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COMMISSION DE LA QUALITÉ DE L'ENVIRONNEMENT KATIVIK
KATIVIK ENVIRONMENTAL QUALITY COMMISSION

Internal Rules of Management

Chapter I
Interpretation

Section 1 Definition

In this by-law, the term "Commission" refers to the Kativik Environmental Quality Commission, constituted pursuant to section 181 of the *Environment Quality Act* (R.S.Q., c. Q-2).

Chapter II
General Provisions

Section 2 Head office
The head office of the Commission is located in Kuujjuaq.

Section 3 Public documents
All the minutes, resolutions and decisions approved by the Commission are public pursuant to the *Act respecting Access to Documents Held by Public Bodies and the Protection of Personal Information* (R.S.Q., c. A-2.1).

Any document of a proponent transmitted to the Commission is public, in whole or in part, with the agreement of the proponent that transmitted it.

The secretary of the Commission is responsible for providing public documents and may apply photocopying and courier charges.

Section 4 Communications
The chairman, or the secretary at the request of the chairman, or any other person designated by the Commission, may communicate with the public or any other person or organization on behalf of the Commission.

Section 5 Conflict of interest
No member of the Commission may bid on or be party to, either directly or indirectly, personally or via partners, a contract awarded or funded, in whole or in part, by the Commission.

Members must abstain from deliberations concerning projects in which they are directly involved as either a proponent or a competitor. If applicable, they may not have access to documents submitted to the Commission nor participate in deliberations concerning these projects.

A member acting as a consultant for a proponent on a project submitted to the Commission must inform the chairman. If applicable, the chairman may ask the member to abstain from deliberations concerning the project.

Chapter III
Committees

Section 6 Power to appoint
The Commission may, by resolution, appoint committees composed of as many members as it deems advisable, with the power to examine and study any issue.

Section 7 Compulsory members
Each committee must include at least one member appointed by the Kativik Regional Government and one member appointed by the *Gouvernement du Québec*.

Section 8 Report
Each committee renders account of its work by report, but no committee report has any effect until it has been approved by resolution of the Commission.

Section 9 Resignation
Should a committee member resign between two meetings of the Commission, the chairman may immediately appoint a replacement from the other members until the next meeting of the Commission, on condition that the replacement is appointed to the Commission by the same party as the resigning member.

Chapter IV
Meetings

Section 10 Regular meeting
The Commission holds each regular meeting at the date and place chosen during the preceding meeting, unless the chairman deems it useful to change these arrangements to ensure the presence of the greatest number of members possible, taking into consideration their availability and the costs involved. In such case, the secretary must consult the members prior to setting a new meeting date and place.

Section 11 Special meeting
The secretary must call a special meeting of the Commission at the request of the chairman or at the written request of at least three (3) members.

Should the secretary fail to call such a meeting within three (3) days of the receipt of a written request, the petitioning members themselves may call the meeting.

During a special meeting of the Commission, only the business indicated in the meeting notice may be dealt with, except with the unanimous consent of the members, if all are present.

Section 12 Meeting notice
A regular meeting of the Commission is called by the secretary by way of a written notice signed by the secretary and forwarded to each member by mail, courier, fax, email or any other means deemed appropriate by the Commission. The notice must be issued at least ten (10) days prior to the meeting unless the period between the two meetings is fourteen (14) days or less.

The meeting notice is drafted in French and English and, if necessary, in Inuktitut. The notice indicates the date and place of the meeting and the draft agenda.

The meeting notice is also accompanied by the text, at least in French and English, of the minutes of the previous meeting, unless this document has already been distributed to the members of the Commission.

Section 13 Language
The Commission ensures, by appropriate means, that each member can follow as well as participate in its deliberations. Deliberations of the Commission may be held in French, English, Inuktitut or Naskapi.

Section 14 Vote
Decisions of the Commission are taken by a majority of the votes cast.

Each member has one vote, except the chairman who only votes in the event of a tie.

Section 15 Record of voting
During the vote on an issue, a member of the Commission may request that his vote be identified and that his reasons be recorded in the minutes.

Section 16 Quorum
The quorum required for any meeting of the Commission is five (5) members present, including at least two (2) members of each of the parties represented.

Should quorum not be met at a regular meeting of the Commission and on the advice of the members present, the secretary may adjourn the meeting to a later date. Notice of the adjournment must be given, by the secretary, to all the members absent from this meeting.

Section 17 Observers
If authorized by the Commission, a member of the Commission may be accompanied during a meeting by one or more observers.

Such an observer may be given the right to speak at a meeting if a request is submitted to the chairman and if the Commission consents.

Section 18 Minutes
The minutes of each meeting of the Commission are drafted in French and English and are signed by the secretary. If necessary, the minutes may be provided in Inuttitut.

Section 19 Approval of minutes
The minutes of a meeting of the Commission are approved at the following meeting, unless otherwise decided by the members. The Commission may make the necessary changes or corrections.

Section 20 Distribution of minutes
A copy of the approved minutes of each meeting of the Commission is transmitted:

1. to the Deputy Minister of Sustainable Development, Environment and Parks;
2. to the Kativik Regional Government;
3. to any person or organization that requests the minutes from the secretary.

Chapter V
Secretary

Section 21 Appointment
The secretary of the Commission is appointed by resolution.

Section 22 Duties
The secretary must:
- keep a register of the minutes of the meetings of the Commission;
- be the custodian of the register of deliberations as well as all of the books or documents that are either the property of the Commission or have been entrusted to it;
- read or report to the Commission any communication or correspondence addressed to the Commission or issued by it;
- in addition to the duties conferred by these internal management by-laws, accomplish all the tasks conferred by resolution of the Commission or by the chairman.

Chapter VI
Financial and Final Provisions

Section 23 Transmission of budget
The fiscal year of the Commission begins on April 1 and ends on March 31 of the following year. On September 15 of each year, the secretary prepares the *pro forma* budget of the Commission for the following fiscal year and transmits it to the members for review. The budget is approved no later than the following October 1 and transmitted with fifteen (15) days to the *Ministère du Développement durable, de l'Environnement et des Parcs*.

Section 24 Financial reports
The secretary presents to the Commission quarterly financial reports on revenues and expenditures.

A statement of financial position for each fiscal year is presented to the Commission and to the *Ministère du Développement durable, de l'Environnement et des Parcs* no later than May 15 following the end of the fiscal year.

Section 25 Signatures and bank account
Any contract or document requiring the signature of the Commission and involving the payment of a sum of money, as well as any cheque or note, is signed jointly by the chairman and the secretary or by two persons designated for such purpose by resolution of the Commission.

The Commission is authorized to open a bank account at a financial institution of its choice. The funds awarded for the operation of the secretariat, and any other sum received by the Commission, are deposited in this account.

Section 26 Travelling expenses for observers
The Commission may authorize the secretariat to reimburse the travel expenses of any observer that it invites to one of its meetings.

Section 27 Activity report
Before June 15 of each year, the secretary prepares an annual report and transmits it to the members of the Commission for review. The annual report is submitted for approval at the following meeting.

The annual report is distributed in the same manner as the minutes of the Commission, pursuant to section 20. A copy is transmitted to the *Ministère du Développement durable, de l'Environnement et des Parcs*.