

SSC (Revised)

Stewardship Sub-Committee of the CACP

Jan 2024

To make recommendations to CACP on the following:

Scope/Actions:

- To assess the reports i.e. Heritage Impact Statements that accompany requests for development and/or demolition proposals, for their historical, architectural and evaluative accuracy, and their depth and breadth of coverage and analysis.
- To evaluate the potential of properties submitted for Designation and provide additional independent research materials or resources (including people) if suitable and/or required.
- To assess and comment on Designation proposals.
- To evaluate and comment on requests for demolition.
- To recommend properties for consideration to Designate.
- To recommend the addition or the removal of properties from the *Register of Cultural Heritage Resources*.
- Other related matters.

Terms of Reference:

- The Stewardship Sub-Committee will meet when items for their consideration appear.
- The Sub-Committee will meet to consider Designation, Demolition and associated issues.
- All members, including resource members of the Stewardship Sub Committee of the Community Advisory Committee on Planning, shall act accordingly in keeping with Council Policy and Respectful Workplace Policy.

Composition of the Sub-Committee:

- Chair must be a current member of CACP.
- Other current members of CACP.
- Resource members, subject to CACP approval, who have knowledge and expertise in historical research and/or architectural history.
- Occasional guests, on an ad hoc basis and subject to CACP approval, with special knowledge or expertise on particular issues may join in the Sub-Committee discussions and their input will be noted in the Minutes.
- City Heritage Planning staff may attend as resource members.
- All resource members and occasional guests will be non-voting.
- The Sub-Committee works on a consensus model. If necessary, only CACP members can make a motion and vote.
- The Sub-Committee Chair will maintain an email list of sub-committee members (and/or guests) and other interested members of CACP. All members of CACP are entitled to be on sub-committee email lists and receive agendas if requested.

Overall purpose:

- To add value to the discussion of the above issues at the CACP meetings.
- To synthesize and focus the information provided to the CACP to guide their deliberations on these issues.
- To make recommendations to the CACP.