

Meeting Date: 02/21/2019 **Report #:** 19-008(MHAC)

To: Municipal Heritage Advisory Committee

Report Date: 01/31/2019

Report Author: Laura Waldie, MA, CAHP, Senior Planner-Heritage

Department: Community Development

Division: Planning Services

Report Title: Updated 2019 Municipal Heritage Advisory Committee Terms of Reference

File No: LAC 1.3

Ward No: All

RECOMMENDATION(S)

THAT the Municipal Heritage Advisory Committee (MHAC) receive the updated 2019 Terms of Reference as presented in Attachment 2 of the staff report 19-008(MHAC);

AND THAT the updated 2019 Terms of Reference be forwarded to Council for information.

SUMMARY

- The City Clerk's Office has requested that all Advisory Committee Terms of Reference be updated to reflect the new Term of Office for members as well as to have all Terms of Reference follow the same format.

BACKGROUND

On January 5, 1981, By-law 1804 was passed by Council to establish a Local Architectural Conservation Advisory Committee (LACAC) for the City of Cambridge. That by-law contained the first Terms of Reference for the operation of the Committee.

In November 2002, the Government Efficiency Act made some administrative and procedural changes to the Ontario Heritage Act (OHA). One major change was the renaming of LACAC to Municipal Heritage Committee (MHC). Therefore, in accordance with these changes to the OHA, the Cambridge LACAC was renamed in 2003 to the Municipal Heritage Advisory Committee (MHAC). In that change, a new Terms of Reference was created.

The MHAC Terms of Reference was last updated in November 2015 and approved by Council in February 2016 (Attachment 1). The 2016 Terms of Reference was updated to reflect the MHAC's enhanced advisory role to Council as mandated under the Ontario Heritage Act and the Cambridge Official Plan. The Clerk's Office is now requiring that all Advisory Committee Terms of Reference be updated annually for any changes. The Clerk's Office has also created a template that all Terms of References must follow. The MHAC Terms of Reference has been updated to reflect some administrative changes since 2016 (Attachment 2).

ANALYSIS

Strategic Alignment:

PLACE: To take care of, celebrate and share the great features in Cambridge that we love and mean the most to us.

Goal #3 - Arts, Culture, Heritage and Architecture

Objective 3.2 Conserve and make positive contributions to our heritage districts and buildings throughout the community.

Existing Policy/By-Law:

Procedural By-law 133-18 (Attachment 3)

Financial Impact:

The Municipal Heritage Advisory Committee (MHAC) can access current operating budget of \$6,500 (subject to 2019 Operating Budget approval by Council)

Public Input:

The Municipal Heritage Advisory Committee (MHAC) meetings are open to the public.

Internal/External Consultation:

Staff have liaised with the Clerk's Office on updating the Municipal Heritage Advisory Committee (MHAC) Terms of Reference to the new template.

Comments/Analysis:

There have only been administrative changes to the 2016 Municipal Heritage Advisory Committee (MHAC) Terms of Reference. These changes include:

- Staff Liaison job title from Planner-Heritage to Senior Planner-Heritage
- Member term length has change from a three year term to a four year terms coinciding with the term of Council;
- The Clerk's Office has adopted a standard template that all Advisory Committee Terms of Reference must follow.

Staff is recommending that the MHAC receive the updated 2019 MHAC Terms of Reference as per the City's Procedural By-law 133-18 (Attachment 3) and that staff forward the Terms of Reference on to Council for information.

SIGNATURE

Prepared by:



Departmental Approval:



ATTACHMENTS

1. 2016 MHAC Terms of Reference
2. 2019 Updated MHAC Terms of Reference
3. Procedural By-law 133-18