

The Corporation of the City of Kawartha Lakes
Kawartha Lakes Municipal Heritage Committee Report
Report Number KLMHC2020-01

Meeting Date: January 9, 2020

Title: New Municipal Heritage Committee Agenda Format

Description: Background on the new format for Municipal Heritage meetings and agendas

Ward Number: All

Author and Title: Emily Turner – Economic Development Officer, Heritage Planning

Recommendation:

That Report KLMHC2020-01, New Municipal Heritage Committee Agenda Format, be received for information.

Background:

Traditionally, the Municipal Heritage Committee has used an agenda format that includes a shell agenda only. This agenda includes the topics to be discussed at the upcoming Municipal Heritage Committee meeting without supplemental information or attachments.

The new agenda format includes a section for written reports. The written reports will be prepared by the Economic Development Officer – Heritage Planning and will provide background information on the agenda topics, as well as any relevant attachments.

The agenda structure has changed slightly to include this new section. Organizationally, the reports from the two subcommittees have been condensed into subheadings under one agenda topic. The role and functions of the subcommittees will not change. The New or Other Business section, where most of the MHC agenda had previously been located, will now be reserved for topics that arise out of the meeting that are not included on the formal agenda.

Deputations will remain at the beginning of the meeting to allow anyone attending the meeting to make a deputation to present to the committee and leave if they so choose. However, any deputations, specifically alteration applications, received by the committee will now have an associated report which will be placed under the reports section of the new agenda.

Rationale:

The new meeting format is intended to increase the transparency of the Committee's activities. As a committee mandated by legislation and which makes decisions and recommendations to Council based on provincial rules and regulations, the increased transparency this format offers provides additional background information regarding the Committee's decisions that is accessible and available to the public. This brings the Committee's meeting structure and agendas in line with the other legislative mandated committees that deal with planning matters, namely the Planning Advisory Committee and the Committee of Adjustment.

The addition of reports to agendas also allows committee members to receive and review information prior to meetings. Particularly with larger issues such as development applications, this allows the committee additional time to review the background information before coming together as a committee for discussion.

Other Alternatives Considered:

No other alternatives are considered.

Financial/Operation Impacts:

There are no financial implications as the result of this report.

Consultations:

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