

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.