the previous meeting.

Once completed and duly signed by the chairperson of the meeting and the secretary of the committee, the minutes are transmitted to the board as soon as possible, even if they have not yet been adopted by the committee.

The Chair of the Committee is required to submit an annual report of its activities to the Council at the end of each year.

I. Finance Committee

The Role

The Advisory Committee on Finance, Budget and Administration is mandated by the Municipal Council to advise and make recommendations on all matters relating to municipal finances, matters affecting the municipality's finances, annual budgets, capital program and financial forecasting.

In accordance with this mandate Committee members review and make recommendations to Council on matters such as financial planning, budget development and monitoring, review of revenues and expenditures, and the use of the operating surplus, capital investments and management indicators.

Main Dossiers

Annual budget;

Three-year program;
Budget monitoring.

Composition

The committee is composed of between 3 and 7 members. 2 members are from the Council and the other members are from the public.

Committees are encouraged to facilitate voluntary citizen discussion on specific topics by allowing them to participate in committee meetings.

Frequency of meetings

The committee meets quarterly or as required by the Council.

Minutes and annual report

The committee shall keep minutes of each meeting and shall briefly state the reasons for its recommendations. At each meeting, the committee shall adopt the minutes of the previous meeting.

Once completed and duly signed by the chairperson of the meeting and the secretary of the committee, the minutes are transmitted to the board as soon as possible, even if they have not yet been adopted by the committee.

The Chair of the Committee is required to submit an annual report of its activities to the Council at the end of each year.

J. Communications Committee

The Role

The Communications Committee has a duty to make recommendations to Council to inform the public on all matters of public interest that relate to the work of Council and, in return, to put in place mechanisms for consultation and feedback of information. It shall develop a communications policy to inform citizens about the issues and work of the Municipal Council.

Main Dossiers

Dissemination of information on policy issues;
Public consultations other than those of an operational nature;

Communications policy;
Recognition policy for organizations.

Composition

The Communications Committee is composed of 2 elected officials and 3 citizens.
Committees are encouraged to facilitate voluntary citizen discussion on specific topics by allowing them to participate in committee meetings.

Frequency of meetings

The Committee shall meet quarterly or as otherwise determined by the Council.

Minutes and annual report

The committee shall keep minutes of each meeting and shall briefly state the reasons for its recommendations. At each meeting, the committee shall adopt the minutes of the previous meeting.

Once completed and duly signed by the chairperson of the meeting and the secretary of the committee, the minutes are transmitted to the board as soon as possible, even if they have not yet been adopted by the committee.

The Chair of the Committee is required to submit an annual report of its activities to the Council at the end of each year.

K. Events Committee

The Role

The Events Committee shall have the duty to make recommendations to Council on organized events and activities that may be conducted on the territory of North Hatley. Upon mandate from the Council, the committee may take charge of or participate in the organization and conduct of certain events.

Main Dossiers

Concerts;
Research of available grants;
Recommendations on events potentially compatible with the tourism offer;

Potential calendar of events for citizens.

Composition

The Events Committee is composed of 2 elected officials and 3 citizens.

Committees are encouraged to facilitate voluntary citizen discussion on specific topics by allowing them to participate in committee meetings.

Frequency of meetings

The Committee shall meet quarterly or as otherwise determined by the Council.

Minutes and annual report

The committee shall keep minutes of each meeting and shall briefly state the reasons for its recommendations. At each meeting, the committee shall adopt the minutes of the previous meeting.

Once completed and duly signed by the chairperson of the meeting and the secretary of the committee, the minutes are transmitted to the board as soon as possible, even if they have not yet been adopted by the committee.

The Chair of the Committee is required to submit an annual report of its activities to the Council at the end of each year.

L. Public Markets Committee

M. Vision North Hatley Committee

11. Internal Committees

A. Conseil de gouvernance de l'eau des bassins versants de la rivière Saint-François (COGESAF)

The Role

The COGESAF's mission is to achieve integrated water resource management by watershed in the Saint-François integrated water management area.

According to the law affirming the collective nature of water resources and promoting better governance of water and associated environments, its mission is "to develop and update a water master plan and to promote and monitor its implementation ensuring a balanced representation of users and various interested parties, including governmental, indigenous, municipal, economic, environmental, agricultural and community sectors, in the composition of this body.

Section 14(5) of the Water Act provides that the Minister of Environment and Climate Change (MELCC) may "make rules for the operation and funding of any body established or operation and funding of any body established or designated to implement the GIEBV". These operating rules are defined in the current Terms of Reference for Watershed organizations and are therefore mandatory.

The mandates defined in the Terms of Reference are as follows:

1. Promote cooperation among regional stakeholders concerned with water issues in their respective territories;
2. inform, mobilize, consult and raise public awareness, as well as promote integrated water resource management (GIRE) in their respective territories;
3. Develop a water master plan (PDE) representative of the concerns and vision of the future.

Because of COGESAF's non-profit status, it can grant itself complementary mandates to its mission. For example, it may choose to participate in the acquisition of knowledge on groundwater, accompany residents and authorities in the fight against blue-green algae, etc.

Main Dossiers

To be defined by the organization.

Composition

Electoral College Elected officials: Municipalities, MRC and Indigenous Nations.

Electoral College Association Groups: Education, Culture, Heritage, Environmental groups, Tourism, Outdoor and Health Associations.

Electoral College Economic Users: Agricultural, Forestry and Economic.

The Municipality appoints a delegate member of the Council to the COGESAF table.

B. Community Centre Committee

The Role

The Community Centre Committee is responsible for making recommendations to Council regarding the use of the Community Centre. It proposes a program of activities and services useful to citizens. It participates in the management of the Centre's reservations.

Main Dossiers

Use of the Community Centre

Composition

The committee is made up of citizens who participate in community groups recognized by the Municipality. If necessary and upon request to the Director General, a Councillor who will act as a liaison officer may attend one or more meetings of the committee as required, however, the Councillor shall not sit on the committee.

Frequency of meetings

To be determined by the organization.

C. Community Garden

The Role

The Community garden is an external organization that advocates an active life of its population encouraging healthy lifestyles through local food, educational and recreational gardening activities.

Main Dossiers

North Hatley Community Garden

Composition

The committee is composed of citizens. For the purpose of funding obligations that were used for start-up of the organization and the community garden project, two Councillors temporarily sit on the committee. Once the accountability obligations of the Municipality are complete, (if necessary) and upon request to the General Management, a Councillor who will act as a liaison officer may attend one or more meetings of the committee as required.

Frequency of meetings

To be determined by the organization.

D. Chemin des Cantons

The Role

Chemin des Cantons offers the opportunity to discover the Eastern Townships in a different way. It highlights the built and natural heritage of the Eastern Townships through a 430-kilometre-long signposted tourist route. It crosses 31 municipalities and offers 27 official stops and 8 nearby stops.

Main Dossiers

Promotion and discovery of the built and natural heritage of the Eastern Townships

Composition

The organization is made up of a Board of Directors with several members from different backgrounds.

Frequency of meetings

To be determined by the organization.

E. Table de Concertation des Aînés de la MRC Memphrémagog

The Role

The Table de concertation des aînés de l'Estrie brings together organizations, associations and seniors' groups in the region. In consultation with its members and partners, it determines the priority issues of seniors, coordinates and harmonizes actions to improve the well-being of seniors.

Main Dossiers

- To represent the diversity of seniors in the region
- Contribute to regional decision-making on seniors' issues and act to promote seniors in a way that promotes the harmonization of actions.
- To act as a relay of information in the Eastern Townships
- Transmit to the minister responsible for the status of seniors the information and
- opinions likely to
 - Improve the quality of life of seniors in the Estrie region,
 - Promote their participation and integration in the community,
 - Promote solidarity between generations,
 - facilitate openness to pluralism and intercultural rapprochement.

- Recognize and value the involvement of volunteers who work with seniors.

Composition

In order to ensure a good representation of the different MRCs of the region the board of directors is composed of 15 members from all the regions.

Frequency of meetings

To be determined by the organization.

F. Conseil de la Culture de l'Estrie

The Role

Closely linked to the region's cultural development since 1977, the Conseil de la culture de l'Estrie brings together and supports artists, organizations and cultural workers from all artistic and cultural disciplines throughout the Eastern Townships. Its mission is to contribute to the development, recognition and access to professional arts and culture in the Eastern Townships.

Main Dossiers

Wishing to mobilize all the driving forces of all sectors of the Eastern Townships, the Council favours a multisectoral and multidisciplinary societal approach. Its consultation activities lead it to actions of development, sensitization, representation and promotion, and allows it to play an advisory role in arts and culture with various partners.

Composition

In order to ensure a good representation of the different MRCs of the region, the board of directors is composed of 15 members from all the regions.

Frequency of meetings

To be determined by the organization.

G. Conseil Sports et Loisirs de l'Estrie

The Role

Our recreation consultants work with municipalities, educational institutions, sports, outdoor, leisure and disabled associations, to develop and improve the leisure offer and to promote physical activity and the adoption of healthy lifestyle habits in the Estrie region.

Main Dossiers

Enhancement and promotion of physical activity and healthy lifestyles

Composition

The Board of Directors is composed of 11 members from the electoral colleges sector, the sports sector, the outdoor sector, the leisure sector for the disabled and the education sector.

Frequency of meetings

To be determined by the organization.