

REVISED: Terms of Reference and Membership of the Queen’s Park Neighbourhood Heritage Study Working Group – Second Term

Purpose: For this, second term, the Queen’s Park Neighbourhood Working Group will work with staff and the City’s consultants on the exploration of establishing a Queen’s Park Heritage Conservation Area and related design guidelines.

Terms of Reference:

The Working Group will:

1. Work with staff and the City’s consultants to:
 - Develop public consultation processes and activities;
 - Identify options for defining scope and content of proposed Conservation Area; and,
 - Evaluate the Control Period Heritage Alteration Permit application process.
2. Review and provide feedback to staff and the City’s consultants on:
 - Consultation materials and outputs;
 - Communication materials;
 - Proposed Heritage Conservation Area provisions;
 - Proposed design guidelines; and,
 - Other proposed Heritage Conservation Area implementation policies or regulation, including but not limited to the related Heritage Alteration Permit application process.
3. Participate in consultation by:
 - Attending and participating as hosts in the public consultation events;
 - Disseminating information about the process and events; and,
 - Participating with staff in an end-of-term meeting on the topic of “lessons learned through the Conservation Area process”.

Membership of the Working Group:

The membership of the Working Group will continue as established for the First Term, with the addition of an eighth resident-member, who previously served as QPRA representative. The Working Group will therefore include:

- The Chair of the Community Heritage Commission
- Two members recommended by the QPRA executive
- Two members recommended by the NWHPs executive
- Eight Queen’s Park residents and property owners selected by Council or its delegate

The Queen's Park residents and property owners were selected from interested individuals who represent a variety of circumstances; for example, different ages of houses, property sizes, interest in natural environment and potentially those with real estate or development experience.

The Chair of the Working Group will be the Chair of the Heritage Commission, and at the first meeting, the Working Group identified a Vice-Chair.

Meeting Frequency:

The Working Group will meet monthly. In addition, it is recognized that there will be a need for attendance at larger public consultation events, possibly including weekends and evenings, to engage with residents and property owners in the neighbourhood.

Length of Term:

The second term of the Working Group begins October 3, 2016 and ends August 31, 2017.

Terms of Participation:

As a City convened body, the Working Group is governed by the City's policies, including the Standing Committees and Advisory Bodies: Rules of Conduct; Respectful Workplace and Human Rights Policy; and Code of Conduct.