

PROVINCE OF QUÉBEC
CITY OF POINTE-CLAIRE

BY-LAW NUMBER PC-2959

BY-LAW CONSTITUTING THE STEWART
HALL ADVISORY COMMITTEE

In force on June 12, 2023

AT THE REGULAR MEETING OF THE POINTE-CLAIRE CITY COUNCIL, HELD AT
CITY HALL, 451 SAINT-JEAN BOULEVARD, POINTE-CLAIRE, QUÉBEC, ON
TUESDAY JUNE 6, 2023 AT 7:00 P.M.

PRESENT: Councillors C. Homan, T. Stainforth and K. Thorstad-Cullen, as well
as Councillors P. Bissonnette, C. Cousineau, B. Cowan, E. Stork
and B. Tremblay, forming quorum under the chairmanship of Mayor
Tim Thomas.

AMONGST OTHER BUSINESS TRANSACTED AT SAID
MEETING WAS THE FOLLOWING:

BY-LAW NUMBER: PC-2959

RESOLUTION NUMBER: 2023-230

PROPOSED BY COUNCILLOR COWAN

SECONDED BY COUNCILLOR STORK

AND RESOLVED:

WHEREAS the land and the building known as the “Stewart Hall Cultural Centre” (hereinafter “Stewart Hall”) were donated to the City of Pointe-Claire to be used as a cultural and social centre;

WHEREAS it is necessary to establish a committee of citizens who will make recommendations to Council regarding the cultural and social aspects of Stewart Hall;

WHEREAS the City is committed to promoting and fostering gender parity, representativeness of all electoral districts, as well as representation of diversity at all levels;

WHEREAS a draft of the by-law was presented and notice of motion was given at the meeting held on May 2, 2023.

THE CITY COUNCIL DECREES AS FOLLOWS:

DEFINITIONS

1. Unless the context indicates otherwise, words and expressions mean:
 1. Committee: The Stewart Hall Advisory Committee appointed under the provisions of this by-law.
 2. Council: The City Council of the City of Pointe-Claire.
 3. Employee: Any employee assigned to work at Stewart Hall by Council or by any other person to whom such authority has been delegated.
 4. Manager: An employee in a managerial position assigned to Stewart Hall and reporting to the Culture, Sports, Leisure and Community Development Department.
 5. Member: Any person appointed by Council to serve on the Committee and who has a right to vote.

CONSTITUTION AND MANDATE

2. An advisory committee is hereby constituted to be known as the "Stewart Hall Advisory Committee".
3. The mandate of the Committee shall be:
 1. To provide advice and recommendations to Council on any matter allowing the City to improve its services, activities and facilities at Stewart Hall and any other facility under the responsibility of the Culture Division of the Culture, Sports, Leisure and Community Development Department.

2. To submit recommendations to Council to develop new policies and improve existing policies applicable at Stewart Hall.
3. To recommend priorities to Council according to the funds available for Stewart Hall activities.
4. To examine the activities offered to increase the number of visitors at Stewart Hall.
5. To ensure that the programs that have been approved and financed meet the needs of the population.
6. To formulate opinions and recommendations concerning the development of the services and programs offered.
7. To formulate any other opinion and recommendation concerning Stewart Hall that may be requested by Council.

COMPOSITION

4. The Committee is composed of a minimum of eight (8) and a maximum of twelve (12) members with the right to vote and appointed by resolution of the City Council, among whom the President and the Vice-President are chosen; and

The following persons may attend Committee meetings without the right to vote:

- i. A member of the Council designated by resolution of the Council;
- ii. The manager.

5. City employees are not eligible to sit on the Committee as members.

CRITERIA

6. The following criteria must be met when appointing new Committee members:
 1. Be a City of Pointe-Claire resident;
 2. Be bilingual;
 3. Express an interest in community affairs;
 4. Possess the appropriate professional qualifications, experience or interest related to the mandate;
 5. Other specific selection criteria may be determined by Council at the time of recruitment.

APPOINTMENT PROCESS

7. A selection committee, composed of three (3) voting members, is appointed by the Committee no later than September 30 of each year.

Before September 15 of each year, the manager publishes, in a suitable communication tool, a notice indicating that before October 15, candidates must submit a resume and a cover letter attesting to their desire to be appointed to the Stewart Hall Advisory Committee. The manager forwards all applications to the selection committee.

The selection committee draws up the list of candidates who will be proposed to replace members whose mandate has expired and to fill any other vacant position. This list must be sent to the Committee, which will submit its recommendations to Council for approval no later than November 15 of each year, except during the year in which an election is held, in which case the list is sent to Council no later than the Council's first regular meeting following the election.

Council appoints Committee members by resolution. The Manager must inform the selected candidates of their appointment and the date their mandate begins.

8. Upon appointment, Committee members are subject to the Code of Ethics and Good Conduct for the City of Pointe-Claire Employees.

MANDATE TERM

9. The mandate term is three (3) years, beginning on January 1 following the date of appointment and ending on December 31 of the third year; and is renewable up to a maximum of three (3) consecutive times.

At the time of renewal, the candidate must meet all the criteria.

Despite the foregoing, Council may, on recommendation of the Committee, renew the term of a member beyond this period.

10. Any vacancy in a Committee member position shall be filled for the remainder of the term of the member being replaced. The time elapsed between the appointment by Council of a new member to fill a vacancy and the end of the original term, shall not be considered a first term.

The appointment procedure provided for in section 7 applies, with the necessary modifications, in the event of an appointment to fill a vacancy.

11. The mandate term of a member ends automatically on the date of resignation, on the date of their death, on the date on which they cease to meet the eligibility criteria, or on the date on which failure to attend two consecutive regular meetings of the Committee is determined.

Despite the foregoing, the Committee may decide that the failure to attend two consecutive regular meetings does not result in ending the term of office if it is due to a serious reason, beyond the control of the member, and that it does not adversely affect the Committee's work.

12. Council reserves the right to end the mandate term of a member, at any time, for reasonable cause.

PRESIDENT AND VICE-PRESIDENT

13. The President and the Vice-President are elected annually by members of the Committee with voting rights. They may be re-elected to the same position, with the exception of the President who cannot hold this position for more than two consecutive years, but who can be re-elected to this position after an absence of one year as President.

SECRETARY

14. The Manager acts as Secretary of the Committee. In the absence of the Manager, the Committee may appoint an interim Secretary.
15. The Secretary establishes the schedule of meetings, draws up the agenda and notifies members.

MEETINGS

16. A meeting may not be held at the same time as a City Council meeting.
17. The Committee holds at least four (4) meetings per year, from January to December.
18. Meetings are chaired by the President, or in their absence, the Vice-President.

In the event that the President and the Vice-President are absent and quorum is present, the first decision of the members present shall be to select one of them to chair the meeting.
19. The simple majority of Committee members who have the right to vote constitutes quorum.
20. A special meeting may be convened at any time by the President when the latter deems it appropriate. A special meeting may also be convened by four members of the Committee by sending a written and signed request to the Secretary.
21. The Committee may invite any person necessary; said person does not have the right to vote.

MINUTES

- 22. The Committee reports on its work and its recommendations by means of minutes signed by the President and the Secretary.
- 23. The minutes of Committee meetings are provided to members and then submitted to Council for tabling by the Manager.
- 24. The present by-law repeals By-law 2088.
- 25. The present by-law shall come into force in accordance with the law.

Tim Thomas, Mayor

Caroline Thibault, City Clerk