

Municipal Heritage Advisory Committee Mandate

Mandate:

The function and mandate of the Municipal Heritage Advisory Committee (Committee) shall be to:

1. Provide advice to City Council relating to the following:
 - Any matter arising out of *The Heritage Property Act*, or the regulations thereunder, and on [Council Policy C10-020, Civic Heritage Policy](#);
 - Changes to the evaluation criteria for properties of architectural or historical value or interest, with respect to heritage designation;
 - Revisions to the list of buildings, sites or structures, and areas worthy of conservation, as set out in the Holding Bylaw or under the heritage database;
 - Buildings, properties and artifacts to be designated under *The Heritage Property Act* or placed on the [Saskatoon Register of Historic Places](#);
 - Policies related to conserving heritage buildings, sites or structures and areas;
 - Proposed or recommended changes to municipal legislation to conserve heritage buildings, sites or structures and areas;
 - Ways to increase public awareness and knowledge of heritage conservation issues, and if the Committee so wishes and if a budget is provided by City Council, provide education and awareness programs within the mandate of the Committee, provided that the Administration is consulted prior to implementation of each program to ensure there is no duplication of services and that the proposed program supports the relevant policy;
 - Any other matters relating to buildings, sites or structures and areas of architectural or historical significance; and
 - Buildings, sites or structures and artifacts owned by the City of Saskatoon (City).
2. Provide advice to City Administration, with respect to approval of alterations to designated heritage property, or property for which a notice of intention has been registered, pursuant to [Bylaw No. 8356, the Heritage Property \(Approval of Alterations\) Bylaw, 2004](#).
3. Prepare and update, in consultation with Administration, a brochure and/or information on the City's website describing the Committee's mandate, membership, qualifications, recent activities, regular meeting schedule and how the public can contact the Committee.

Board Classification:

Advisory Committee

Resource Staff:

Non-Voting Resource Members:

- Councillor, 4-year (Council) term;
- Representative from City Clerk's Office - City Archivist; and
- Administration as assigned at the discretion of the General Manager of Community Services.

Reports to:

The Committee shall report to City Council through the Standing Policy Committee on Planning, Development and Community Services (PDCS).

The Committee shall report to PDCS, as required, to update on any major initiative or report back on any matter referred to them by either City Council or the PDCS.

The Committee shall submit an annual report, outlining the previous year's accomplishments and a work plan for the upcoming year to City Council through the PDCS. The annual report is intended to update City Council on progress goals and initiatives, and to provide an update on any outstanding issues or recommendations within its mandate. This report shall be submitted by March 31 and serve to demonstrate how the Committee remains relevant and current. In considering the report, City Council will determine whether it requires continuation of the Committee or any changes to the mandate.

Subcommittees and Working Groups:

The Committee may form subcommittees and working groups within its membership, as may be necessary, to address specific issues within its mandate.

Subcommittees shall draw upon members of the Committee and the Chair of the subcommittees shall be a voting member.

Issues identified outside the Committee mandate may be the subject of an ad hoc committee established by the Standing Policy Committee on Planning Development and Community Services.

Authority:

Section 55 of *The Cities Act*; *The Heritage Property Act*; [City Council Resolution – Regular Business Meeting on June 25, 2018](#)