

# Terms of Reference for the Heritage Advisory Committee

## Mandate

The Mississauga Heritage Advisory Committee (HAC) is an advisory committee of Council established by By-law, to make recommendations to the Council of the City of Mississauga on the identification, conservation and preservation of Mississauga's cultural heritage properties, which include the legal designation.

HAC shall act in an advisory capacity to Council through Reports to General Committee or Council.

## Objectives/Goals

That the objectives/goals reinforce the link between HAC's objectives and the City's strategic direction and Master Plans.

## Work Plan

The Heritage Advisory Committee will prepare an annual Work Plan, which it will send to General Committee, then to Council at the beginning of each year, as well as a progress update at the end of the year. Committee members shall work collaboratively with City staff to devise the Work Plan to ensure that the workload is manageable and appropriately shared between the two parties. Work plans will be crafted in order to meet the Committee's mandate and objectives as well as the City's Strategic Plan, Master Plans and budgetary capacity.

## Operation

The Mississauga Heritage Advisory Committee shall operate according to the Council Procedural By-law regulating the operation of meetings of Council and its Committees and within the policies and guidelines of the Ontario Heritage Act and the City of Mississauga Strategic Plan. Appointed members are required to attend meetings on a monthly basis to discuss issues related to the mandate of the Committee.

## Membership

All members are subject to the following:

- Code of Conduct and Complaint Protocol for Local Boards.  
<https://mississauga.ca/publication/local-boards-code-of-conduct>
- Corporate Policy 02-01-01: Citizen Appointments to Committees, Boards and Authorities.  
<https://www.mississauga.ca/publication/citizen-appointments-to-committees-boards-and-authorities-policy/>
- Council Procedural By-law  
<https://www.mississauga.ca/publication/council-procedure-by-law>

## Responsibilities

Identification of cultural heritage properties:

- examine, research and evaluate all properties and areas that may deserve protection now and in the future

Involving the community and developing partnerships:

- provide a forum for discussion and understanding heritage conservation opportunities and issues

Educating and informing the community:

- promote heritage conservation as well as advise property owners on appropriate conservation and maintenance practices

Assess other legislation affecting cultural heritage properties:

- assist in building awareness and the best use of other legislation such as the Planning Act that may have implications in heritage conservation

## Terms of Office

1. The Term of Office for Citizen members and Council members on the Mississauga Heritage Advisory Committee shall run concurrent with the term of Council, or until successors are appointed.
2. At the first meeting of the new term of the Mississauga Heritage Advisory Committee, the members shall appoint, from among their number, a Chair and Vice-Chair.
3. Members of Subcommittees will be appointed as required in accordance with the Council Procedural By-law. The term of a Subcommittee shall end upon completion of the assigned task(s) and the subsequent submission of the Subcommittee's findings to the parent Committee, unless otherwise directed by Council.

## Composition

The membership on the Mississauga Heritage Advisory Committee shall consist of up to three Councillors and a minimum of five (5) Citizen members and a maximum of twelve (12) Citizen members appointed by Resolution of Council and in accordance with the City's Corporate Policy and Procedure for Citizen Appointments. (Res. 0204-2022).

## Quorum

1. A quorum of the Mississauga Heritage Advisory Committee shall result from the presence of a majority of the appointed and elected members, at a time no later than thirty (30) minutes past the time for which the meeting was scheduled and so noted on the agenda or notice of the meeting.
2. The presence of one (1) of the appointed Council members shall be required to establish quorum.

3. Citizen members must comply with the section in the Procedural By-law regarding attendance at meetings.

## **Frequency of Meetings**

Meetings of the Heritage Advisory Committee are held on the second Tuesday of every month commencing at 9:30 AM.

## **Staff Resources**

The Heritage Advisory Committee will be assisted by a Legislative Coordinator, appointed by the Office of the City Clerk to oversee all administration detail such as preparing agendas, minutes, and official correspondence and notices. Assistance will also be provided by the City's Heritage Coordinator(s), who will provide research, reports and advice as required. An annual budget will be provided to the Heritage Advisory Committee as approved by Council for committee business, and to cover expenses of members such as attendance at seminars or conferences and mileage for site inspections.

## **Reporting**

Staff reports will generally be provided through the Commissioner of Community Services. The recommendations from the Heritage Advisory Committee will generally be sent to the City's General Committee, followed by final consideration by City Council.

## **Subcommittees**

The Mississauga Heritage Advisory Committee may establish subcommittees from time to time to deal with specific issues. The subcommittees make recommendations to the Heritage Advisory Committee. All appointed members of the subcommittee have the right to vote. The Chair of the subcommittee will be appointed at the first meeting of the subcommittee.