



Terms of Reference Municipal Heritage Advisory Committee

Authority

Section 55 of *The Cities Act*; *The Heritage Property Act*; Council Resolution - June 25, 2018

Mandate

The function and mandate of the Municipal Heritage Advisory Committee (“MHAC”) 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 Policy C10-020, *Civic Heritage Policy*
 - changes to the criteria for evaluation of 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 changes 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 MHAC, 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
 - buildings, sites or structures and artifacts owned by the City
2. Provide advice to the City’s 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 the 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

Composition

Voting Members:

<p>Agency Representatives</p> <ul style="list-style-type: none"> • 1 representative of the Saskatoon Heritage Society • 1 representative of the Saskatchewan Association of Architects • 1 representative of the Saskatoon Region Association of Realtors • 1 representative of the Saskatoon Archaeological Society • 1 representative of the Meewasin Valley Authority • 1 representative of Tourism Saskatoon • 1 representative of the Saskatchewan Indigenous Cultural Centre • 1 representative of the 33rd Street Business Improvement District • 1 representative of the Broadway Business Improvement District • 1 representative of Downtown Saskatoon (Downtown Business Improvement District) • 1 representative of the Riversdale Business Improvement District • 1 representative of the Sutherland Business Improvement District • 1 representative of the Local History Room of the Saskatoon Public Library 	<p>Citizen Representatives</p> <ul style="list-style-type: none"> • 1 citizen representative of the youth community (16 – 23 years old) • 2 citizen representatives of the First Nations or Métis communities • 2 additional citizen representatives
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Non-Voting Resource Members:

- 1 Councillor
- 1 representative of the City Clerk's Office:
 - City Archivist
- Representatives of the City's Administration:
 - Community Services Department

Preferred Qualifications

- Representatives of organizations or communities must be members or employees of the organizations or communities they represent.
- Demonstrated knowledge, expertise or interest in the following:
 - Heritage and history
 - Landscape architecture
 - Interior design
 - Structural engineering
 - Construction
 - A level of community involvement on related issues
- Ability to commit time to participate in Committee programs and activities.

- Any other qualifications as outlined in Policy C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*.

Reporting

The MHAC shall report to City Council through the Planning, Development and Community Services Committee (SPC-PDCS).

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

The MHAC shall submit an annual report outlining the previous year's accomplishments and a work plan for the upcoming year, to City Council through the SPC-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, Council will determine whether it requires continuation of the Committee or any changes to the mandate.

Appointment and Term

Voting Members:

- 2 year, staggered terms, maximum of 3 consecutive terms for citizen representatives (6 years)
- Agency representatives are not subject to a maximum term
- Appointments to be made by City Council

Non-Voting Resource Members:

- Councillor, 4 year (Council) term
- Administration as assigned at the discretion of the General Manager

A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at its annual organizational meeting.

Mentorship of Youth Member

The Chair, or in the alternative as required, the Vice-Chair of the Committee shall mentor and serve as a role model to the youth member of the Committee.

Quorum

Quorum is met by attendance of a majority of voting members (10).

Subcommittees and Working Groups

- The MHAC 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 MHAC mandate may be the subject of an ad hoc committee established by the SPC-PDCS.

Meetings

- Typically meets on the first Wednesday of each month at 11:30 a.m. to 1:30 p.m. during each of January, February, March, April, May, June, September, October and November or as otherwise required
- The City Clerk's Office shall provide administrative support to each meeting of the MHAC

Remuneration and Expense Reimbursement

Advisory Committee members shall serve without receiving remuneration. The following services are provided to members in accordance with Policy No. C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*:

- Reimbursement of childcare expenses for scheduled MHAC meetings (receipt required)
- Parking and bus ticket expenses
- Hearing & visual assistance

Resource Documents

[The Cities Act](#)

[Bylaw No. 8174, The City Administration Bylaw, 2003](#)

[Bylaw No. 9170, The Procedures and Committees Bylaw, 2014](#)

[Policy No. C01-003, Appointments to Civic Boards, Commissions, Authorities, and Committees](#), which includes the attached *City of Saskatoon Code of Conduct for Members of Civic Boards, Commissions, Authorities and Committees* and *City of Saskatoon Anti-Harassment Policy for Members of Civic Boards, Commissions, Authorities and Committees*

[The Heritage Property Act](#)

[Policy No. C10-020, Civic Heritage Policy](#)

[Bylaw No. 8356, The Heritage Property \(Approval of Alterations\) Bylaw, 2004](#)

Any other policies as required