

Heritage Vaughan Committee Procedure

Cultural Heritage staff present a report and application to the Heritage Vaughan Committee.

The applicant's architect/planner are encouraged to attend the meeting.

Heritage Vaughan Committee meets on the third Wednesday of each month (some exceptions).

Time: 7:00pm.

Location: Vaughan City Hall - 2141 Major Mackenzie Drive, Vaughan
Rooms 242/243 (2nd floor)

Meeting Process:

Please note: As there may be other reports and presentations to Committee (usually 1-3 presentations) we ask for patience during the proceedings.

- The Committee will have already reviewed an in-depth report on the application which included much of the documentation your application and reports have provided.
- Staff will make a orderly presentation (Power Point) to the committee regarding the application.
- After staff present there is an opportunity for the applicant or their representation (architect, planner, conservation specialist etc.) to make a short presentation* if desired by the applicant.
 - **Focus should be on specific areas that strongly support the application** [explain the design proposal, including how it responds to the City's heritage policies (Official Plan Vol. 1 and 2, Heritage Conservation District Plans)].
 - Your presentation may be in either pdf or **PowerPoint format on a USB stick.**
 - Your presentation should be no longer that **10 minutes in length.**
- Then, in a round table format, committee members will have the opportunity to ask questions of staff or the applicants/representatives. Committee will provide comments, directed through the Chair, on any aspect of the proposal.
- The Chairperson will provide the opportunity for speakers in public attendance to ask questions of staff or the applicants, directed through the Chair.
- The committee will formulate a motion on the item. The motion may be moved and seconded. At the end of any discussion on the motion, the Chairperson shall call for a vote.

Immediately following the recommendation of Committee regarding the application you are welcome to remove yourself from the meeting.

After the Heritage Vaughan Committee meeting:

The recommendation (motion) from Heritage Vaughan Committee then goes to Committee of the Whole / Council on a future date. You are not required to attend either meeting.

*If anyone associated with the application would like to make a presentation , please let Cultural Heritage staff know as we will schedule accordingly.