

## Terms of Reference PORT CREDIT HERITAGE CONSERVATION DISTRICT ADVISORY SUBCOMMITTEE

### Background

In 2004, the Port Credit Heritage Conservation District (HCD) Plan was approved and became the second heritage district of its type in the City of Mississauga under municipal By-law 0273-2004. The Port Credit Heritage Conservation District Plan was revised and adopted under By-law 0109-2018 on June 6, 2018. After further decision by LPAT the HCD came into force on January 29, 2020. In consultation with the local community it was agreed that a new HCD advisory subcommittee be established to advise the Heritage Advisory Committee (HAC) on heritage permit applications within the Port Credit HCD.

### Mandate

The purpose of the Port Credit Heritage Conservation District Advisory Subcommittee (PCHCD Subcommittee) is to make recommendations to the Heritage Advisory Committee on heritage permit applications received within the HCD boundary as defined in By-law 0109-2018.

### Objectives/Goals

The PCHCD Subcommittee provides comment on heritage permit applications based on the objectives, policies and guidelines set out in the HCD Plan to the Heritage Advisory Committee. The role of the PCHCD Subcommittee is to be ambassadors and stewards of the HCD Plan by assisting property owners seeking application to alter property within the HCD.

### Term of Office

The term of office for Citizen Members of the PCHCD Subcommittee shall run concurrent with the term of Council, or until successors are appointed.

At the first meeting of the PCHCD Subcommittee, the members shall appoint, from among their number, a Chair and Vice Chair.

### 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>

## **Composition**

Members on the PCHCD Subcommittee shall consist of:

- (a) Five (5) members from the Port Credit Community with a commitment to protecting and adhering to the principles and policies as set out in the HCD Plan.
- (b) At least one (1) Member of the Heritage Advisory Committee (HAC) may be appointed.

All appointed members have the right to vote.

## **Role of the Chair**

The role of the Chair is to:

- 1. Preside at the meetings of the PCHCD Subcommittee using City of Mississauga's Procedure By-law and keep discussion on topic.
- 2. Provide leadership to PCHCD Subcommittee to encourage that its activities remain focused on its mandate.
- 3. The Vice Chair will assume the role of Chair in the Chair's absence.

## **Role of Committee Members**

- 1. Ensure that the mandate of the PCHCD Subcommittee is being fulfilled.
- 2. Provide the Chair with solid, factual information regarding agenda items.

## **Quorum**

A quorum of this subcommittee shall be a majority of all members present at a time no later than thirty (30) minutes past the time for which the meeting was scheduled and so noted on the agenda or notice of meeting.

Members must comply with the section in the Procedural By-law 139-13 regarding attendance at meetings: [http://www7.mississauga.ca/documents/bylaws/procedural\\_by-law\\_2013.pdf](http://www7.mississauga.ca/documents/bylaws/procedural_by-law_2013.pdf)

An issuance of an Agenda for a meeting of this Subcommittee will be considered as notice of that meeting.

## **Procedures**

- 1. Procedures will be consistent with the City's Procedural By-law 139-13.
- 2. Meetings will be held on a monthly basis if required, or as determined by the PCHCD Subcommittee at the call of the Chair.

3. Applications to alter a property within the HCD are presented to the Subcommittee by Heritage Planning staff. Applications would be required to be submitted to staff at a minimum of three weeks prior to a scheduled meeting. City staff would notify the applicant as to when their application was on the agenda.
4. Meetings will be held at the Civic Centre, open to the public and applicants are encouraged to attend in order to provide information and details related to the application. Members of the public may address the Subcommittee about a specific application providing they have requested to be on the agenda (limited to 10 minutes).
5. At the conclusion of an applicant's deputation or any other public input, the members of the Subcommittee will provide a motion to approve, reject, modify or defer the application.
6. Motions are approved based on a majority of votes from the Subcommittee members. The Chair may choose to vote but must vote in the case to break a tie.
7. The Subcommittee does not have the authority to issue or deny a heritage permit whereas this authority lies ultimately with Council in accordance with the Ontario Heritage Act.

## **Reporting**

A Report of recommendations from the PCHCD Subcommittee will be prepared by the Legislative Coordinator for the next meeting of HAC. Heritage Staff will also incorporate the recommendations from the PCHCD Subcommittee in their corporate report to HAC.

## **City Staff Support**

The PCHCD Subcommittee will be supported by a Legislative Coordinator from the City Clerk's Office, and therefore subject to all rules and regulations as determined by the City Clerk. The agendas, minutes, official correspondence and notices will be coordinated through the Clerk's Office. Assistance will also be provided by Heritage Planning staff in attendance at all meetings of the PCHCD Subcommittee. Additional staff, such as planners, urban designers, or other technical staff, may be requested to assist when required.

## **Confidentiality**

There may be occasions whereby an application or material within an application contains sensitive material provided to members of the PCHCD Subcommittee for purposes of comment and feedback on a specific application. City staff will advise when confidentiality may apply. All materials provided to the PCHCD Subcommittee will be governed by the City's policies related to freedom of information.

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