

Terms of Reference: Meadowvale Village Heritage Conservation District Advisory Subcommittee

Approved by Heritage Advisory Committee on June 23, 2015 - HAC-0040-2015

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 subcommittee 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 Subcommittee (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 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 MVHCD 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 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 Subcommittee'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 Subcommittee, the members shall appoint, from among their number, a Chair and Vice Chair.

Membership

All members are subject to the following:

- Code of Conduct and Complaint Protocol for Local Boards.
<https://web.mississauga.ca/publication/local-boards-code-of-conduct/>

- Corporate Policy 02-01-01: Citizen Appointments to Committees, Boards and Authorities.
<https://www.mississauga.ca/publication/citizen-appointments-to-committees-boards-and-authorities-policy/>
- Council Procedural By-law
<https://www.mississauga.ca/publication/council-procedure-by-law/>

Composition

Members on the MVHCD Sub-Committee shall consist of:

- a) Five to seven (5-7) 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).
- c) All appointed members have the right to vote.
- d) One (1) volunteer external consultant may be appointed to advise the MVHCD Subcommittee 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 Subcommittee using City of Mississauga's Procedure By-law and keep discussion on topic.
2. Provide leadership to MVHCD 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 MVHCD 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 regarding attendance at meetings: <https://www.mississauga.ca/publication/council-procedure-by-law/>

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.

Meetings will be held on the second Tuesday of each month if required, or as determined by the MVHCD Subcommittee at the call of the Chair.

2. 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.
3. Meetings will be held virtually and will be open to the public. Applicants are encouraged to attend virtually in order to provide information and details related to their application. Members of the public may address the Subcommittee about a specific application providing they have requested to be on the agenda and have filled in the appropriate "Request to Speak" deputation form located on the external City of Mississauga site. Deputations are limited to 10 minutes.
4. 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.
5. 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.
6. 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 MVHCD Subcommittee will be prepared by the Legislative Coordinator for the next meeting of the Heritage Advisory Committee (HAC). Heritage staff will also incorporate the Recommendations from the MVHCD Subcommittee into their Recommendation report which will be presented to General Council (GC).

City Staff Support

The Meadowvale Village Heritage Conservation District Advisory 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 MVHCD 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 MVHCD Subcommittee for purposes of

comment and feedback on a specific application. City staff will advise when confidentiality may apply. All materials provided to the MVHCD Subcommittee will be governed by the City's policies related to freedom of information.

