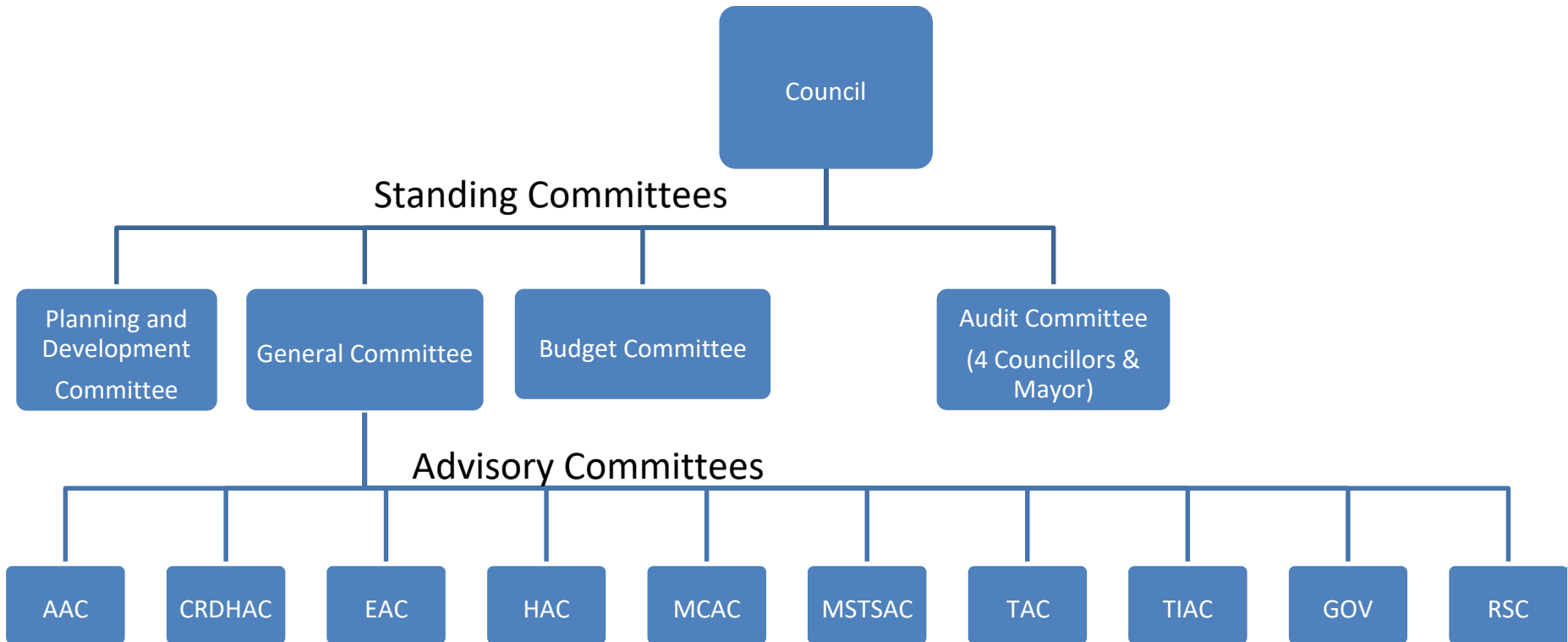


# Port Credit Heritage Conservation District Subcommittee Procedures

# Council/Committee Structure



# Advisory Subcommittee Processes

- The Agenda will be delivered by email to members at least 72 hours prior to the meeting. If you do not receive the Agenda, please contact the Legislative Coordinator immediately.
- The Agendas and Minutes are posted on the City's Website: <http://www.mississauga.ca/portal/cityhall/agendas>
- After reviewing the agenda, if a member feels they may have a conflict of interest with an agenda item, it should be declared under item 4 on the agenda: "Declarations of Conflict of Interest". The Member will be required to turn off their camera and mute themselves during the discussion of that matter and will not be permitted to vote.

# Procedures of Advisory Subcommittees

- If at any time a member is not clear on what the recommendation is before the Chair or any other matter, you may request clarification at any time. If a recommendation is ‘received for information’ that means that no action will be taken, however the recommendation can be amended to add specific detail as per the request of the Subcommittee and then moved for receipt.

## Debating and Discussion

- At meetings, all members of the Subcommittee may engage in discussions on agenda items but remarks should be kept to five minutes.
- When wanting to speak on a matter, ensure that you are recognized by the Chair by raising your hand before speaking and speak in order.

# Procedures of Advisory Subcommittees - Recommendations

- All recommendations from PCHCD will be forwarded to the Heritage Advisory Committee (HAC) in a Recommendation Report for consideration and approval, which will then proceed to General Committee. The Recommendation can be amended at the Heritage Advisory Committee meeting, approved and then proceed to GC.
- If the Recommendation Report is approved or amended at GC, it will be forwarded to Council for final approval.

## Voting on Matters

- You must vote by raising your hand.
- A recommendation requires one Member to move for approval the item or an amendment, no seconder is required.
- A tie vote is deemed to be lost.

# Procedures of Advisory Subcommittees – Composition, Quorum and Attendance

- There are 7 members on PCHCD for the Term ending November 14, 2026. Four (4) members are required for quorum to start the meeting. If there is no quorum within 30 minutes of the starting time, the meeting is cancelled and matters will be placed on the next month's agenda.
- If you are unable to attend a meeting notify the Legislative Coordinator to ensure we have quorum for the meeting.
- If you miss 3 consecutive meetings, your appointment will be reviewed.



## Meeting Schedule

- PCHCD meets monthly typically the second Monday of the month as long as there are applications for consideration. Please see the attached link to the google calendar for PCHCD dates.  
<https://www.mississauga.ca/council/councilactivities/council-and-committees-calendar/>
- Meetings will be virtual via webex.

# Legislative Coordinators Role

- Your assigned Legislative Coordinator for PCHCD is Martha Cameron
- Martha will keep you advised of meeting dates, agendas and other information required for the Committee's operation
- Subcommittee member requests should go through Martha as a point of contact.

## Mandatory Educational Session

- There will be a mandatory education sessions held on May 25<sup>th</sup> and June 20<sup>th</sup>. The June 20<sup>th</sup> is from 10 to noon in Council Chambers and virtually via webex. The mandatory education session is held by the Integrity Commissioner in which all Citizen Members must attend.
- Further details will be provided with respect to the virtual link closer to the date. Please ensure you attend and advise Martha Cameron, Legislative Coordinator how you will be attending if you have not already done so.

# Legend to the Advisory Committees

- AAC – Accessibility Advisory Committee
- CRDHAC – Combating Racism, Discrimination and Hatred Advisory Committee
- EAC – Environmental Action Committee
- HAC – Heritage Advisory Committee
- MCAC – Mississauga Cycling Advisory Committee
- MSTSAC – Mississauga School Traffic Safety Action Committee
- RSC – Road Safety Committee
- TIAC – Towing Industry Advisory Committee
- TAC – Transit Advisory Committee

# QUESTIONS?