

# Terms of Reference for Stormwater Advisory Committee

## Mandate

The Stormwater Advisory Committee (SWAC) is an advisory committee of Council established to offer advice and recommendations to the Council of the City of Mississauga in support of combating climate change and extreme weather impacts in order to advance stormwater management and flood mitigation in the Stormwater Master Plan, Strategic Plan and other relevant City strategies, plans and policies.

SWAC's main purpose is to help educate the public, evaluate opportunities, encourage resource sharing and serve as a liaison between the community and Council.

SWAC will provide a forum for the public to discuss their concerns and share their ideas in the areas of stormwater management, sustainable development, climate change, conservation, and flood mitigation to help protect homes, businesses, property, municipal infrastructure and the natural environment.

## Objectives/Goals

SWAC will engage the community to make public services and municipal processes more accessible and better understood by the public and will support the implementation of the framework of actions in the Stormwater Master Plan to collectively address issues associated with stormwater, accounting for growth, climate change and the maintenance of the City's built and natural resources.

## Work Plan

The Stormwater Advisory Committee shall prepare an annual Work Plan, which will be sent to General Committee, then to Council at the beginning of the year, as well as year-end progress updates.

Committee members shall work collaboratively with City staff to devise the Work Plan and ensure that the workload is manageable and appropriately shared between the two parties.

The Work Plan will need to be carefully crafted to meet the Committee's mandate and objectives, as well as the City's Strategic Plan, Master Plans, and budgetary capacity. The work plan shall speak directly to the specific goals the committee aims to accomplish. The work plan will attempt to use the City's Strategic Plan Pillars, action items, master plans, or legislation to organize the committee's focus and nature of work.

## Procedures and Frequency of Meetings

The Stormwater Advisory Committee are subject to Council Procedure By-law, which outlines the procedures for Council and Committee meetings.

<https://www.mississauga.ca/publication/council-procedure-by-law/>

SWAC will meet bi-monthly, or on an 'as needed' basis as determined by the Committee members, at the call of the Chair, or at direction of Council. The Chair in consultation with the Director, Infrastructure, Planning & Engineering Services (or their designate), may cancel a meeting if it is determined there are insufficient items to discuss.

## Membership

All members are subject to the Code of Conduct and Complaint Protocol for Local Boards:

[http://www7.mississauga.ca/documents/CityHall/pdf/2014/Local\\_Boards\\_Code\\_of\\_Conduct.pdf](http://www7.mississauga.ca/documents/CityHall/pdf/2014/Local_Boards_Code_of_Conduct.pdf)

and Corporate Policy 02-01-01: Citizen Appointments to Committees, Boards and Authorities:

<http://inside.mississauga.ca/Policies/Documents/02-01-01.pdf>

SWAC shall consist of Voting Members and Staff Support and Agency Representatives. Their roles are outlined below:

### **Voting Members**

There will be a maximum of 11 voting members (for the 2025-2026 term) appointed by Council including:

- 2-3 Members of Council
- 5-8 Citizen Members (Mayor is ex-officio)

### **Staff Support Members and Agency Representatives**

Staff support members and agency representatives will function as non-voting members of the committee. The Legislative Coordinator will prepare the committee's notices, agendas, minutes and correspondence. The committee will also be supported by the Manager, Stormwater Projects & Approvals (Transportation & Works Department) and by staff from other the City Divisions/Departments, as warranted. They include, but are not limited to the following:

- Transportation & Works Department: Works Operations and Maintenance
- Community Services Department: Parks, Forestry & Environment
- Planning & Building Department: Development & Design
- Corporate Services Department: Communications

Agency representatives may be involved in the development or implementation of stormwater management and education initiatives. Representatives from these agencies will be requested to attend as warranted. Such agencies include, but are not limited to the following:

- Region of Peel: Public Works Department
- Conservation Authorities

## Role of Chair

The role of the Chair is to:

1. Preside at the meetings of SWAC using City of Mississauga's Procedure By-law, and keep discussion on topic
2. Provide leadership to SWAC to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.
3. Review agenda items with the Legislative Coordinator and appropriate City staff.
4. Recognize each Member's contribution to the Committee's work.
5. Serve as an ex-officio member of subcommittees and attend subcommittee meetings when necessary.
6. Liaise with the Legislative Coordinator on a regular basis.

## Role of Committee Members

The role of Committee Members is to:

1. Ensure that the mandate of SWAC is being fulfilled.
2. Provide the Chair with solid, factual information regarding agenda items.
3. When required, advise Council on matters (relating to the matters that the committee deals with).
4. Notify the Legislative Coordinator if they are unable to attend SWAC meetings to ensure that quorum will be available for all meetings.

## Quorum

Quorum of the SWAC shall be reached with:

1. 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 beginning of the meeting was scheduled and so noted on the agenda or notice of the meeting.
2. The issuance of an Agenda for a meeting of this Committee will be considered as notice of that meeting.
3. The presence of one (1) of the appointed Council members shall be required to establish quorum

## Subcommittees

That, as per the Procedure By-law, a Committee of Council may establish a subcommittee which shall consist of members of the parent Committee, as may be determined by such parent Committee, and any other member approved by Council, as follows:

- Sub-committees will be formed to deal with specific issues, and will make recommendations to the parent Committee. Once the specific issue is dealt with the subcommittee shall cease.
- 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.