

**Rules of internal management of the Kativik Environmental Advisory Committee,  
R.Q. c. Q-2, r.20.1**

Environment Quality Act  
(R.S.Q., c. Q-2, s. 175)

**DIVISION I  
INTERPRETATION**

1. Definition: In the present Rules of internal management, the expression «Advisory Committee» shall refer to the Kativik Environmental Advisory Committee contemplated in section 169 of the Environment Quality Act (R.S.Q., c. Q-2) and in section 23.5.1 of the James Bay and Northern Québec Agreement.

Decision, 80-05-29, s. 1.

**DIVISION II  
GENERAL PROVISIONS**

2. Head office: The head office of the Advisory Committee shall be located in Kuujuaq, in Northern Québec.

Decision, 80-05-29, s. 2.

3. Conflict of interest: No member of the Advisory Committee shall request or become, personally or through a firm in which he has a financial interest, to a contract financed by funds allotted for the Advisory Committee.

Decision, 80-05-29, s. 3.

4. Public documents: All resolutions, minutes and other documents approved by the Advisory Committee shall be public and may be consulted at the secretariat of the Advisory Committee.

Decision, 80-05-29, s. 4.

5. Communications with the public: The Chairman or any other person designated by the Advisory Committee may communicate with members of the public on behalf of the Advisory Committee.

Decision, 80-05-29, s. 5.

6. Subcommittees: The Advisory Committee may, by resolution, appoint subcommittees to study any given subject.

A subcommittee shall include at least one person nominated by the members appointed by the Kativik Regional Government.

Should a member of a subcommittee resign between two meetings of the Advisory Committee, the Chairman is empowered to replace him personally or to appoint immediately another member to replace him until the next meeting of the Advisory Committee.

Decision, 80-05-29, s. 6.

7. Transmission of documents: A copy of any documents made following a resolution of the Advisory Committee and of any other important document shall be transmitted without delay by the secretary to the members of the Advisory Committee.

Decision, 80-05-29, s. 7.

8. Annual report: The annual report shall be approved by the Advisory Committee before 15 May of each year.

Decision, 80-05-29, s. 8.

### DIVISION III MEETINGS

9. Notice of meetings: A notice of each regular meeting of the Advisory Committee shall be sent to the members by the secretary at least 10 days before the date set for such meeting, except if the delay between 2 meetings is of 14 days or less.

The notice of meeting shall mention the location, the date and the time of the meetings together with the subjects on the agenda. It shall be drawn in French and in English.

The notice of meeting shall include any other important document required for the said meeting.

Decision, 80-05-29, s. 9.

10. Date of the meetings: At the end of each regular meeting, the Advisory Committee chooses the date of the next meeting.

Later, if it appears that too many members will be unable to attend the next meeting so as to have a useful meeting or so as to attain the required quorum, the Chairman is empowered to change its date so that more members will be able to attend.

Decision, 80-05-29, s. 10.

11. Observers: A member of the Advisory Committee may, at any meeting, be accompanied by one or many observers.

An observer may be allowed to intervene orally at a meeting if a request to this effect is made to the Chairman and is accepted by the Advisory Committee.

Decision, 80-05-29, s. 11.

12. Expenses of an invited observer: The Advisory Committee may authorize the secretariat to reimburse the travel expenses of any observer which it invites to attend a meeting.

Decision, 80-05-29, s. 12.

13. Languages: The proceedings of the Advisory Committee are carried in French, in English and in Inuttitut.

The Advisory Committee shall ensure, by appropriate means, that each member or observer may follow the proceedings.

Decision, 80-05-29, s. 13.

14. Quorum: The quorum established in the second paragraph of section 18 of the Regulation respecting certain bodies for the protection of the environment and social milieu of the territory of James Bay and Northern Quebec (c. Q-2, r. 16) and in section 23.5.9 of the James Bay and the Northern Quebec Agreement, is brought down to 5 members of the Advisory Committee.

Decision, 80-05-29, s. 14.

#### DIVISION IV MINUTES

15. Drafting: The minutes of the meetings of the Advisory Committee are held in French and English and are signed by the secretary.

Decision, 80-05-29, s. 15.

16. Transmission: The minutes of a meeting of the Advisory Committee are transmitted to the members in French and in English as soon as they are available but no later than the notice of meeting of the next meeting of the Advisory Committee.

Decision, 80-05-29, s. 16.

17. Approval: The minutes of each meeting of the Advisory Committee shall be approved at the next meeting. The Advisory Committee may then bring the required amendments or corrections.

Decision, 80-05-29, s. 17.

18. Distribution of the minutes: After its approval by the Advisory Committee, a copy of the minutes of each meeting is sent, for information purposes, to:

- (a) the Minister of the Environment and Wildlife of Québec;
- (b) the Federal Minister of the Environment;
- (c) the Minister of Indian and Northern Affairs;
- (d) the Deputy-Minister of the Environment and Wildlife of Québec;
- (e) the Administrator contemplated in section 23.1.2 of the James Bay and Northern Québec Agreement;
- (f) the Kativik Regional Government;
- (g) the Chairman of the Kativik Environmental Quality Commission contemplated in Subdivision 2 of Division III of Chapter II of the Environment Quality Act;
- (h) the Makivik Corporation;
- (i) the Chairman of the Federal Environmental and social Impact contemplated in section 23.4.11 of the James Bay and Northern Québec Agreement;
- (j) the James Bay Advisory Committee on the Environment contemplated in Subdivision 1 of Division II of Chapter II of the Environment Quality Act;
- (k) the Hunting, Fishing and Trapping Coordinating Committee contemplated in Chapter XI of the Act respecting hunting and fishing rights in the James Bay and New Québec Territory (R.S.Q., c. D-13.1);
- (l) Hydro-Québec;
- (m) any observer who has been allowed to intervene orally in accordance with section 11.

An observer contemplated in subparagraph m of the first paragraph receives a copy of the minutes of the meeting where he was allowed to intervene orally.

Decision, 80-05-29, s. 18; L.Q., 1983, c. 15, s. 1; S.Q., 1994, c. 17, s. 77.

19. Registration of the vote: When a vote is taken on a given subject, any member of the Advisory Committee may request that his vote be identified and that his reasons be registered in the minutes.

Decision, 80-05-29, s. 19.

20. Jurisdiction: In the case where the Advisory Committee takes a vote on a subject of exclusive jurisdiction of Québec or Canada, the minutes of the meeting shall mention which members did not take part in the vote.

Decision, 80-05-29, s. 20.

#### DIVISION V FINANCIAL MATTERS

21. Financial agreements and commitments: Any commitment or agreement concerning the expenses of the Advisory Committee or any other matter coming under its jurisdiction shall be made pursuant a decision of the Advisory Committee to this effect and shall bear the signature of the Chairman and of the secretary of the Advisory Committee.

Decision, 80-05-29, s. 21.

22. Budget: The Advisory Committee shall propose its annual budget requests before 1 August of the previous year.

Decision, 80-05-29, s. 22.

23. Interim report: The secretary shall submit to the Advisory Committee, before 1 October of each year, an interim report on the financial state of the Advisory Committee.

Decision, 80-05-29, s. 23.

Decision, 80-05-29, 1982 G.O. 2, 3531