

Terms of Reference

MEADOWVALE VILLAGE HERITAGE CONSERVATION DISTRICT ADVISORY SUB-COMMITTEE

Approved by Heritage Advisory Committee on July 21, 2016 - HAC-0040-2016

Background

Meadowvale Village, a small village remnant of the nineteenth century, located on the Credit River in the north end of the City of Mississauga, became a Heritage Conservation District (HCD) under By-law 453-80. The Meadowvale Village Heritage Conservation District Plan was revised and adopted under By-law 0078-2014 on April 2, 2014. During the planning process to review the HCD Plan the former Meadowvale Village Heritage Conservation District Review Committee was eliminated. In consultation with the local community it was agreed that a new HCD advisory sub-committee be established to advise the Heritage Advisory Committee (HAC) on heritage permit applications within the Meadowvale Village HCD.

Mandate

The purpose of the Meadowvale Village Heritage Conservation District Advisory Sub-Committee (MVHCD Sub-Committee) is to recommend the approval, modification or refusal of heritage permit applications received within the HCD boundary as defined in By-law 0078-2014.

Objectives/Goals

The MVHCD Sub-Committee 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 MVHCD Sub-Committee 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 shall run concurrent with the term of Council, or until successors are appointed. However, given that the HCD Plan is in place to guide heritage permit applications, and the MVHCD Sub-Committee's role is to advise HAC that these applications meet the objectives, policies and guidelines set out in the HCD Plan.

At the first meeting of the MVHCD Sub-Committee, 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, 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 MVHCD Sub-Committee shall consist of:

- (a) Nine (9) members from the Meadowvale Heritage Village 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).

All appointed members have the right to vote.

- (c) One (1) volunteer external consultant may be appointed to advise the MVHCD Sub-Committee as ex-officio on an as needs basis.

Role of the Chair

The role of the Chair is to:

- 1. Preside at the meetings of the Meadowvale Village Heritage Conservation District Sub-Committee using City of Mississauga's Procedure By-law and keep discussion on topic.
- 2. Provide leadership to MVHCD Sub-Committee 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 MVHCD Sub-Committee 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

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

Procedures

- 1. Procedures will be consistent with the City's Procedural By-law 139-13.

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2. Meetings will be held on a monthly basis if required, or as determined by the MVHCD Sub-Committee at the call of the Chair.
 3. Applications to alter a property within the HCD are presented to the Sub-Committee 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 in a public facility, 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 Sub-Committee 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 Sub-Committee will provide a motion to approve, reject, modify or defer the application.
 6. Motions are approved based on a majority of votes from the Sub-Committee members. The Chair may choose to vote but must vote in the case to break a tie.
 7. The Sub-Committee 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

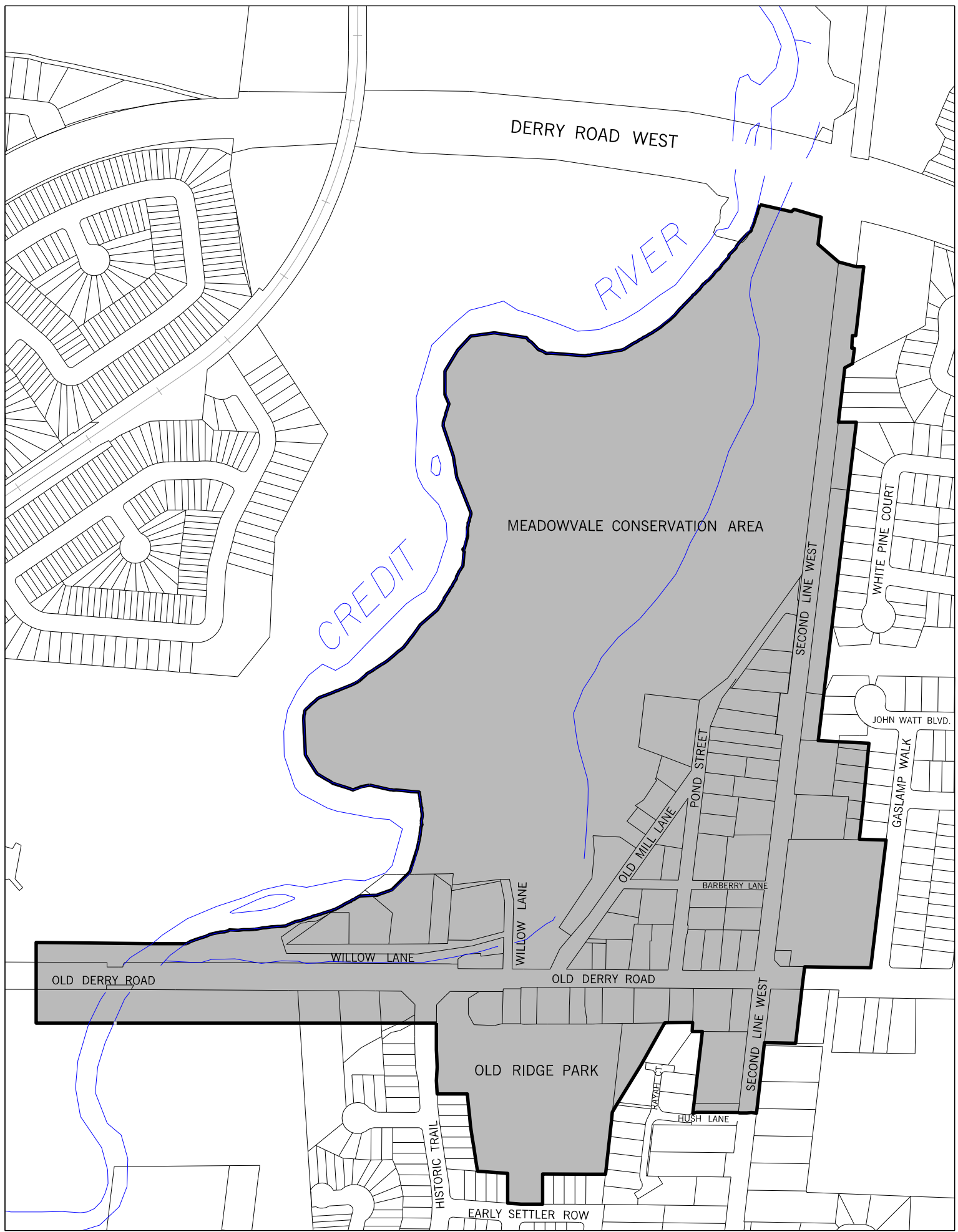
A Report of recommendations from the MVHCD Sub-Committee will be prepared by the Legislative Coordinator for the next meeting of HAC. Heritage Staff will also incorporate the recommendations from the MVHCD Sub-Committee in their corporate report to HAC.

City Staff Support


The Meadowvale Village Heritage Conservation District Advisory Committee 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 MVHCD Sub-Committee. Additional staff, such as planners, urban designers, or other technical staff, may be requested to assist when required.

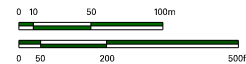
Confidentiality

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



Schedule A - Meadowvale Village Heritage Conservation District Boundary

Legend
 HCD Boundary



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