

Planning and Policy Sub-Committee Mtg
November 21, 7:30pm - Lerner Room, London Public Library

In Attendance: Jean-Marc Metrailler, Stephanie Bergman, Jeff Gard, Sue Jory, Joshua Dent, Mike Wallace, Matt Thompson (New Resource Member).

1. Policies and Procedures for Sub-Committees
 - a. Concerns were raised regarding non-council-appointed members voting on sub-committees, and overall transparency of sub-committees.
 - b. The sub-committee agreed that having written policies and procedures for all CACP sub-committees would improve transparency, and will also help new members.
 - c. The sub-committee developed the attached draft policies and procedures for sub-committee FOR REVIEW BY CACP.
 - d. The Policies and Procedures include the development of a Terms of Reference for each sub-committee (to be developed by each sub-committee).
 - i. **Suggested Motion for CACP: The CACP agrees to abide by the attached policies and procedures for all sub-committees, and will make the policies and procedures, and terms of reference available to all existing and future members of the CACP.**
2. Discussion regarding the use of composite or alternative materials in heritage districts.
 - a. The following questions were discussed - besides the HCDs, are there any internal policies for when certain alternative materials will be accepted? I.e. what are the internal policies for approving composite decking? Where are these written and how can they be made public? Eg. TOR for HIA.
 - b. **ACTION: The Sub-Committee to invite a city staff representative to discuss these internal procedures and discuss transparency of HAP review.**
 - c. **Action: Stephanie to reach out to ACO to see if they have any educational material about the use of alternative/composite materials on heritage structures.**

Items to carry forward for next meeting: Request from city staff on update to heritage registry review.

DRAFT Policies and Procedures for All CACP Sub-Committees (FOR REVIEW)

1. The following Sub-Committees currently operate under the CACP:
 - a. Planning and Policy Sub-Committee
 - b. Stewardship Sub-Committee
 - c. Education Sub-Committee
 - d. Archaeological Sub-Committee (as needed)
2. The Sub-Committees work on a consensus model. Where this is not possible, a voting member will make a motion on which the Sub-Committee will vote.
3. In accordance with the CACP Terms of Reference, Sub-committees may include non-CACP members of the public as deemed necessary, referred to as Resource Members. Resource members are non-voting members.
 - a. Sub-Committee Resource Members shall be approved by the CACP. This does not preclude sub-committees inviting experts or other individuals on an ad hoc basis, which should be disclosed on sub-committee minutes.
4. Each sub-committee shall develop a brief Terms of Reference that identifies their mandate (e.g. what items automatically get referred to the sub-committee, meeting cadence, process for setting up meetings, etc.)
5. Sub-Committee Structure:
 - a. Each Sub-Committee has a chair who maintains an email list (which [will](#) include members of [the subcommittee](#) and any otherwise interested [members](#) of CACP). All members of CACP are entitled to be on [subcommittee email lists](#) and receive sub-committee agendas if requested.